



Association of Nutrition & Foodservice Professionals



Indiana ANFP Manual of Best Practices

A Guideline to Chapter Management

Indiana's ANFP's Manual of Best Practices Reflect Indiana's current chapter structure and practices and do not supersede the Policy and Procedure Manual for Chapters Developed by ANFP

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Effective Date:

7-1-2024

Best Practice Wording: (Reference ANFP policy)

- The recognized ANFP pin shall not be defaced in any manner nor shall additional attachments of any kind, with the exception of the past-president's gavel, be attached to the pin by any member or group of members.

Best Practice 3	Official Name of the Organization	Page 3
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Effective Date:

7-1-2024

Best Practice Wording:

- The official name of the national association is Association of Nutrition and Foodservice Professionals: a.k.a ANFP
- The official name of the state association shall be, Indiana Association of Nutrition and Foodservice Professionals: a.k.a IN ANFP
- Only approved logo's and insignias to be used and can be obtained through the ANFP website or by contacting ANFP Public and Marketing Department for further support

Effective Date:**Best Practice Wording:****7-1-2024**

- Membership to Indiana ANFP is automatically applied to all CDM, CFPP's who are active and current with ANFP and who and or reside in the State of Indiana. Active and current is defined through ANFP as current with dues and educational requirements as defined through the Certifying Board of Dietary Managers.
- Membership also applies to active Pre-Professionals (students) and Allied Professionals as designated by ANFP and are welcome at all IN ANFP events.
- IN ANFP membership lists for all categories are available through the ANFP website chapter portal and can be accessed by any current and active members
- The membership list is confidential and should not be shared with any group or persons outside Indiana ANFP and is the exclusive property of ANFP
- The chapter president or secretary should reference the membership list to send welcome letters to all new members and communicate to all dropped members from the organization on an ongoing basis during their term of office.

Effective Date:
7-1-2024

Best Practice Wording:

- Indiana ANFP will display the American Flag, Indiana Flag and Indiana ANFP Banner at all meetings. Host facilities such as hotels and conference centers should provide the American Flag and Indiana Flag as part of their meeting set up.
- The Program Committee shall have the responsibility for the United States Flag, Indiana Flag and ANFP Banner to be displayed at each State meeting with the hotel or conference center. It is recommended that the PLEDGE OF ALLEGIANCE be given at the beginning of all chapters' state meetings.
- If the facility does not have the American Flag or Indiana Flag, an image of both flags can be displayed on a provided screen by the facility.
- The chapter president is responsible for updating the banner with any patches awarded to Indiana ANFP by ANFP including the State Achievement Award, Diamond Award or any other official emblem provided by the national chapter.

Best Practice Number 6	Indiana ANFP Board of Directors Qualifications and Selection Guidelines	Page 6-8
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Effective Date:
7/01/2024

Best Practice Wording:

- Indiana ANFP will be managed by a Board of Directors, selected by a nominating team from the current Board of Directors and approved through communication all Indiana ANFP active members.
- The Board of Directors and their terms of office will consist of the following:
 - ✓ Chapter President (2-year term)
 - ✓ Chapter President Elect (2-year term)
 - ✓ Immediate Past President (2-year term)
 - ✓ Treasurer (2-year term with an additional 2-year appointment)
 - ✓ Secretary (2-year term with an additional 2-year appointment)
 - ✓ Newsletter and Digital Editor (2-year term with and additional 2-year appointment. This can be one or two volunteers, see specific policy)
 - ✓ Two Director at large member.
- Any member wishing to be a member of the Board of Directors must complete an “I will serve form” available on the Indiana ANFP website portal and must have the following qualifications:
 - ✓ Any active IN ANFP member with a minimum of two years as a CDM, CFPP
 - ✓ Served on the Program Committee as either a member or a presenter at state or fall meetings preferred
 - ✓ Previous leadership experience in volunteer organizations.
- Any member applying for a Board Position must serve as one of the two at large positions on the Indiana ANFP Board for a minimum of 1 year and will be eligible for Secretary, Treasurer and President Elect once those positions become available.

