

POLICIES AND PROCEDURE MANUAL

1. The Fall Meeting:
 - a. The President-Elect may select a location of his/her choosing but is responsible for the cancellation of prior pre-scheduled arrangements
 - b. It is realistic to plan the meeting site in a central location of the state.
 - c. The Fall Meeting should not be less than 30 days after the Annual Meeting.
 - d. All final plans should be at the discretion of the Executive Committee.
2. The Spring Meeting:
 - a. The President-Elect will select dates for the meeting.
 - b. It should be located in the center of the state for ease of travel.
 - c. The President-Elect is responsible for cancellation of all prior arrangements.
 - d. All final plans should be at the discretion of the Executive Committee.
3. Refunds for meeting registration must be received within ten (10) days following the meeting date. And half (1/2) of the cost of registration will be refunded.
4. Mileage per the federal rate shall be allowed to Executive Committee members and Committee Chairs required to attend the Winter (January) and Summer (July or August) Executive Committee meetings.
5. Expenses allowed for the Annual Meeting: Travel, room, and registration for President, President-elect and Spokesperson. The Secretary, Treasurer **and Treasurer-elect** may be given the opportunity to attend at the discretion of the board and as budget allows and will include registration and rooming. Either the Secretary or Treasurer may attend Leadership Institute (as long as it is being offered by ANFP) at the discretion of the board and as budget allows and will include registration for Leadership Institute and rooming. The Secretary or Treasurer who attends Leadership Institute must run for President-Elect at the end of their term. To keep expenses down, it is expected that officers share a room. If a spouse goes, one-half room expense is paid.
6. Travel Fund: All monies received from raffles or sales of goods donated by Iowa Association of Nutrition and Foodservice Professionals members at the Spring and Fall Workshops shall be credited to the Travel Fund Account. These monies shall be kept in a savings account that is separate from the General Fund. This Travel Fund shall be made available to Iowa Association of Nutrition and Foodservice Professionals members to attend the Association of Nutrition and Foodservice Professionals Annual Meeting.
7. Scholarship Fund: All scholarship funds will be kept in the General account unless funds are solicited specifically for scholarships. If this circumstance

occurs, this is the process that will be followed: All monies received as contributions to the scholarship fund will be kept in a savings account that is separate from the General Fund. Funds will be diverted as needed to maintain a minimum balance to avoid service charges and as the General Fund allows. Two (2) \$500.00 scholarships per year will be given.

PRESIDENT

Executive Committee Member Non-voting

1. The President shall serve for one (1) year and shall automatically become the Immediate Past President at the close of the Annual Fall Meeting.
2. Shall oversee the activities of the Association.
3. Acts as Chairperson of the Executive Committee as a non-voting member. Votes in tie breaking situations.
4. Shall issue the call for all meetings of the Executive Committee and for all meetings of the Association. Shall gather items for the consent agenda two weeks in advance of the meeting. Shall compile all items for the consent agenda into one report to be distributed to the Executive Committee for advance review in preparation for the Executive Committee meetings.
5. Shall arrange for the Winter (January) and Summer (July or August) Executive Committee Meetings. Shall gather items for the consent agenda two weeks in advance. Shall compile all items for the consent agenda into one report to be resent to the Executive Committee for advance review in preparation for the Executive Committee meetings.
6. Shall arrange for audit of accounts including selection of auditor and coordinate transfer of requested items between Treasurer and auditor no later than January 2nd at the end of the Treasurer's term.
7. Shall preside at all meetings of the Executive Committee and the membership.
8. Shall keep in contact with the following Committees:
 - a. Allied Association Liaison
 - b. Budget/Registration
 - c. Diamond
 - d. Entertainment/Hospitality
 - e. Historian
 - f. Impact Team
 - g. Membership
 - h. Newsletter
 - i. Nominating/Tally
 - j. Program
 - k. Scholarship/Awards
 - l. Spokesperson
 - m. Vendor/Exhibits
 - n. Ways and Means
 - o. Web Master

9. Shall send news items related to Presidency or any other information to Newsletter Editor by specified deadline.
10. Complete all requirements necessary to receive the State Achievement Award.
11. Shall maintain accurate records for successors
12. Shall send copies of pertinent correspondence to President-Elect and/or other officers.
13. Shall be responsible for keeping Policy Manual current with the assistance of the Executive Committee and distribute revisions to officers.
14. Shall notify persons on the ballot of election results within 30 days of election close.
15. Installs incoming officers at the Annual Fall Meeting and introduces them to the membership.
16. Shall attend the Annual Meeting with travel, registration and room paid by IANFP.
17. Shall, along with Membership Committee, encourage, welcome and orient new members of the Association. Shall be aware of the current students in the Dietary Manager Specialist Program eligible for ANFP membership and keep a current list of all graduates. Shall coordinate with the Secretary and Membership chair on follow-up and encourage graduates to become members of ANFP.
18. Shall craft a letter to administrators of all members prior to Pride in Food Service week encouraging facilities to honor their Dietary Manager and all food service staff. This will then be sent to the Awards Committee for distribution along with an application for Iowa Dietary Manager of the Year and appropriate Scholarship Applications.
19. Shall present appropriate gift to Immediate Past President at Fall meeting.

