

BOARD OF DIRECTORS & COMMITTEES

Criteria & Expectations





BOARD OF DIRECTORS

INDIVIDUAL BOARD MEMBER EXPECTATIONS

ABOUT ANFP

The Association of Nutrition & Foodservice Professionals is a national not-for-profit association established in 1960 that today has more than 14,000 professionals dedicated to the practice of providing optimum nutritional care through foodservice management.

ANFP VISION

Enhance health and wellness through optimum nutritional care.

ANFP MISSION

Build an inclusive and diverse community of experts in foodservice management and food safety through: Education, Advocacy, & Research.

A. All officers and directors shall support publicly and professionally the majority decision of the Board of Directors regardless of his or 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.



BOARD OF DIRECTORS RESPONSIBILITIES AS A WHOLE

COMPOSITION

Chair

Chair Elect

Immediate Past Chair

Treasurer

Treasurer Elect

Directors at Large, CDM,
CFPPs

Directors at Large,
Corporate Partner

Director at Large, Young
Professional

Directors at Large,
Industry

Staff Liaison - President
& CEO (ex officio; non-
voting)

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. They 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 they can no longer fulfill their duties.
- President & CEO resigns, or their employment is terminated.
- President & CEO's contract expires without renewal.
- President & CEO retires.



BOARD OF DIRECTORS CHAIR

TERM

Takes office on June 1 through May 31 of the following calendar year. Two-year term. Ascends to Immediate Past Chair in the next fiscal year.

OBJECTIVES

Oversees overall direction of ANFP through policy decisions

REPORTS

Presents to the Board of Directors an evaluation of the pace, direction, and organizational strength of the association.

Prepares the performance review of the President & CEO in cooperation with the Board of Directors.

Develops State of the Association annual report.

QUALIFICATIONS

National ANFP Board experience; understand and support the Association's mission, goals, bylaws, and operating procedures; familiar with parliamentary procedures and Robert's 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; CDM, CFPP Credential; Willingness to serve on national Board, committees, task forces as needed; Written support from supervisor for required time commitment; Current resume highlighting work and volunteer experience and education; Currently employed full-time in the non-commercial foodservice industry.

RESPONSIBILITIES

- Conducts orientation for new board members
- Works with the Executive Committee and the President & CEO in recruiting members of the Board and other talent for whatever volunteer assignments are needed.
- Leads Board meetings through active discussion of issues, review of reports, and participating in decision-making and supplying pertinent input.
- Procures the best thinking and involvement of each Board member, stimulating each one to give their best.
- Reflects any serious concerns the President & CEO has regarding the role of the Board.
- Annually focus the attention of the Board of Directors on matters of organizational governance which relate to its own structure, role, and relationship to the management of the Association. The Chair must be assured that the Board of Directors is satisfied that it has fulfilled its responsibilities.
- Serves (in coordination with President & CEO) as alternate spokesperson for the Association.
- Fulfills other such assignments as the Board of Directors and the President & CEO agree are appropriate and desirable for the Chair to perform.
- Represents the Association. Assigns Board representatives to chapter and regional meeting visits.
- Serves as 'host' at the Annual Conference & Expo and all recognition events.
- Works in coordination with HQ staff to produce a "chair column" article or blog post.
- Works in coordination with HQ staff to produce a 'state of the association' annual report for the annual membership meeting.
- Reviews the contract of the President & CEO in conjunction with job performance evaluation. The contract review shall take particular notice of the contract renewal date.
- Negotiates the next contract with input from the Board of Directors prior the expiration of the contract.
- Solicit input from the Board of Directors relative to the CEO's evolution.
- Write the annual job performance evaluation and have a personal conference with the President & CEO.



BOARD OF DIRECTORS

CHAIR ELECT

TERM

Takes office on June 1 through May 31 of the following calendar year. Two-year term. Ascends 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 their absence.

REPORTS

On an as-needed basis.

QUALIFICATIONS

National ANFP Board experience; Understand and support the Association's mission, goals, bylaws, and operating procedures; Familiar with parliamentary procedures and Robert's 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 full-time in the non-commercial foodservice industry; Current resume highlighting work and volunteer experience and education.

RESPONSIBILITIES

- Appoints members and designates the Chair of all committees and task forces formed during their 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 & 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.



BOARD OF DIRECTORS TREASURER

TERM

Takes office on June 1 through May 31 of the following calendar year. One-year term.

OBJECTIVES

Oversight of the budgeting process; working in collaboration with the President & CEO and ANFP staff.