- The Chapter President, President Elect, Secretary and the two At-Large positions must be actively working in the non-commercial foodservice profession. Active CDM,CFPP's working in allied related positions will also be considered. (ie; employed with a broadline distributor or broker)
- Retired but active members can serve as Past President, Newsletter and Digital Editor and Treasurer.
- Any Board Member to serve must be a resident of Indiana but can work out of state. Likewise, a Board member who is employed at a facility or company located in Indiana but lives out of state can serve. If either of these conditions are not met through active attendance at quarterly board meetings, the member will no longer be eligible.
- Any Board member who no longer can serve on the Board for professional or personal reasons must resign in writing to the Chapter President.
- The Chapter President must resign to the full board. When that occurs, the President-Elect will become Chapter President,
- Vacant Secretary, Treasurer and President Elect position will be offered to one of the two at larger members. If there is not available candidate, the Chapter President will reach out to the membership.
- At the beginning of each two- year term, the slate of members of the Board of Directors will be approved by the entire membership via a Survey Monkey survey with a approve/not approve question. A due date for the survey will be set with the submitted number of votes. Failure to approve the slate of candidates will result in a live meeting vote at the next Fall or Spring Meeting. The slate of candidates will remain in office until such a meeting can be called.
- Missing two consecutive Board Meetings without notice to the Chapter President, the Board member will receive a notice from the Board for explanation. Should the Board Member fail to communicate membership status,

their membership on the Board will be vacated and will be notified by the Chapter President.

- Should the Board Member provide a legitimate response to the Board, the Chapter President will discuss with the Board and the future of the Board Member retaining their role will handled on a case by case basis.

Effective Date:

7/1/2024

Best Practice Wording:

- The Indiana ANFP Board of Directors will consist of the following members.
 - ✓ Chapter President
 - ✓ Chapter President Elect
 - ✓ Immediate Past President
 - ✓ Treasurer
 - ✓ Secretary
 - ✓ Newsletter and Digital Editor
 - ✓ Two at Large Board Members position
- The Indiana Board will meet a minimum of once per quarter either in person or online via a Zoom call or a similar platform.
- Each board meeting will be scheduled at least 30 days in advance by the Chapter President preferably through a “doodle poll” or a similar system to maximize attendance of the board.
- The president should submit an agenda with an appropriate prior to each meeting.
- A typical agenda will include the following
 - ✓ Call to order – President
 - ✓ Previous Meeting Minutes – Secretary
 - ✓ Treasurers Report – Treasurer
 - ✓ Newsletter and Digital Editor Report
 - ✓ Old Business – Group
- The Chapter President may vary or condense the agenda as appropriate for online meetings or special meetings (program planning meeting, policy and procedure meetings)
- Agenda items can be deferred to the next scheduled board meeting if necessary.
- Basic “Roberts Rule of Order” should be followed at all meetings including proper motion made by members followed by the second acknowledging the motion, discussion and voting (directed by the

Chapter President). Adjournments should also be followed by a motion.

- The Secretary should record all motions and who gave them and results.
- All active IN ANFP Members are welcome to attend all board meetings to audit.
- Attending members are welcome to participate in group discussions but cannot provide a motion or second a motion or vote on any motion from the board.
- Meeting minutes by the secretary should be recorded and published in the upcoming newsletter.

Best Practice Number 8	Job Duties of the Indiana ANFP Chapter President	Page 11 & 12
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Effective Date:

7/1/2024

Best Practice Wording:

- The Indiana ANFP Chapter President will serve a two-term and must serve as a previous two-year term as Chapter President Elect. This is an appointed position through succession with chapter approval of the appointment.
- The Chapter President must be employed in the non -commercial food service industry.
- Have a working knowledge of officer and committee roles and be willing to help other volunteers understand their duties.
- Create an agenda for board and business meetings.
- Chair board and business meetings and do so using 'Robert's Rules of Order.'
- Oversees all committee activities.
- Works closely with the Chapter President-Elect to ensure a smooth leadership transition at the end of the two-year term.
- Communicate with membership on a regular basis via the newsletter and e-mail blasts.
- Submit required chapter forms during the chapter year as required by ANFP chapter relations.
- Submit the annual application with supporting documentation to ANFP for the annual State Achievement Award and Diamond Award.
- Lead the chapter through adherence to the Indiana ANFP policies and policies set forth by ANFP and the CBDM.
- Set annual goals for the Chapter and communicate those goals with the Indiana ANFP Members.