PRESIDENT ELECT
Executive Committee Member

1. Shall serve for one (1) year and shall automatically become President of the Association at the close of the Annual Fall Meeting.
2. Shall succeed to the office of President in case of a vacancy in that office and then shall serve as President until the second annual meeting of the association held after said vacancy occurs.
3. Shall acquaint him/herself with all duties of President and other offices.
4. Shall perform the functions of the office of President in their absence.
5. Is a member of the Executive Committee and shall arrange for the Spring and Fall Executive Committee meetings
6. Shall assist the President in carrying out his/her duties.
7. Shall arrange for the Annual Spring and Fall workshops, both physical arrangements and programs as Chair person of the Education Committee. This includes obtaining clock hour approval one month before the workshop. One workshop per year (Spring or Fall) is to include a minimum of two (2) clock hours on Sanitation.
8. Shall send copies of all correspondence to the President and other officers as necessary.
9. Shall attend the Annual Meeting with travel, registration, room, paid by IANFP as budget allows.
10. Shall be responsible for an exhibit at the Annual Meeting when requested.
11. Shall give oral report about the Annual Meeting to the Executive Committee and submit written report of the same to the Newsletter Editor.
12. Shall maintain a current file of program arrangements and expenses to be passed to successor.
13. Shall appoint the following committees and other special committees (with the approval of the Executive Board)
 - a. Allied Association Liaison – one active member.
 - b. Budget/Registration – Treasurer as Chairperson, President and President-Elect.
 - c. Diamond – Coordinating Cabinet. Chairperson chosen by the same.
 - d. Entertainment/Hospitality – Chairperson and one or two active members.
 - e. Historian – one active member
 - f. Impact Team – State Spokesperson as Chairperson and five active members, one from each Impact area.

- g. Membership – Membership Secretary as Chairperson and one active member.
 - h. Newsletter – Chairperson and one or more active members.
 - i. Nominating/Tally – Chairperson and one active member.
 - j. Program – President-Elect as Chairperson and at least one active member and/or Executive Committee.
 - k. Scholarship/Awards – Chairperson and one or two active members.
 - l. Spokesperson – Recommend one active member to be appointed by headquarters.
 - m. Vendor/Exhibits – Chairperson and one active member.
 - n. Ways and Means – Chairperson and one active member.
 - o. Web Master – One active member.
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- 14. Shall write and submit a message to the Newsletter Editor by specified deadline for the Fall Newsletter before they take office.
 - 15. Shall make recommendation to headquarters for the State Spokesperson by the specified deadline.
 - 16. Shall notify members of special committee assignments at the Annual Fall Meeting when the incoming President takes office responsibilities.
 - 17. Shall give a copy of duties as listed in the Policy and Procedure Manual to each committee member.

SECRETARY
Executive Committee Member

1. Shall serve a two (2) year term elected the even numbered years.
2. Is a member of the Executive Committee and shall attend and take minutes of meetings.
3. Shall submit the minutes of the previous meetings to the Executive Committee for approval and shall submit the minutes of the previous Business Meeting to the IANFP general membership for approval.
4. Maintain copies of all correspondence pertinent to the operation of IANFP and pass to the new secretary when installed.
5. Shall prepare ballots made available to eligible voters during the Spring Workshop. All eligible voters not present at the meeting will have their ballot mailed to them within seven (7) days of the meeting conclusion. Accompanying the ballots shall be instructions on the procedures to be used and voting information as to when the ballots must be returned to the Chairperson of the Nominating/Tally Committee in order to be counted in the election.
6. Shall maintain records of all meetings of the Executive Committee and of IANFP. Shall send copies to Executive Committee members.
7. Shall be responsible for keeping a supply of stationary for Iowa ANFP.
8. Shall send a copy of all minutes to the Newsletter Editor by the specified deadline.