REPORTS

Reports on the financial condition of the Association at meetings of the Board and membership.

QUALIFICATIONS

National ANFP Board experience; Understand and support the Association's mission, goals, bylaws, and operating procedures; Familiar with parliamentary procedures and Robert's 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 written and verbal 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 full-time in the non-commercial foodservice industry; Current resume highlighting work and volunteer experience and education.

RESPONSIBILITIES

- Review Association financial reports on a regular basis to ensure overall fiscal integrity.
- Oversight of the auditing process.
- Chairs the Audit/Finance Committee.
- Is a member of the Executive Committee.



BOARD OF DIRECTORS

TREASURER ELECT

TERM

Takes office on June 1 through May 31 of the following calendar year. One-year term. Ascends to Treasurer in the next fiscal year.

OBJECTIVES

The Treasurer-Elect assumes the responsibilities of job shadowing the current national Treasurer or acting in their absence during a one-year term by assisting in the functions of that office and performing specific duties as delegated.

REPORTS

On an as-needed basis.

QUALIFICATIONS

National ANFP Board experience; Understand and support the Association's mission, goals, bylaws, and operating procedures; Familiar with parliamentary procedures and Robert's 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 written and verbal 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 full-time in the non-commercial foodservice industry; Current resume highlighting work and volunteer experience and education.

RESPONSIBILITIES

- Trains to learn the budgeting and audit process,
- Assists with the annual budget process, working in collaboration with the Treasurer and Vice President of Finance & Operations.
- Serves as a member of the Audit/Finance Committee.
- Is a member of the Executive Committee.
- Oversight of the Association's investment portfolio.



BOARD OF DIRECTORS

IMMEDIATE PAST CHAIR

TERM

Takes office on June 1 through May 31 of the following calendar year. Two-year term. Automatically ascends from Chair.

OBJECTIVES

The Immediate Past Chair provides counsel to the Board of Directors and is responsible for chairing the national Leadership Development Committee.

REPORTS

On an as-needed basis.

QUALIFICATIONS

National ANFP Board experience; Understand and support the Association's mission, goals, bylaws, and operating procedures; Familiar with parliamentary procedures and Robert's 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 written and verbal 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 full-time in the non-commercial foodservice industry; Current resume highlighting work and volunteer experience and education.

RESPONSIBILITIES

- Stays in frequent contact with the Chair of the Board to offer support and counsel.
- Plays a leadership role on the Board by encouraging cooperation and teamwork. Ideally, should serve as a consensus-builder. Uses experience as previous chair of the Board to help move Board deliberations along constructive, productive lines.
- Serves as parliamentarian and oversight of annual policy and procedure revisions.
- Serves as presiding officer during installation ceremony at the Annual Conference & Expo.
- Is a member of the Executive Committee.



BOARD OF DIRECTORS

DIRECTORS AT LARGE - CDM, CFPP

TERM

Takes office on June 1 through May 31 of the following 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.

REPORTS

On an as-needed basis.

QUALIFICATIONS

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

RESPONSIBILITIES

- Interpret bylaws to develop policy in accordance with ANFP's mission.
- Review and approve major Association decisions, commitments, and plans in accordance with policy 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 Director's meetings.
- Commit time and resources needed to complete assigned tasks; communicate progress/completion.
- Identify opportunities to further the mission and direction of ANFP.



BOARD OF DIRECTORS

DIRECTORS AT LARGE - INDUSTRY PARTNER

TERM

Takes office on June 1 through May 31 of the following calendar year. Two-year term.

Appointed by Chair based on recommendations from ANFP staff.

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.

REPORTS

On an as-needed basis.

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.

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.
- Contribute to 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 duties and functions.
- Participate in the recruitment and mentoring of new Directors at Large.
- Attend and participate in all scheduled Board of Director's meetings.
- Commit time and resources needed to complete assigned tasks; communicate progress/completion.
- Identify opportunities to further the mission and direction of ANFP.
- Industry partners are asked to fund their own travel expenses for ANFP board meetings and related travel. In the event an industry partner does not have funding for travel, the industry partner should notify ANFP ahead of time for consideration of reimbursement for travel expenses.



BOARD OF DIRECTORS

DIRECTORS AT LARGE - CORPORATE PARTNER

TERM

Takes office on June 1 through May 31 of the following calendar year. Two-year term. The IAC Chair serves in the first year Board of Directors Corporate Partner role, and the IAC Immediate Past Chair serves in the second year.

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.