- Create and Lead an annual project to be submitted to ANFP for the annual State Achievement and Diamond Award.
- Attends the Annual Conference and Expo as the official chapter representative and attendance will be financed through the chapter treasurer.

Best Practice Number 9	Job Duties of the Indiana ANFP President Elect	Page 13
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Effective Date: **Best Practice Wording:**

7/1/2024

- The Indiana President Elect will be a two-year term and will support the Chapter President as directed. It is an appointed position with chapter approval.
- The Chapter President will be selected from the Indiana ANFP Board of Directors from either the two Board Member large positions or an existing member of the ANFP Board. The Chapter President and President Elect will not be eligible for appointment to the position.
- The Chapter President Elect will assume the duties of the Chapter President at the end of the two-year term or should the Chapter Position become vacated through business or personal reasons.
- The Program Committee will be chaired by the President Elect and under the guidance of the Chapter President will work with the members of the committee to secure speakers, develop the agenda and get Continuing Education prior approval per ANFP timelines to ensure a diverse and ample program is offered to the members of Indiana ANFP.
- Should attend all chapter meetings both live and online.
- Learn president's responsibilities.
- Develop strategies and actively recruit new volunteers leaders and develop a succession plan to be implemented at the end of the two-year term when assuming the Chapter President
- Should attend the Annual Conference and Expo with Chapter financial support if the budget allows.
- In the second year of the two-year term, the Chapter President-Elect should develop goals for the first term as Chapter President. This includes committee appointments, critical board positions, locations for upcoming spring and fall meetings.
- Is a member of the finance committee.

Best Practice Number 10	Job Duties of the Indiana ANFP Newsletter and Digital Editor	Page 14
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Effective Date:

Best Practice Wording:

7/1/2024

- The Indiana ANFP Newsletter and Digital Editor can be one or two position and are appointed members of the Indiana ANFP Board of Directors.
- The term of office for both positions is a two-year term reappointed for an additional two year term if both the Board and the Editors agree.
- The Newsletter Editor will be responsible for the publication of The Hoosier, a minimum of twice per year, the first being the Summer Newsletter and the second should be published in February or at least 30 days prior to any Fall or Spring Meeting.
- The Newsletter Editor should be proficient in *Microsoft Publisher* which is the desired software used for The Hoosier. Other software program will be considered by the Board of Directors but the integrity of the Newsletter should not be diminished.
- The Newsletter Editor will also published special flyers for upcoming state meetings included in the flyers should be location information, agenda, featured speakers and a registration form including a QR Code that will be provided by the Treasurer for online payment and registration.
- A Holiday publication is recommended but not required to be published by the Newsletter Editor.
- The Digital Editor serves as the administrator of the two Indiana ANFP Social Media sites which are Facebook and LinkedIn.
- The Digital Editor will also monitor content and comments from the website and is authorized to remove any content that would be a poor or misrepresented impression of Indiana ANFP

Effective Date:

- 7/1/2024

Best Practice Wording:

- Prepare the annual budget.
- Has a clear understanding of the financial process as outlined through ANFP's Crowded platform and provides clear concise financial reporting to the Indiana ANFP Board of Directors
- Maintains financial records through the Crowded platform.
- Complete IRS Form 990 annually (for tax exemption)
- Responsible for reimbursement, paying bills, financial reports, etc.
- Report financial condition of chapter to board and membership.
- Develop use for excess funds to benefit ANFP members.
- Understand state's and national chapters policies and procedures for: bonding, signing checks with more than one signature, authorizing bills prior to payment, reimbursing officers and committee members, handling accounts for chapter meetings, depositing excess funds into interest-bearing accounts
- Purchases Gift Cards, snacks, beverages, door prizes for chapters fall and spring meeting as directed by the Program Committee

Effective Date:

7/1/2024

Best Practice Wording:

- Take, prepare and distribute all meeting minutes of Indiana ANFP Board Meetings and Chapter Meetings .
- Maintains these records through a digital archive file
- Update chapter policies and procedures when needed. Ensures that current policies are available to view on the Indiana ANFP website portal.
- Annually files current approved Policy and Procedure Documents with ANFP Chapter Relations.
- Maintains all lists for the Chapter from the ANFP Website including current membership, new members and dropped members and forwards that information to the Chapter President.
- Prepares letters on behalf of the Chapter President to all new members welcoming them to the Chapter.
- Invite students to state meetings and explain the benefits of ANFP membership and being a CDM, CFPP
- Collaborate with membership committee (if applicable) to contact new, dropped, and potential members

Effective Date:

7/1/2024

Best Practice Wording:

- The Indiana ANFP Board of Directors will have two positions on the board classified as “at large” positions.
- The board position is a two- year term. Should the board member choose another two-year term without applying for an officer role, specifically, treasurer, secretary or President Elect, they must reapply and interview the current Indiana ANFP Board.
- All ‘At Large” members will receive voting privileges and may recommend strategies for discussion and will be considered an active participant on the board.
- All Indiana ANFP members are eligible to apply for a Board at Large Member including new CDM, CFPP’s who desire immediate leadership opportunities.
- All interested parties must complete an “I will serve” nomination form on the Indiana ANFP portal and submit to the Chapter President.
- For all candidates applying, a phone interview will be set up by the Board and candidates will be required to have a brief interview with the Indiana ANFP Board on why they would like to be considered.
- The timing of the selections or appointments to the Board should happen early in the Chapter President’s first term of office to allow the member at least one year on the Board.
- Any at large member can apply for an upcoming vacant board seat in the second year of their two-year term (excluding Chapter President Elect)

Effective Date:

7/1/2024

Best Practice Wording:

- The job duties of the Chapter Past President will be at the discretion of the Chapter President on how active the Past President would prefer to be.
- The primary responsibility of the Past President is to mentor newly installed Indiana ANFP Board of Directors. This includes guiding the initial transition period of the new Chapter President and assist with developing goals and strategies that will guide the chapter in the next two years.
- The Past Chapter President can assist and guide the Chapter President on submitting the necessary paperwork for the annual chapter rebates and the application for the State Achievement Award and Diamond Award.
- If the Past Chapter President decides to terminate their credential after the term of office expires, out of state or cannot fulfill the duties of the Past President Elect, the leader must resign to the Chapter President. The office will be vacated until Chapter President's term off office has concluded.
- Past Chapter President's who retire during their term of office may continue in the role as a retired member as long as their credential is current.
- The Past President will perform the ceremonial duties of the position by inducting the newly appointed Board to the new role. This ceremony should be done at the Spring ANFP Meeting on alternate years. If the Chapter President is outgoing but still in office, they will perform those duties.

Effective Date:
7/01/2024

Best Practice Wording:

- Indiana ANFP has transitioned the chapter treasury to a centralized monetary platform with ANFP called Crowded.
- Crowded is an online platform specializing in non-profit organizations that monitor and maintain chapter funds to create a secure financial environment.
- Indiana transitioned their funds in February of 2024 with full implementation to the entire ANFP organization by September 1, 2024
- At the time of this writing, a national policy is being developed for financial management. Once that policy has been approved, it will be the position of Indiana ANFP to adhere to that policy as a chapter.
- This policy will be revised after September 1, 2024 but before December 31, 2024

Best Practice Number 16	Program Committee and Duties	Page 20
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Effective Date:
7/01/2024

Best Practice Wording:

- The Indiana ANFP program committee will consist of at least 3 active ANFP Members with the President Elect as the Program Chair.
- The Program Committee will be responsible for all Indiana ANFP state meetings. This can consist of one, two or three day meetings depending upon the annual strategic plan of the chapter
- The Program Chair and Committee under the direction of the IN ANFP Board should meet after the Indiana ANFP Spring Meeting but before the June 1st start of the ANFP Chapter Calendar year to determine dates and locations for a fall and spring meeting. It is at that meeting that the length (days) of each meeting should be determined.
- When planning locations of state meetings, one meeting should be located in central Indiana near Indianapolis and one meeting should alternate between the northern half of Indiana and the southern of half of Indiana to allow reasonable travel distance for all Hoosier members.
- Hosting sites can include hotels, resorts and conference centers. A member may offer the services of the their facility however to maximize attendance at any conference, a block of rooms with a special should be negotiated and a hotel near the facility.
- Bids from any facility hosting the state meetings should be obtained by the Program Chair and presented to the board for approval before any contract is signed.
- Criteria for selection of the host side by the board should include the following:
 - ✓ meeting room rental rates
 - ✓ costs aligned with the Indiana ANFP budget
 - ✓ proximity to major Indiana interstates (I-70, I-69, I-65, Indiana Turnpike etc)
 - ✓ proximity to offsite evening entertainment activities (shopping, casinos, restaurants)
 - ✓ availability to obtain local speakers for the program