TREASURER
Executive Committee Member

1. Shall serve a one (1) year term. Term completed at the end of the year December 31 following the Fall Workshop. New term to start January 1 following Fall Workshop.
2. Shall be a member of the Executive Committee and attend all meetings.
3. Shall receive all monies. Receive all account information, checkbook and debit card from previous Treasurer, and keep accounts balanced. Shall, along with President, contact banker to record signatures for the new terms of office.
4. Shall deposit monies in the name and credit of the IANFP in such depositories as may be designated by the Executive Committee.
5. Shall promptly pay all bills, which have been approved by the President.
 - a. Make payments by check, or debit card; dual signature required by Treasurer and President for amounts greater than \$100.
 - b. Keep all records and receipts together for auditing.
 - c. Debit card transactions must have prior approval form signed by President
6. Shall keep a complete and accurate record of all financial transactions in a permanent record book or electronic version belonging to IANFP. Will maintain records for a minimum of seven (7) years.
7. Shall be Chairperson of the Budget Committee and shall compile and prepare a tentative budget by October 1st and forward to the incoming President to be submitted to headquarters by November 1.
8. Shall notify officers and Committee Chairpersons of monies budgeted for their use.
9. Shall prepare records for auditing December 31 at the completion of their term to include:
 - Gathering records for the previous two years and transferring them to the auditor no later than January 2nd. Refer to Audit Check List for specific documents to prepare and transfer to auditor.
 - Obtaining audit results from the auditor and presenting them to the Executive Committee at the Winter (January) Executive Committee Meeting.
10. Shall include Treasurer-elect in all aspects of the audit process.
11. The audit shall be performed by a professional or a minimum of two (2) non-board members.

12. Shall send copies of pertinent correspondence to the Executive Committee.
13. Shall make bi-annual report to IANFP general membership as to the condition of the treasury, and periodic reports to the Executive Committee.
14. Shall be aware of the policies concerning the rebate from headquarters.
15. Shall pay appropriate expenses for Executive Committee members to attend the Annual Meeting. May use debit card to secure registration and/or accommodations and travel expenses. Proper authorization form must be filled out by President for those members approved to attend.
16. Shall pay fee/expenses of paid guest speakers.
17. Submit a copy of the Treasurer's report to the Newsletter Editor for each issue.
18. Pay all allowed expenses as delineated in the General Policy.
19. Prepare and work the registration table at meetings. Issue receipts to all persons paying when requested.
20. Receive pre-registration and compile list of names and fees paid. This list must include voter eligibility for distribution of ballots during the Spring Workshop.
21. Inform President-Elect of number of registrants following the deadline of pre-registration.
22. It is required that the Treasurer be bonded and this expense is covered by IANFP. Bonding to be paid by October 1 to headquarters each year.
23. All organization monies will be kept in the financial institution approved by the Executive Committee.
24. Monies will be moved from the Travel Fund to cover reimbursements for IANFP general members to attend the Annual Meeting as approved by the Executive Committee.

AUDIT CHECK LIST

The following items are to be prepared for transfer to the auditor no later than January 2nd at the completion of the treasurer's term:

1. Balance Sheet
2. Income Statement
3. Transaction Ledger
4. Pay Pal Records
5. Deposit Slips
6. Expense Vouchers with appropriate accompanying documentation

TREASURER-ELECT
Executive Committee Member

1. Shall serve a one (1) year term. Shall automatically assume the office of Treasurer at the end of the one year term.
2. Shall be a member of the Executive Committee and attend all meetings.
3. Shall train under the guidance of the Treasurer.
4. Shall be a member of the Budget Committee and assist with the budgeting process.

STATE SPOKESPERSON

Executive Committee Member

1. Shall serve for three (3) years and be appointed by headquarters upon recommendation from the President-Elect. Shall serve as Chair of the Impact Team.
2. Shall act as counsel on all matters pertaining to operation of IANFP.
3. Shall submit a report to the President to include copies of letters or scheduled visits with members of Congress and legislative activities. Shall also submit a report of legislative activities to the Newsletter Editor by specified deadline. Visits take place in the State during a congressional recess when representatives or senators are in their districts.
4. Shall submit a report to the Newsletter Editor by the specified deadline.

MEMBERSHIP COMMITTEE

1. The Membership Secretary, as Chairperson, shall encourage, welcome and orient new members of IANFP. Shall be aware of current students in Dietary Manager Specialist program eligible for ANFP membership and keep a current list of all graduates. Will report to President and Executive Committee on follow-up and encourage graduates to become members of ANFP.
2. The Membership committee is expected to provide membership information to qualified people in the state of Iowa to join ANFP. They should invite all new graduates of approved Dietary Manager Specialist Programs to join ANFP and to sit for the Certification Exam. A short explanation of the advantages of becoming a member should be included as well as contact information of Executive Committee members and workshop dates/locations. Graduates will also receive an application for the Certification Exam Scholarship
3. All new members will be sent a welcome letter and advised as to date, time, and locations of meetings. These names are received periodically from headquarters.
4. Every effort will be made to contact all dropped members and they will be encouraged to rejoin. Headquarters sends this list of names once a year.
5. Submit routine reports to the President and Executive Committee on the status of new members and dropped members. Submit appropriate reports to the Newsletter Editor each issue by the specified deadline.
6. Shall report to IANFP general membership at the Fall and Spring Workshops. This report shall include Certified Professional, Professional, Allied Professional, Pre-Professional, Staff and total membership numbers.
7. New members regardless of status are mailed a certificate that invites them to attend one day of an Iowa ANFP Meeting. Only one certificate per person will be issued.
8. The Membership Secretary will maintain records of issued certificates to prevent duplication.

