
Board of Directors and Committee Duties and Responsibilities

INDIVIDUAL BOARD MEMBER EXPECTATIONS:

A. All officers and directors shall support publicly and professionally the majority decision of the Board of Directors regardless of his/her own personal beliefs.

B. All qualified candidates serving in any role on the ANFP Board of Directors shall be responsible for interpreting association bylaws, making policy decisions, executing the policies and procedures to ensure association goals are met and serving as liaisons as appropriate to staff, association, chapters and committees. **Each officer is expected to:**

- Attend all Board of Directors and executive committee meetings.
- Prepare for meetings by submitting issues for the agenda, submitting reports for Board review, and thoroughly reviewing all agenda materials provided.
- Participate in board meetings through active discussion of issues, review of reports, and involvement in decision-making and supplying pertinent input.
- Approve budget, create and monitor policy, provide oversight.
- Maintain confidentiality of all information discussed and presented at Board of Directors and executive committee meetings.
- Represent the viewpoint of membership and act in the association's best interest in Board decisions.
- Serve as an ambassador to the organization by attending association meetings to include, but not limited, to regional and chapter meetings.
- Establish lines of communication with members and staff, actively soliciting information and input to support adequate data for decision-making.
- Function as a liaison to staff committees and chapters, as assigned.
- Represent the concerns of the Board of Directors and other constituencies to the President & CEO.
- Ratify the resolutions of the members and board of directors and committees thereof, the bylaws and other documents of the corporation as true and correct copies thereof.

RESPONSIBILITIES FOR THE BOARD OF DIRECTORS AS A WHOLE

A. The Chair of the Board with approval of the Board of Directors shall contract a salaried President & CEO to serve in the following capacity:

- The President & CEO shall be directly responsible to the Chair of the Board. He/she shall manage and direct all functions and activities of the association, headquarters office, headquarters staff, and shall perform such other duties as may be specified by the Chair. The President & CEO of the association is an ex-officio member of the Board of Directors and the Executive Committee, but unable to vote.

B. The Board of Directors shall adopt and maintain a succession plan for the President & CEO. The succession plan is on file with personnel staff.

C. This plan is intended for implementation when any of the following situations occur:

- President & CEO dies
- President & CEO becomes disabled to the extent that he/she can no longer fulfill his/her duties
- President & CEO resigns, or his/her employment is terminated
- President & CEO's contract expires without renewal
- President & CEO retires

OFFICERS QUALIFICATIONS & RESPONSIBILITIES

DIRECTOR AT LARGE - CDM

QUALIFICATIONS

- Demonstrate progressive leadership experience and commitment.
- Proven ability to schedule, organize, and maintain routine and/or new functions and assignments
- Possess good verbal and written communication skills
- Willingness to serve on national board committees and task forces as needed
- Active CDM,CFPP Credential
- Currently employed in the non-commercial foodservice
- Written support from supervisor for required time commitment
- A minimum of 3 Directors at Large, CDM seats are to be held by those with chapter president experience.

TERM OF OFFICE

- Takes office on June 1st through May 31 of the third calendar year (three year term).

OBJECTIVES

- Enhance and strengthen ANFP's reputation.
- Provide financial oversight to fulfill ANFP's mission, to include approval of annual budget and ensure proper financial controls are in place
- Utilize the Board agenda process to submit new discussion items for Board consideration.

RESPONSIBILITIES

- Interpret bylaws to develop policy in accordance with ANFP's mission.
- Review and approve major association decisions, commitments, and plans in accordance with policies and procedures.
- Represent the viewpoint of membership, influence board decisions and act in the association's best interest.
- Ensure legal and ethical integrity and maintain association accountability.
- Participate in board orientation and become familiar with the organization, its structure, mission, values, policies, goals, and needs.
- Participate in continued self-evaluation of the Board of Directors as it relates to its duties and functions.
- Participate in the recruitment and mentoring of new Directors at Large.
- Attend and participate in all scheduled Board of Directors meetings.
- Commit time and resources needed to complete assigned tasks; communicate progress/completion.
- Identify opportunities to further the mission and direction of ANFP.