- ✓ travel reputation of the host facility
- ✓ onsite catering and available restaurants in proximity to the facility.

Best Practice 17	Educational Programs and Content Guidelines	Page 21 & 22
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Effective Date:
7/01/2024

Best Practice Wording:

- Indiana ANFP will provide the chapter membership with a minimum of 15 Continuing education credits during the 12-month chapter year beginning June 1 and concluding May 31
- The Program Committee will be responsible for planning educational programs that qualify for Continuing Education Credits approved through ANFP and the Certified Board for Dietary Managers (CBDM)
- These programs can be presented at official state meetings, preferably during the fall and spring.
- The Program Committee under the direction of the President Elect will be responsible for content by obtaining speakers and presenters that are competent in the subject matter that is being presented.
- Presentations should contain elements from the five competency areas established by the CBDM including sanitation, food service, clinical nutrition, personnel and communications.
- Of the 15 CEU offered to members, 1 CEU per chapter year will be Ethics and 3 CEU's should be provided in sanitation.
- All programs should be planned at least six weeks in advance and speaker information should be submitted to ANFP for prior approval. To be approved for Continuing Education. Speakers must provide a brief biography, a brief description of the presentation and three learning objectives for their presentation submitted to the Program Chair.
- A certificate of attendance (template available on the ANFP website) should be prepared and given to all members at the conclusion of the meetings. One certificate should be prepared per educational day.

- All members receiving certificates are responsible for downloading and reporting their Continuing Education to the ANFP website in the members' certification file.
- A meeting evaluation should be developed for each meeting to provide feedback from the attendees. These evaluations should be turned in at the end of each meeting and reviewed by the Indiana ANFP board for continuing improvement for future meetings.

Effective Date:

7/1/2024

Best Practice Wording:

- All CDM, CFPP's and members of Indiana ANFP must adhere to the ethical standards set forth by the Code of Ethics established by the Certifying Board for Dietary Managers.
- Reportable Code of Ethics Violations should relate to the integrity of the Indiana ANFP Chapter
- A Code of Ethics Violation from a CDM, CFPP that relates to their employment is not covered under this policy unless it relates to falsification of the member's certification or educational record and is reported to the Indiana ANFP Board.
- Reporting a Code of Ethics violation should be rare but must be accompanied by verifiable documentation.
- It is strongly suggested to report Code of Ethics violations to the ANFP Chapter manager for chapter mismanagement and the CBDM Manager for guidance and next steps.
- Proven Ethics Violations from a member of the Indiana ANFP Board of Directors will automatically dismiss them from the Board as directed by the Chapter President with board concurrence.
- Examples of Ethics Violations are as follows but not limited to:
 - ✓ Proven theft of Indiana ANFP funds or assets
 - ✓ Misrepresentation or unauthorized use of Indiana ANFP not sanctioned by the Indiana ANFP Board
 - ✓ Inappropriate use of Indiana ANFP Social Media sites
 - ✓ Falsification of Continuing Education Record from Indiana ANFP Events.