REPORTS

On an as-needed basis.

QUALIFICATIONS

Must be a Corporate Partner in good standing for at least three years; Must maintain at least two of the following relationships with the Association: advertising, sponsorship, and/or exhibitor; Has served as a member of the ANFP Industry Advisory Council.

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.
- Contribute to 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 duties and functions.
- Participate in the recruitment and mentoring of new Directors at Large.
- Attend and participate in all scheduled Board of Director's meetings.
- Commit time and resources needed to complete assigned tasks; communicate progress/completion.
- Identify opportunities to further the mission and direction of ANFP.
- Industry partners are asked to fund their own travel expenses for ANFP board meetings and related travel. In the event an industry partner does not have funding for travel, the industry partner should notify ANFP ahead of time for consideration of reimbursement for travel expenses.



NUTRITION & FOODSERVICE EDUCATION FOUNDATION

BOARD OF TRUSTEES RESPONSIBILITIES

COMPOSITION

Executive Committee:

- Chair
- Chair-Elect
- Immediate Past Chair
- Treasurer

Board of Trustees:

- 5 to 9 positions

TERM

The Board of Trustees of the Foundation shall be elected for a one-year term. Trustees shall be eligible for re-election without any limitations on the number of terms as a trustee.

RESPONSIBILITIES

- Prepare for meetings by submitting issues for the agenda, submitting reports for Board review, and thoroughly reviewing all agenda materials provided.
- Participate in NFEF Board of Trustees meetings (average of three conference calls per year) through active discussion of issues, review of reports, participation in decision-making and supplying pertinent input.
- Provide leadership and actively advocate NFEF's mission and the necessity of its fundraising efforts.
- At the request of the NFEF Chair, represent NFEF at functions or events that occur at the local, state, and national level.
- Commit time and resources needed to complete assigned tasks; communication progress/ completion.
- Serve as a steward of NFEF, providing oversight and review of all financial reports and ensuring that proper financial controls are in place.
- Be willing to serve and actively participate on committees as appointed.
- Identify potential philanthropic sources including individuals, businesses, organizations, government and voluntary agencies.
- Actively support fundraising campaigns as may be reasonable and appropriate.
- Offer personal acknowledgments to donors and other volunteers.

COMMITTEES





AWARDS & RECOGNITION COMMITTEE

COMPOSITION

Five Professional Members

One Board Liaison

Staff Liaison - Director of Chapters & Leadership

Membership of this committee shall be determined by the sitting ANFP Chair for the new fiscal year & committee chair

MEMBER CRITERIA

Professional member of ANFP for at least two years

TERM

One-year term; no limit on consecutive terms

COMMITTEE CHARGE

The Awards & Recognition Committee exists to celebrate CDM, CFPPs 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 and help to promote the ANFP mission through their work in the industry.
- Promotes the awards and recognition program among membership and throughout the industry.
- Assesses and scores nominations for each award in an unbiased manner 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.



CHAPTER LEADERSHIP TEAM

COMPOSITION

Five professional members currently serving or previously served as chapter leader at least one year in their respective state

Staff Liaison - Director of Chapters & Leadership

Membership of this committee shall be determined by the sitting ANFP Chair for the new fiscal year and committee chair

MEMBER CRITERIA

Professional member of ANFP for one year, serves as or has served as chapter leader in respective state

TERM

Two-year term; no limit on consecutive terms

COMMITTEE CHARGE

The Chapter Leadership Team provides consistent mentoring, leadership training, and guidance to chapters and volunteers.

COMMITTEE RESPONSIBILITIES

- Provide guidance to 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 participate in conference calls and/or meetings as scheduled.



DIVERSITY, EQUITY & INCLUSION (DE&I) COMMITTEE

COMPOSITION

Seven professional members

One IAC representative

ANFP President & CEO

ANFP Chair

Staff Liaison - Director of Chapters & Leadership

Membership of this committee shall be determined by the sitting ANFP Chair for the new fiscal year and the committee chair

MEMBER CRITERIA

Professional member of ANFP for one year, serves as or has served as chapter leader in respective state

TERM

Two-year term; no limit on consecutive terms

COMMITTEE CHARGE

The committee develops a model that allows for a consistent commitment to DE&I in all ANFP programs, services, and committees.