NOMINATING/TALLY COMMITTEE

1. Two (2) members appointed by the incoming President shall compromise this Committee.
2. The Chairperson shall submit the slate of candidates to the secretary at least 30 days prior to the Spring Workshop.
3. The President-elect shall serve a three (3) year term and will be on the ballot each year. Ideally the candidates for President-elect shall be either the previous Secretary or the previous Treasurer and one other active member.
4. The Secretary shall serve a two (2) year term and will be on the ballot in even numbered years.
5. The Treasurer- elect shall serve a two (2) year term and will be on the ballot each year.
6. Candidates shall submit a photograph and a brief bio to the Secretary.
7. The Secretary shall have the ballots prepared and available to eligible voters at the Spring Workshop. Each eligible voter at the Spring Workshop will receive one ballot. Ballots should be cast by noon on day two of the workshop. The Committee Chair will work with the President to encourage ballot submission. All eligible voters not present at the meeting will have their ballot sent to them within seven (7) days of the meeting conclusion. The Secretary will be responsible for sending these ballots.
8. Ballots received at the Spring Workshop will be given to the Nominating/Tally Committee.
9. Ballots shall be counted no later than 30 days after the final mailing of the absentee ballots.
10. In the case of a tie, a blind draw will be performed by the President. The winner will be shared with the Nominating/Tally Committee for inclusion in their report.
11. An election result report shall be sent to the President immediately.
12. The Committee Chair shall submit a report to IANFP general membership at the Fall Workshop. This report should include the rate of return on ballots.

BUDGET/REGISTRATION COMMITTEE

1. Budget Committee consists of: Treasurer (Chairperson), President and President Elect.
2. Prepares a budget effective January 1st through December 31st, submitted to the President October 1st as tentative and approved by the Executive Committee at the January Executive Committee Meeting.
3. Budget should include, but is not limited to, the following:
 - a. Officer's and committee supplies.
 - b. Speakers, transportation, meals, etc.
 - c. Expenses for Annual Meeting for President, President-Elect and Spokesperson. Also for Secretary or Treasurer as specified in General Policy section five (5).
 - d. Travel expense for mileage shall be the current federal mileage rate.
 - e. Postage
 - f. Printing of invitations, programs, newsletters, stationary, envelopes, ballots, etc.
 - g. Membership growth
 - h. Estimated rebate
 - i. Other miscellaneous expenses.
4. Submit a written report to the Executive Committee.
5. Prepare and work registration table at meetings.

NEWSLETTER COMMITTEE

1. Shall consist of the Editor as Chair and one (1) or more active members appointed by the incoming President.
2. Newsletter is sent electronically to members, current students and Headquarters. ANFP Chapter Presidents and Allied Association members may be sent electronic issues. Copies of the newsletter will be sent to advertisers. A newsletter will also be sent to Dietary Manager Specialist Program directors at area colleges such as ANFPCC-Ankeny and Scott Community College, 306 West 2nd St. Davenport, IA 52801-1212.
3. Newsletter will be sent forty-five (45) days prior to the Fall and Spring Workshops.
4. Meeting registration may be sent via USPS.
5. Newsletter shall contain registration form and information about the Spring and Fall Workshops.
6. Newsletter Editor shall submit bills to Treasurer for expenses for printing and mailing of the registration form and these shall be paid by the Treasurer.
7. Addresses will be obtained from Headquarters ahead of time so the publication mailing will not be delayed. Return address will be Newsletter Editor.
8. Newsletter shall include written reports from:
 - a. President
 - b. President-Elect - for Fall issue only
 - c. Secretary
 - d. Treasurer
 - e. Program and Membership Chairpersons
 - f. Spokesperson/Impact Team
9. Submit a report at the Fall and Spring Workshops of IANFP.
10. Work with Vendor/Exhibits Committee on vendor ads.
11. Maintain a standard of quality and appearance. If registration is sent via USPS it shall be printed by professional printer and shall be proofread by at least one other active member.
12. Spring Newsletter shall include the following:
 - a. President's message
 - b. Annual Meeting dates and information
 - c. Minutes or highlights of last Executive Committee meeting