Effective Date:
7/01/2024

Best Practice Wording:

- Each 12-month chapter year, Indiana ANFP under the direction of the Chapter President with the approval of the Indiana ANFP Board of Directors will develop and chapter project that will be submitted as part of the annual State Achievement Award and Diamond Award Application.
- Projects can vary in scope and definition. Community service projects dealing with are desirable but other projects that will benefit the financial health of the organization are acceptable. Some examples of chapter projects are as follows:
 - ✓ Food supplies collected and donated by Indiana ANFP members to an identified and reputable food pantry.
 - ✓ Providing volunteers to a food rescue organization to assist the with their service.
 - ✓ Promoting the spirit of volunteerism in the community by promoting and celebrating members volunteer non ANFP volunteer experiences.
 - ✓ Promote future chapter leadership by offering a one-day leadership training seminar to members for continuing education credit.
 - ✓ Create a fundraising project that offer a specific item (cookbook, t-shirts, donated raffle items) for sale to the member whose proceeds benefit the treasury of ANFP.
 - ✓ Creation of an on-line educational opportunities for Indiana ANFP members who cannot attend live meetings through webinars.
- All chapter projects should have imagery that will effectively tell the story of the project. This includes the use of photos and videos with audio commentary that can be presented through Indiana ANFP's social media platforms.
- The Chapter President will be responsible for submitting the project for the annual State Achievement and Diamond Award.

Effective Date:

7/1/2024

Best Practice Wording:

- Indiana ANFP will pay the expenses for attendance to the ANFP Annual Conference and Expo for the Chapter President for the two years in office,
- Expenses will include:
 - ✓ Lodging
 - ✓ Airfare
 - ✓ Mileage (if more economical)
 - ✓ Registration
- The cost will be estimated and budgeted annually by the Indiana ANFP Treasurer
- If the Chapter President is reimbursed for ACE through other sources including the Chapter President's employer or the ANFP through specific volunteer roles or recipient of one of the annual awards, the funds saved will be used to sponsor an additional member of the board preferably the President Elect.
- All efforts to assist other members of the Indiana ANFP Board will be made but cannot be guaranteed unless the budget will allow.

Effective Date:

7/1/2024

Best Practice Wording:

- All Indiana ANFP Correspondence must use the following Logo approved through the ANFP Marketing and Public Relations Department:



- The use of the Indiana ANFP approved logo must not be used on any non-chapter correspondence.
- The use of the logo as a signature on a personal or business e-mail unrelated to the State or National Chapter should be discussed with the ANFP Marketing and Public Relations Department before using as a signature.
- The Hoosier should also use a similar variation of the Logo on the Chapter Newsletter.
- Other approved ANFP Logos that can be used are available on the ANFP Website or the ANFP Marketing and Public Relations Department.

Best Practice Number 22	Communication and Public Relations	Page 27
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Effective Date:
7/01/2024

Best Practice Wording:

- Indiana ANFP will provide ongoing communications to the membership through digital means managed by the communications team.
- The communication team consists of the Newsletter Editor and the Digital and Social Media Editor.
- Both Newsletter and Digital and Social Media Editors or can be combined to the responsibility of one person. Both positions will be members of the Indiana ANFP Board.
- The following are the four methods of communication to the Indiana ANFP members.
 - ✓ Newsletter – *The Hoosier*
 - ✓ Indiana ANFP Portal on the ANFP Website
 - ✓ Social Media- *Linkedin* and *Facebook*
 - ✓ E-Blasts
- The Chapter President will be responsible for the distribution of digital communication via the Indiana Membership list available on the ANFP Website. This includes the Newsletter, E-Mail Blasts and Spring and Fall Meeting Information including location, agenda, hotel information and registration information.
- The Chapter President will also work with the Social Media and Digital Editor to ensure appropriate and accurate information is generated through the approved Social Media sites.
- All chapter sponsored projects such as food drives, distribution and community service projects should be promoted through these communication methods.
- Chapter projects if applicable should be submitted to the ANFP Marketing and Public Relations Director for possible national coverage and or published in Edge.

Best Practice Number 23	Indiana ANFP Newsletter The Hoosier	Page 28
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Effective Date:
7/01/2024

Best Practice Wording:

- Indiana ANFP will digitally publish a Newsletter to communicate important and relevant information to the Indiana ANFP members.
- The official name of the newsletter will be called *The Hoosier*
- The development, editing and publishing of *The Hoosier* will be the responsibility of the Newsletter Editor
- The newsletter will be published a minimum of twice per chapter year. The suggested times are once in the fall and once in the spring. Each newsletter should be published prior to the fall and spring meeting.
- The recommended software to use for the newsletter is *Microsoft Publisher* which the Newsletter Editor should have access to. Other software may be considered but should not diminish the integrity and consistent quality of the newsletter.
- An approved template should be created for a consistent look to the newsletter through publisher.
- Special meeting flyers publicizing upcoming meetings and events should also use the approved template.
- All newsletters should contain the following;
 - ✓ Chapter President's Message (traditionally front page)
 - ✓ List of current officers and contact information (traditionally front page)
 - ✓ Treasurer's Report
 - ✓ Secretary's minutes from previous meetings
 - ✓ ANFP Government Affairs report
 - ✓ Recognition of new Indiana CDM, CFPP's who recently passed certifying exam
 - ✓ Upcoming state meeting dates from Indiana ANFP
 - ✓ Regional and ACE meeting dates from ANFPS
 - ✓ Volunteer recognition or advocacy.

- Once completed, the Newsletter will send a draft to the Indiana ANFP Board for approval and/or corrections if needed.
- The completed Newsletter is saved to a PDF format and sent out to the members via e-mail by the Chapter President.
- A copy is sent to post on the Indiana chapter portal on the ANFP website at info@anfponline.org
- Past newsletter will remain on the ANFP website for at least two years for other ANFP chapters to review.
- The Indiana ANFP portal on the ANFP website will be maintained by the Newsletter Editor or an appointed Board Member by the Chapter President.

Effective Date:
7/01/2024

Best Practice Wording:

- Indiana ANFP will utilize the social media to promote, celebrate and recognize Indiana ANFP programs, events and members.
- .
- The two approved social media sites that will be used exclusively by Indiana ANFP will be **Facebook** and **LinkedIn**. Use of any other social media platforms must be approved by the Board of Directors.
- The Digital Editor will be the site administrators for both platforms and all requested postings will be the exclusive duty of the Digital Editor
- The social media sites may post upcoming events, information, pictures and videos of immediate past events such as state meetings and the Annual Conference and Expo (ACE). Chapter projects in action may also be posted via videos or photos.
- Members may submit community projects, non ANFP events that are involved with. However appropriate content will be the responsibility of the Digital Editor.
- Images of residents and or patients displayed on the social media who are involved with ANFP sponsored events is prohibited per HIPPA guidelines. Pictures may be published if the resident or patient provides written authorization.
- Negative or inappropriate comments on social media postings by ANFP member is unprofessional and such comments will be prohibited and will be deleted by the Digital Editor or site administrator.

Effective Date:

7/1/2024

Best Practice Wording:

- Indiana ANFP will award a “Distinguished Member of the Year” award to recognize exceptional volunteers to the Indiana Chapter
- It is recommended that the award be given annually, however, should the chapter fail to a qualified recipient, no award will be given.
- The qualifications for the Distinguished Member of the Year Award will be as follows:
 - ✓ Must be an active Indiana ANFP member.
 - ✓ Has demonstrated within the state association actual performance of state activities.
 - ✓ The member has shown enthusiasm and has demonstrated loyalty and leadership capabilities.
 - ✓ Has demonstrated good rapport with allied members of the association.
- Any chapter member may nominate a member for this award. They must complete the official form for the award and send to the chapter president
- Selection of the recipient of the award will be done by the Indiana ANFP Board of Directors which includes, the Chapter President, Past President, President Elect, Treasurer, Secretary and Newsletter Editor.
- Voting should be done confidentially via electronic Communications after the nominations are presented.
- Board members are eligible for the award with the exception of the Chapter President. Nominated Board members who are nominated can confidentially vote for themselves.
- Nominations are open for the Award on June 1 of each calendar year and will close on December 31st of each calendar year. The recipient will be notified of their selection and will be recognized at the annual spring meeting. The recipient will receive complimentary registration for the meeting.

- The recipient will receive an acrylic trophy with the ANFP insignia ordered through IN ANFP Trophy vendor with the following inscription.

Indiana Association of Nutrition and Foodservice Professionals

Proudly Recognizes

Name of recipient

Distinguished Member of the Year

Current Year

- The recipient of the Distinguished Member of the Year Award will be recommended to the Editor of Edge Magazine for the monthly Spotlight Feature in the magazine and/or nominated by the Chapter President for the annual ANFP Spotlight Award presented at the Annual Conference and Expo.