COMMITTEE RESPONSIBILITIES

- Conduct an assessment on language, communications, and policies.
- Responsible for formulating and prioritizing the recommendations developed by the committee to be presented to the Board of Directors on ways to integrate, promote, and/or execute DE&I initiatives.
- Develop Statement of Inclusion aligned to ANFP Mission and Strategic Plan.
- Development of a DE&I program.
- Sponsor the overall DE&I program and individually act as a DE&I ambassador.
- Set and review measurable DE&I objectives and actively monitor progress against D&I Key Performance Indicators on an annual basis.
- Review and evaluate effectiveness of the DE&I program and make recommendations for enhancements.
- Ensure an inclusive work environment free of discrimination at all states of the employment life cycle.
- Provide education and training to drive inclusive behaviors and foster equity across all protected categories.
- Ensure leaders are role models for diversity and build an inclusive culture.

The balance of the DE&I Committee should reflect diversity in terms of race/ethnicity, gender identity, sexual orientation, age, disability, veteran status, and socio-economic status. If volunteer participation is insufficient and/or the membership does not effectively represent the diversity noted, the committee will need to solicit additional members.



EDITORIAL ADVISORY BOARD

COMPOSITION

Industry leaders representing various constituencies important to ANFP, which may or may not include representatives from: nursing home chains, senior living, acute care, healthcare administration, contract management, education, government agencies, vendors, and other nutrition, foodservice, and culinary professionals

Staff Liaison - Marketing & Member Engagement Manager

Membership of this committee shall be determined by the sitting ANFP Chair for the new fiscal year and committee chair

MEMBER CRITERIA

Must be an ANFP Professional Member, Allied Member, or Corporate Partner Member

TERM

Two-year term; no limit on consecutive terms

COMMITTEE CHARGE

The committee helps shape *Nutrition & Foodservice Edge* magazine content and offers strategic guidance on the publication's direction.

COMMITTEE RESPONSIBILITIES

- Actively participates in calls and/or meetings as scheduled.
- Provide article ideas, industry expertise, and quality content for the magazine.
- Meet via teleconference at least twice each year.
- Members may be asked to share their expertise by writing an article for *Nutrition & Foodservice Edge* magazine, or by agreeing to be interviewed for an article.



GOVERNMENT AFFAIRS COMMITTEE

COMPOSITION

Seven professional members

Staff Liaison - Foundation & Analytics Manager

Membership of this committee shall be determined by the sitting ANFP Chair for the new fiscal year and committee chair

MEMBER CRITERIA

Professional member of ANFP for at least one year

TERM

Three-year term; no limit on consecutive terms

COMMITTEE CHARGE

This committee assists in the development and implementation of comprehensive and effective government affairs strategies for the association on the federal and state levels.

COMMITTEE RESPONSIBILITIES

- Actively participates in conference calls and/or meetings as scheduled.
- Work with the ANFP staff and government affairs advisors, on the effective and timely implementation of legislative strategies.
- Develop, in conjunction with the ANFP CEO and Board of Directors, the Association's positions on various legislative initiatives and undertaking such research as may be necessary to support such positions.
- Create such materials as may be needed to communicate the Association's positions on legislative matters to legislators and other policy makers.
- Communicate information on a regular basis to the ANFP membership about: a) legislative and regulatory issues that could potentially affect them; b) ANFP's current priority issues and legislative strategies; and c) national and state regulatory requirements that are imposed on them and their operations.
- Oversee the fiscal management and operations of the ANFP Political Action Committee (ANFP-PAC).
- Fundraise for the ANFP Political Action Committee, including the development of programs and initiatives to raise awareness of the importance of the ANFP-PAC as a critical legislative tool for the Association.
- Recommend the disbursement of funds from the ANFP-PAC with current legislative strategies.



ITEM WRITERS COMMITTEE

COMPOSITION

Up to 25 members, consisting of 75% CDM, CFPPs and 25% Registered Dietitian Nutritionists (RDNs)

Staff Liaison - Professional Development Manager

Membership of this committee shall be determined by the CBDM chair.

MEMBER CRITERIA

CDM, CFPPs will represent multiple areas of non-commercial foodservice, including long-term care, acute care, school, correctional, and military. Should also represent varied levels of years of experience in the industry in addition to certification.

TERM

Two years; one term

COMMITTEE CHARGE

This committee exists to be trained to write items for the CDM, CFPP Credentialing Exam item bank, according to psychometric standards and process, understanding of all components of a high-performing exam item.

COMMITTEE RESPONSIBILITIES

- Committee members are trained and asked to write a pre-determined number of items for a particular area of the exam blueprint during the meeting. Follow-up assignments may include additional item writing, or review of banked items for reclassification as needed.