- d. Raffle and ANFP sales information
 - e. Spokesperson/Impact Team report
 - f. Committee reports – unless from minutes
 - g. Treasurer's report
 - h. Fall Meeting date
 - i. Spring Executive Committee meeting date and time
 - j. List of officers with contact information
 - k. List of new members, graduates and students
 - l. Credentialing exam site
 - m. Meeting agenda/registration form with clock hours
 - n. Candidate information
 - o. "Meet a Member" or "Board Member Highlight"
 - p. Article from Board Member or general member
 - q. Other pertinent information
13. Summer Newsletter shall include the following:
- a. President's message
 - b. Annual Meeting dates and information
 - c. Minutes or highlights of last Executive Committee meeting
 - d. Spokesperson/Impact Team report
 - e. Committee reports – unless from minutes
 - f. Treasurer's report
 - g. Fall Meeting date and Executive Committee meeting date
 - h. List of officers with contact information
 - i. List of new members, graduates and students
 - j. Credentialing Exam site
 - k. "Meet a Member" or Board Member Highlight"
 - l. Article from Board Member or general member
 - m. Awards or Scholarships presented at the Spring meeting
 - n. Exam results
 - o. Other pertinent information
14. Fall Newsletter shall include the following:
- a. President's message
 - b. Annual Meeting dates and information
 - c. President-Elect's message
 - d. Minutes or highlights of last Executive Committee meeting
 - e. Raffle and ANFP sales information
 - f. Spokesperson/Impact Team report
 - g. Committee reports – unless from minutes
 - h. Treasurer's report
 - i. Spring meeting date
 - j. Fall Executive Committee meeting date and time
 - k. List of officers with contact information
 - l. List of new members, graduates and students
 - m. Credentialing Exam site
 - n. Meeting agenda/registration form with clock hours
 - o. "Meet a Member" or "Board Member Highlight"
 - p. Article from Board member or general member
 - q. Other pertinent information

15. Winter Newsletter shall include the following:
- a. President's message
 - b. Annual Meeting dates and information
 - c. Minutes or highlights of last Executive Committee meeting
 - d. Spokesperson/Impact Team report
 - e. Committee reports – unless from minutes
 - f. Treasurer's report
 - g. Spring Meeting date and Winter Executive Committee meeting date
 - h. List of officers with contact information
 - i. List of new members, graduates and students
 - j. Credentialing Exam site
 - k. Exam results
 - l. "Meet a Member" or "Board Member Highlight"
 - m. Article from Board member or general member
 - n. Awards or Scholarships presented at the Fall meeting
 - n. Other pertinent information

Read small book from headquarters for other guidelines as to what information needs to be included and suggestions for a format, layout to maintain quality and appearance.

16. Companies and organizations wishing to advertise in the Iowa Heartland Informer will be charged according to rates approved by the Executive Committee.

WAYS AND MEANS COMMITTEE

1. Are responsible for selling raffle tickets and any other approved merchandise to members of IANFP.
2. The raffle monies will go to the travel fund. Monies from sales of approved merchandise go into the general fund.

NOTE: Raffle sales to non-members requires an Iowa Gambling License from the Iowa State Inspections and Appeals, Licensure Department, Lucas State Office Bldg., Des Moines, IA 50319.

3. The committee chairperson shall submit an article to the Newsletter Editor for publication in the Spring and Fall newsletters which will include information about fundraising projects.
4. Shall search for items of interest to ANFP members for the raffle sale or other fundraising projects for the general and/or travel fund.
5. Shall attend the Executive Committee meetings and present a report making suggestions for fundraising projects

HISTORIAN

1. Shall be appointed by the incoming President.
2. Maintain historical record of special activities and personal achievement of individual members.
3. Maintain a complete file of all newsletters.
4. Have Historian Scrap Books available for possible display at Spring and Fall workshops.
5. Shall maintain IANFP digital camera and take photos at workshops and Annual Meeting as applicable.

VENDOR/EXHIBIT COMMITTEE

1. The President-Elect shall appoint the Chairperson and one (1) active member of the Association.
2. The Chairperson shall serve on the Coordinating Cabinet.
3. Make contacts, send out contracts and set up vendor exhibits. Coordinate this process with the Program Chairperson. Responsible for set-up of booths (curtains, tables, electrical needs, etc.). Will maintain accurate records for future use.
4. Coordinate Vendor Sponsorships. Make contacts and send out contracts.
5. Submit a report at the Spring Workshop.
6. Will maintain a list of current sponsors to be included in handouts at the Spring Workshop.
7. Acknowledge vendor payment fourteen (14) days prior to show, complete with set-up times, room location, etc. Responsible for coordinating payment confirmation with Treasurer.

ENTERTAINMENT/HOSPITALITY COMMITTEE

1. Committee goals are to generate enthusiasm and liven up meetings.
2. Consider having ribbons made to attach to name tags stating: New Member, Graduate, Student, Officer (state their office), Host, Speaker, or Vendor.
3. Help with craft raffle sales, etc. Help with introductions of speakers, etc.
4. Help Program Committee come up with ideas for small gift for speakers.
5. Come up with fun ideas to welcome all members to meetings.
6. Assist with handouts.
7. When the Executive Committee approves special functions this committee shall participate in all planning and implementation efforts.