Effective Date:

7/1/2024

Best Practice Wording:

- Indiana ANFP will present an annual “Administrator of the Year Award” to a deserving candidate by an Indiana ANFP Member by completing an application form available on line and submitted to the Chapter President for consideration.
- Board members may also recommend a candidate for the award.
- The Award can be presented to the recipient at the annual spring or fall meeting.
- The Indiana ANFP Board will select the appropriate candidate from the applications provided on the Indiana ANFP website portal. Should no submissions be received, the award will not be awarded during that chapter year.
- “Administrator” qualifying for the recognition can be defined as follows:
 - ✓ An administrative leader for the facility the CDM nominator works for or has worked for previously.
 - ✓ A CDM, CFPP or an RD in a leadership position that the CDM nominator works for or worked for previously.
 - ✓ A mentor who the CDM nominator has been associated with in the non- commercial foodservice profession that the was influential to the development of the CDM, CFPP as a leader. The nominator does not necessarily need to report to the nominees. (examples: HR Director, Director of Nursing or physician)
- For consideration for being selected, the worthy nominee should demonstrate a commitment to promoting the CDM, CFPP credential.
- The recipient should be a supporter for outside educational opportunities offered by ANFP.
- Any nominee for this award who has contributed their time and professional talents and skills and previously presented at Indiana ANFP live events would be highly considered and worthy.
- The recipient should be notified by the Chapter President and CDM nominator no later than 6 weeks prior to the Spring Meeting.

- The recipient will receive a plaque with the following Inscription:

Indiana Association of Nutrition and Foodservice Professionals

Proudly Presents

NAME

The 20XX Administrator of the Year Award

**In grateful appreciation of their support of the ideals of
the Certified Dietary Manager, Certified Food Protection Professional Credential
and the Association of Nutrition and Foodservice Professionals**

- The recipient will be invited to address the attendees of the event which they are receiving their honor and if can also present a leadership topic if they are comfortable doing so
- Recipients will be featured in the upcoming issue of The Hoosier and on Indiana ANFP Social Media sites per their approval.

Effective Date:

7/1/2024

Best Practice Wording:

- Indiana ANFP will annually recognize an individual, company or organization who consistently assists the chapter through educational support, financial support through a exhibiting at chapter meetings or supporting The Hoosier through advertising.
- The Allied Partner of the Year Award will be presented each year at the Spring Meeting.
- To qualify, all nominees should have been associated with the chapter for a minimum of two years.
- Nominees who have provided educational support at Chapter Meetings and have proven very dependable providing programs that are varied in scope and consistently well received from the attendees are eligible for this recognition.
- Recommendations for this recognition should come primarily from the Indiana ANFP Board. Nominations can be received from members and will be considered if the nomination form has been has been completed and turned into the Chapter President.
- The recipient will be notified in advance of presentation and will be invited to attend the spring meeting. An organization that is being recognized can send a representative to accept the award.
- The award will be an acrylic trophy ordered through the Chapters Trophy vendor and the inscription can read:

**Indiana Association of Nutrition and Foodservices
Professionals Gratefully Recognizes**

NAME

For Continued Educational Support to Indiana ANFP

Presented on

DATE

- The recipient will be featured the upcoming addition of the Hoosier and/or the Indiana ANFP website portal.

Effective Date:

7/1/2024

Best Practice Wording:

- Indiana ANFP will appoint a historian to maintain pictures, scrapbooks, past meeting agenda's, awards and other memorabilia to help preserve and celebrate the 60 + years of Indiana ANFP
- The position is appointed by the Indiana ANFP Board and will be for a mutually agreed upon time frame.
- A current board member may hold this position in addition to other assigned duties. Any retired member may also hold this position.
- This position is not a voting member of the Indiana ANFP Board unless they are serving as a current officer.
- Memorabilia should be displayed at least at one Indiana ANFP state meeting per year. Historians need not attend but should provide the materials to a member who will be attending.
- Pictures of past events with attendees can be published in The Hoosier. Discretion should be used when publishing pictures on social media.
- No items in the collection should be discarded without the knowledge and approval of the ANFP Board.