MARKETING & COMMUNICATIONS COMMITTEE

COMPOSITION

4-6 committee members including: active ANFP members, Corporate Partners, industry stakeholders.

Staff Liaison - Vice President, Marketing & Member Engagement

Membership of this committee shall be determined by the sitting ANFP Chair for the new fiscal year and committee chair

MEMBER CRITERIA

Professional member of ANFP, Corporate Partner, or industry stakeholder

TERM

One-year term; no limit on consecutive terms

COMMITTEE CHARGE

This committee helps strengthen the association by identifying market opportunities and strategies to promote the organization's mission, vision, value proposition, and brand awareness.

COMMITTEE RESPONSIBILITIES

- Analyze current industry trends and suggest marketing initiatives to increase awareness of the CDM, CFPP credential.
- Offer feedback on ANFP communication practices.
- Provide member recruitment/retention ideas and suggestions.
- Actively participate in conference calls and/or meetings as scheduled.

There will be a balance of new members vs. established members, workplace settings, and job responsibilities.



POLITICAL ACTION COMMITTEE

COMPOSITION

Six professional members

Staff Liaison - Foundation
& Analytics Manager

Membership of this committee shall be determined by the sitting ANFP Chair for the new fiscal year and committee chair

MEMBER CRITERIA

Professional member of
ANFP for at least one
year

TERM

Two-year term; no limit
on consecutive terms

COMMITTEE CHARGE

Votes on the disbursement of funds from the ANFP-PAC in concert with current legislative strategies based on recommendations from legislative consultant.

COMMITTEE RESPONSIBILITIES

- Assist the Government Affairs Committee in the development and implementation of comprehensive and effective government affairs strategies for the association on the federal and state levels.
- Actively participate in conference calls and/or meetings as scheduled.
- Participate in fundraising initiatives as necessary.



PROFESSIONAL DEVELOPMENT COMMITTEE

COMPOSITION

14 professional members

Staff Liaison - Vice President of Professional Development & Member Services

Membership of this committee shall be determined by sitting ANFP Chair for the new fiscal year and committee chair

MEMBER CRITERIA

Previous experience in continuing education and a pulse on industry trends preferred.
Professional member of ANFP for at least two years and currently holding a CDM, CFPP or RDN Credential. CDM, CFPPs should make up the majority of the committee.

TERM

Three-year term; no limit on consecutive terms

COMMITTEE CHARGE

Examine industry trends and hot topics for educational meetings and products.

COMMITTEE RESPONSIBILITIES

- Actively participates in conference calls and/or meetings as scheduled.
- Responsible for helping develop and execute the ANFP education plan (all CE products).
- May review content of courses and materials.
- Responsible for helping to identify experts (speakers, authors, etc.) for cutting edge education sessions and products.
- At times, some PDC members have served as speakers during conferences. Meetings vary based on activities but usually one per quarter and a live meeting for those in attendance at ACE.



PROGRAM REVIEW COMMITTEE

COMPOSITION

16 members: at least 8 of whom are RDNs

Staff Liaison - Professional Development Manager

Membership of this committee shall be determined by sitting ANFP Chair for the new fiscal year

MEMBER CRITERIA

CDM, CFPP with active ANFP membership

RDN associated with a current or previous training program

TERM

Three-year term; no limit on consecutive terms

COMMITTEE CHARGE

Reviews and approves new applications and five-year renewals for the Nutrition & Foodservice Professional Training Programs using the ANFP requirements as the basis for the review and approval process.

COMMITTEE RESPONSIBILITIES

- Actively participates in conference calls and/or meetings as scheduled.
- Review application packets for those organizations applying to become ANFP Nutrition & Foodservice Professional Training Programs. Attention to detail and timelines is important.
- A team of one CDM, CFPP and one RDN reviews each school. A phone call with a team member from ANFP's Professional Development Team may be necessary to discuss the school's program nuances. Team members can expect to review 2-3 schools annually.
- ANFP staff e-mails the packets and the school application and the review form as a PDF file to the committee member. The committee member will complete the electronic review form and e-mail it back to ANFP within 30 days. WebEx training is provided to committee members as needed at the beginning of each Volunteer Year.
- A team with one CDM, CFPP and one RDN reviews program submissions and may have a call as a team to discuss the program suggestions with the Vice President of Professional Development & Member Services. The number of reviews is based on new program submissions and the number of programs seeking re-approval (required every five years).
- The Program Review Committee does not routinely have scheduled committee meetings, nor does the committee have a specific Board representative.