IMPACT TEAM COMMITTEE

1. Shall consist of the Chairperson and five (5) active members. The Chairperson shall be the State Spokesperson appointed by headquarters upon recommendation from the President. The five-committee members shall be one from each impact area of the state.
2. The Chairperson shall serve on the Executive Committee.
3. Be responsible for obtaining the Proclamation for Iowa ANFP Day.
4. Submit a report at the Spring and Fall Workshops.
5. Submit State news to headquarters for publication in *Nutrition and Foodservice Edge* magazine.
6. Shall maintain lists of members by geographic areas and recruit delegates to assist in encouraging attendance at state meetings. Shall also contact local facilities to encourage attendance by appropriate non-ANFP staff members.
7. Shall assist in Career Days at area High Schools and Colleges as appropriate.
8. Shall assist Allied Association Liaison by informing IANFP members of meetings of said Allied Associations.
9. Shall submit a written report to the Executive Committee.

EDUCATION COMMITTEE

1. Shall consist of the President-Elect as Chair person and at least one (1) active member and/or Executive Committee.
2. The Education Committee is responsible for arranging for the Spring and Fall workshops, both physical arrangements and programs. This includes obtaining clock hour approval one month before the workshop. One workshop per year (Spring or Fall) is to include a minimum of two (2) clock hours on Sanitation. Sanitation clock hours may be presented at both the Spring and Fall workshop. If this course of action is taken, each workshop needs to contain only one (1) clock hour on Sanitation.
3. Education Committee shall use past evaluation forms to assist with formulation of meeting content.
4. Education Committee shall research similar meetings for content and trends.
5. Education Committee member(s) shall assist chairperson in any way possible.
6. President-Elect shall act as liaison between the Education Committee and the Executive Committee. President-Elect shall submit meeting agenda to the Executive Committee for approval.
7. Shall submit meeting agenda/registration form with clock hours to Newsletter Editor by specified deadline.

SCHOLARSHIP/AWARDS COMMITTEE

1. Shall consist of a Chairperson and one or two active members.
2. IANFP will award one (1) **Dietary Manager of the Year** annually.
3. Dietary Manager of the Year criteria and procedure:
 - A. Applications for Dietary Manager of the Year will be sent to Administrators by IANFP President, posted on IANFP's website and will be available at the Spring and Fall Workshops.
 - B. Committee chairperson will receive applications at any time up to thirty (30) days prior to Summer Executive Committee meeting.
 - C. Committee members will select the Iowa Dietary Manager of the Year using the following guidelines and point system: (In the event of more than one qualified candidate).
 1. Applicant must be a member in good standing
 - a. 5 points for the first 10 years
 - b. 2 points for each year more than 10 years
 - c. 1 point for each year certified
 2. Held a state office – 4 points each year
 3. Served on state committees – 2 points each committee
 4. Chaired state committees – 3 points each committee chaired
 5. Attended state meetings – 1 point each meeting
 6. Attended Annual meeting – 2 points for attending
 7. Audited National Governing Board – 2 points for auditing
 8. Served on National Governing Board – 2 points for auditing
 9. New ideas implemented this year – judged subjectively by the committee

Total points will verify Dietary Manager of the Year.
 - D. Committee chair will report to the Executive Committee at the Summer Executive Committee meeting.
 - E. Committee will purchase a gift commemorating the Iowa Dietary Manager of the Year under the approval of the Executive Committee.
 - F. Committee will make presentation of IANFP of the Year at the Fall workshop and will honor each nominee. Corsages, boutonnieres or flowers may also be presented to each nominee.
 - G. A new Dietary Manager of the Year will be selected annually should applications be received.
 - H. **Dietary Manager of the Year may be received only once.**

4. IANFP will provide two (2) **scholarships** per year. The scholarships will be in the amount of \$500.00 each.
5. Scholarship criteria and procedure:
 - A. The candidate must be employed in food service full time and have a minimum of one year experience.
 - B. The candidate must be accepted/enrolled in an approved Dietary Manager Course.
 - C. The candidate must submit a **completed** application form by January 1 or July 1.
 - D. The candidate must be endorsed for the scholarship by at least two of the following: Immediate Supervisor, Administrator, or Dietitian.
 - E. The candidate must be a Student Member of Dietary Managers Association. If candidate is not a student member IANFP will work with the candidate to become a Student Member through the IANFP Student Member Scholarship Program. Upon completion of the course candidate will be encouraged to apply for full membership in Association of Nutrition and Foodservice Professionals.
 - F. The candidate, upon completion of course, will be encouraged to take the credentialing examination. This will include Exam Scholarship information.
 - G. The scholarship dollars apply to tuition, books and other associated expenses.
 - H. The committee will send scholarship applications to Program Managers of Iowa Community Colleges that offer approved Dietary Manager courses. IANFP President will send scholarship applications to Administrators when announcing Pride in Food Service Week. Scholarship applications will be available during Allied Association meetings and will be posted on IANFP's web site.
 - I. Completed application form and endorsement letters shall be returned to the Chair of the Scholarship/Awards Committee. The Chairperson will confirm receipt of application within one week of submission.
 - J. The Chairperson will provide copies of all applications and endorsement letters to the Executive Committee for review.
 - K. IANFP Executive Committee will select scholarship recipients at the Winter and Summer Executive Committee meetings. They will present their choices for the scholarships at the Spring and Fall Workshops. The recipient will be notified of their selection via the scholarship

recipient letter. Applicants not chosen will be notified in writing by the Chairperson and encouraged to reapply.