CHAIR ELECT

QUALIFICATIONS

- National ANFP Board experience
- Understand and support the association's mission, goals, bylaws and operating procedures
- Familiar with parliamentary procedures and Roberts Rules of Order
- Understand, support and promote the association's Code of Ethics
- Demonstrate ability to represent membership through previous volunteer experience
- Proven ability to schedule, organize, delegate and maintain routine and/or new functions and assignments
- Possesses good verbal and written communication skills
- ANFP membership for three years or more
- CDM, CFPP Credential
- Willingness to serve on national Board committees and task forces as needed
- Written support from supervisor for required time commitment
- Currently employed in the non-commercial foodservice
- Current resume highlighting work and volunteer experience and education

TERM OF OFFICE

- Takes office on June 1st through May 31 of the following calendar year (two-year term) then ascends to Chair in the next fiscal year.

OBJECTIVES

- Assists the Chair of the Board in carrying out the function of that office and performs specific duties delegated by the Chair. The Chair Elect assumes the responsibilities of the Chair of the Board in his or her absence.

RESPONSIBILITIES

- Appoints members and designates the chair of all committees and task forces formed during his or her term. Reviews staff recommendations for committee chairs with an eye on future success.
- Maintains regular contact with chair to receive status updates on the association.
- Shadows Chair during Annual Conference and Expo in preparation for term.
- Prepares goals to be implemented during term as Chair.
- Accepts responsibilities delegated by the Chair, such as representing the Chair at allied organization meetings, and any other duties as appropriate to the chair.
- Is a member of the Executive Committee

REPORTS

- On an as needed basis

TREASURER ELECT

QUALIFICATIONS

- National ANFP Board experience
- Understand and support the association's mission, goals, bylaws and operating procedures
- Familiar with parliamentary procedures and Roberts Rules of Order
- Understand, support and promote the association's Code of Ethics
- Demonstrate ability to represent membership through previous volunteer experience
- Proven ability to schedule, organize, and maintain routine and/or new functions and assignments
- Possesses good verbal and written communication skills
- ANFP membership for three years or more
- CDM, CFPP Credential
- Willingness to serve on national Board committees and task forces as needed
- Written support from supervisor for required time commitment
- Currently employed in the non-commercial foodservice
- Current resume highlighting work and volunteer experience and education

TERM OF OFFICE

- Takes office on June 1 through May 31 of the following calendar year (one-year term) then ascends to Immediate Past Chair in the next fiscal year.

OBJECTIVES

- The Treasurer-Elect assumes the responsibilities of the Treasurer of the Board in his or her absence, serving a one-year term.
- Assists the Treasurer in carrying out the function of that office and performs specific duties delegated by the Treasurer.

RESPONSIBILITIES

- Trains to learn the budgeting and audit process.
- Assists with the annual budget process; working in collaboration with the Treasurer, President & CEO and ANFP staff.
- Serves as a member to the Audit/Finance committee.
- Is a member of the Executive Committee

REPORTS

- On an as needed basis

STANDING COMMITTEES

AWARDS & RECOGNITION

Committee Charge: The committee exists to celebrate CDMs and those who support the credential and industry across the country.

Committee Responsibilities:

- Develops criteria for each award that produces nominees that have exemplified leadership that help to promote the ANFP mission through their work in the industry
- Promotes the awards and recognition program among membership and throughout the industry
- Unbiasedly assesses and score nominations for each award based on the required criteria
- Reviews committee charge and award criteria annually; seeks areas of improvement and new ways to promote the program
- Actively participates in conference calls and/or meetings as scheduled

Committee Composition: The Awards & Recognition Committee shall consist of at least five (5) professional members and 1 board liaison. The Chapters & Leadership Manager shall serve as staff liaison to the Committee. Membership of this committee shall be determined by the Chair-elect and committee chair.

Committee Member Criteria: Professional member of ANFP for 2 years

CHAPTER LEADERSHIP TEAM

Committee Charge: To provide consistent mentoring, leadership training and guidance to chapters and volunteers.