- L. The recipient's employing facility will be notified via the facility scholarship recipient letter and invited to attend the awarding of the scholarship.
- 6. IANFP will provide two (2) **Credentialing Exam Scholarships** per year. The scholarships will cover the current registration cost to sit for the national credentialing exam.
 - 7. Credentialing Exam Scholarship criteria and procedure:
 - A. The scholarship will be awarded to a non-certified, Iowa ANFP member. Student membership is acceptable.
 - B. The candidate must provide proof of eligibility to sit for the ANFP certification exam which includes proof of successful completion of a ANFP approved course or program: either on-site or correspondence.
 - C. The candidate must be currently employed in Foodservice.
 - D. The candidate must include a letters of endorsement from their employer and their preceptor along with their application.
 - E. The application must be completed in full to be considered valid.
 - F. Scholarship money is to be used **for the certification exam fee**. The exam fee payment will be made **one time only** and any other exam-related costs will be the responsibility of the exam candidate. IANFP will issue a check directly to ANFP on behalf of the scholarship winner. If the recipient is later fully reimbursed by their employer, the recipient will reimburse Iowa ANFP.
 - G. Each member is only eligible for the Certification Exam Scholarship once. If the recipient fails the exam, the recipient is not eligible to apply for the scholarship again.
 - H. Applications must be received by December 1st for candidates planning to take the exam in March and by July 1st for candidates planning to take the exam in October. This will ensure proper processing time for the Award Committee and Executive Board.
 - I. The Chairperson will provide copies of all applications and endorsement letters to the Executive Committee for review. Exam Scholarship recipients will be chosen by a majority vote of the IANFP Executive Committee.
 - J. Upon approval of the scholarship recipient and at the direction of the Executive Committee, the Treasurer will issue a check for the current

amount of the Certification Exam fee. It is the recipient's responsibility to apply for the Certification Exam in a timely manner and include the check issued by IANFP to pay for the Certification Exam fee. IANFP is not responsible for members who do not follow through with the exam process.

- K. The recipients will be recognized in the IANFP Newsletter, "Heartland Informer", and at the IANFP meeting which most closely follows the award.
 - L. The IANFP Executive Committee reserves the right to deny scholarship funding if a member cannot provide proof of eligibility to sit for the exam.
 - M. These scholarships will be awarded based on availability of funds.
- 8. IANFP will award one (1) **Administrator of the Year** annually.
 - 9. Administrator of the Year criteria and procedure.
 - A. Applications for Administrator of the Year will be accepted by the Chairperson at any time up to thirty (30) days prior to the Winter Executive Committee meeting.
 - B. The application must be completed in full to be considered valid.
 - C. An endorsement letter must be included in with the application that addresses the items listed on the application. This letter can go beyond the scope of those items if the nominator desires.
 - D. Chairperson will provide copies of all nominees and letters of endorsement to the Executive Committee at the Winter Board meeting for review. IANFP Administrator of the Year will be chosen by a majority vote of the IANFP Executive Committee.
 - E. Committee will purchase a gift commemorating the IANFP Administrator of the Year under the approval of the Executive Committee. Committee will make presentation of Administrator of the Year at the Spring meeting.
 - F. A new Administrator of the Year will be selected annually should applications be received.
 - G. **IANFP Administrator of the Year may be received only once.**
 - 10. Committee will purchase a gift commemorating the IANFP President under the approval of the Executive Committee. Committee will make presentation of said gift at the Fall meeting.

11. Committee with arrange for recognition of members celebrating anniversaries in 5 year increments beginning at the 5th year (i.e. 5 year, 10 year, 15 year, etc.). This will occur annually at the Spring meeting.

LIAISON PROGRAM

1. Form a coalition with allied associations.
2. The President-Elect will appoint the liaison.
3. A coalition has currently been established with the IDHC (Iowa Dietetics in Healthcare Communities).
4. Consider establishing coalitions with CIDDA (Central Iowa District Dietetic Association), school foodservice association, correctional foodservice associations, etc.
5. Liaison will be responsible for attending board meetings of allied association as a non-voting member as appropriate.
6. Liaison will be responsible for notifying corresponding liaison of allied association of Iowa Association of Nutrition and Foodservice Professionals Executive Committee Meetings.
7. Will submit a report to the Executive Committee.

COMMUNICATIONS/MEDIA MANAGER

1. Coordinate IANFP web site information with headquarters staff so that all members will have current information pertinent to our organization. This website will allow for the gathering and exchange of ideas and information.
2. The President-Elect will appoint the Web Master.
3. The Communications Manager will be responsible for submitting updated information to the web-site provider for posting on the site as often as new information becomes available.
4. The Communications Manager will maintain contact with the headquarters Web Master to insure compliance with standards and current information.
5. IANFP uses the e-mail and payment information you provided by users only to process orders and to fulfill requests for information. IANFP does not sell, rent, or trade e-mail addresses to any other organization, vendor, or third-party entity.
6. IANFP may generate an email to reply to an email or request initiated by a member, customer, or website visitor; to confirm purchase and/provide a payment receipt resulting from a business transaction initiated with IANFP; to deliver news and information.
7. The Communications Manager will maintain an IANFP presence on Facebook and any other social media sites as designated by the Executive Committee.
8. The Communications Manager is responsible for monitoring the appropriateness of all posts on Facebook and other social media sites to be sure this resource is not used for marketing services/products for personal gain or for the gain of any third-party entity and to be sure offensive language is not used.
9. Shall keep President updated on changes made to the website, Facebook and other social media sites as they occur.
10. The Communications Manager will be in contact with other members as well as advertisers.
11. The Communications Manager will report to the Executive Committee twice a year.
12. IANFP provides the website and has a presence on Facebook and other social media sites as a service to members and visitors and may provide links to other websites. IANFP is not responsible for the privacy practices or content of external sites.

DIAMOND COMMITTEE

1. Committee shall consist of Executive Committee. Chairperson shall be Past President or Chair Designee as appointed by the President-Elect.
2. Each member of the committee will work towards promoting and achieving the goals set forth by the President and complete the criteria for the Diamond Award and individual awards as pertains to their assigned committee roles.
3. Progress reports shall be submitted to Chairperson on a quarterly basis. This report is to contain documentation and timelines of completed achievement goals as well as next quarter's planned activities. Diamond committee will be added to quarterly Executive Committee Meeting agenda.
4. Previously submitted information will be reviewed along with the current Diamond Award criteria and explanation.
5. Creation of the Achievement Award submission will be on-going with the help of this committee.
6. Timelines and Committee expectations will be monitored for the timely submission of the State Achievement Award documentation.

Consent Agenda Policy

1. Board members and committee members responsible for giving reports at the board meeting will submit their reports electronically to the President two weeks prior to the board meeting. This will include Secretary's minutes, Treasurer's report, Spokesperson's report, Membership Secretary's report, Ways & Means Committee report and Newsletter Editor's report.
2. By using a consent agenda, the board agrees to the consideration of these items as a group under one motion.
3. An individual board member or committee member may request items be removed from the consent agenda for further discussion. This may be done when a report is submitted to the President or prior to the vote on the consent agenda. The request does not require a second or a vote by the board. An item removed from the consent agenda will then be discussed and acted on separately immediately following the consideration of the consent agenda.

Whistleblower Policy

1. The Association is committed to preventing reprisals against members who report activity undertaken by other Association members in connection with:
(i) the performance of official Association activity that may be in violation of any state or federal law or related regulation; or (ii) the Association's corporate accounting practices, internal controls, or audit.
2. The Association, and any individual associated with the Association, will not:
 - Retaliate against a member who has made a Protected Disclosure or who has refused to obey an illegal or unethical request, or otherwise harass or cause such persons to suffer adverse employment consequences; or
 - Directly or indirectly use or attempt to use the official authority or influence of their position for the purpose of interfering with the right of a member to make a Protected Disclosure to Association leadership.
3. **Compliance Officer.** The Association's Treasurer shall act as the Compliance Officer and is responsible for investigating and resolving all reported complaints and allegations concerning Protected Disclosures and, at his or her discretion, shall advise the President/CEO and/or the Audit/Finance Committee. The Compliance Officer has direct access to the Association's Audit/Finance Committee. The Association's Compliance Officer is also the Chair of the Association's Audit/Finance Committee.
4. **Reporting Violations.** The Association has an open door policy and suggests that members share their questions, concerns, suggestions or complaints with someone who can address them properly. In the case of a chapter complaint, chapter volunteers should contact the Chapter Relations Manager at ANFP HQ. The Chapter Relations Manager will do a preliminary investigation to determine if submission should be escalated to the Compliance Officer. However, individuals should always feel free to contact the Association's Compliance Officer directly, if they so choose.
5. **Accounting and Auditing Matters.** The Audit/Finance Committee shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the Audit/Finance Committee of any such complaint and work with the committee until the matter is resolved.
6. **Confidentiality.** Protected Disclosures may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.
7. **Handling of Reported Violations.** The Compliance Officer will promptly notify the sender and acknowledge receipt of a Protected Disclosure (unless such report was submitted anonymously). All reports will be investigated promptly and appropriate corrective action will be taken if warranted by the

investigation. Reports and copies of Protected Disclosures shall be retained by the Association in accordance with its record retention policy.