Committee Responsibilities:

- Provide guidance and leadership to all state chapters
- Travel to state chapter meetings (by request) to provide training and conduct SWOT analysis
- Develop and provide leadership training at regional and annual meetings
- Develop and implement goals related to chapter management improvement
- Actively participates in conference calls and/or meetings as scheduled

Committee Composition: The Chapter Leadership Team shall consist of at least five (5) professional members currently serving or have served as a chapter leader for at least 1 year in their respective state. The Chapters & Leadership Manager shall serve as staff liaison to the Committee. Membership of this committee shall be determined by the Chair-elect and committee chair.

Committee Member Criteria: Professional member of ANFP for 2 years, serves as or served as chapter leader in respective state chapter.

GOVERNMENT AFFAIRS

Committee Charge: Assists in the development and implementation of comprehensive and effective government affairs strategies for the association on the Federal and state levels.

Committee Composition: The Professional Development Committee shall consist of at least ten (10) professional members. The President & CEO shall serve as staff liaison to the Committee. Membership of this committee shall be determined by the Chair-elect and committee chair.

Committee Member Criteria: Professional member of ANFP for 2 years

Term: 3-year term, no limit on consecutive terms

INDUSTRY ADVISORY COUNCIL

Committee Charge: Open to Corporate Partner members, provides ANFP leadership with a corporate community perspective on strategic direction for the association.

POLITICAL ACTION

Committee Charge: Recommends the disbursement of funds from the ANFP-PAC in concert with current legislative strategies.

Committee Responsibilities:

- Assist the Government Affairs staff in the development and implementation of comprehensive and effective government affairs strategies for the association on the Federal and state levels.

Committee Composition: The Political Action Committee shall consist of at least six (6) professional members. The President & CEO shall serve as staff liaison to the Committee. Membership of this committee shall be determined by the Chair-elect and committee chair.

Committee Member Criteria: Professional member of ANFP for 2 years and currently holding CDM credential

Term: 2-year term, no limit on consecutive terms

PROFESSIONAL DEVELOPMENT

Committee Charge: Examine industry trends and hot topics for educational meetings and products.

Committee Responsibilities:

- Responsible for helping to develop and execute the education plan (all CE products).
- Responsible for helping to identify experts (speakers, authors, etc.) for cutting edge education sessions and products.
- The committee may also review content of courses and materials.
- At times, some PDC members have served as speakers during conferences. Meetings vary based on activities but usually one a quarter + a live meeting for those in attendance at ACE.

Committee Composition: The Program Review Committee shall consist of at least eight (8) professional members. The Director of Education shall serve as staff liaison to the Committee. Membership of this committee shall be determined by the Chair-elect and committee chair.

Committee Member Criteria:

Previous experience in continuing education programming and a pulse on industry trends is preferred. Professional member of ANFP for 2 years and currently holding CDM, CFPP or RDN credential. CDMs should make up the majority of the committee.

Term: 3-year term, no limit on consecutive terms

PROGRAM REVIEW

Committee Charge: Reviews and approves new applications and 5-year renewals for the Nutrition & Foodservice Professional Training Programs using the ANFP Requirements as the basis for the review and approval process.

Committee Responsibilities:

- Reviews application packets for those organizations applying to become ANFP Nutrition & Foodservice Professional Training Programs. Attention to detail and timelines is important.
- Currently, ANFP staff mails the packets and the review submits an electronic evaluation form. WebEx training is provided at the beginning of each Association Year.
- A team with 1 CDM and 1 RDN reviews program submissions and may have a call as team to discuss the program suggestions with the Director of Education. The number of reviews varies based on new program submissions and the number of programs seeking re-approval (required every 5 years).

Committee Composition: The Professional Development Committee shall consist of at least fourteen (14) professional members. The Director of Education shall serve as staff liaison to the Committee. Membership of this committee shall be determined by the Chair-elect.

Committee Member Criteria: CDM, CFPP credential and active membership. RDN associated with a current or previous training program

Term: 3-year term, no limit on consecutive terms