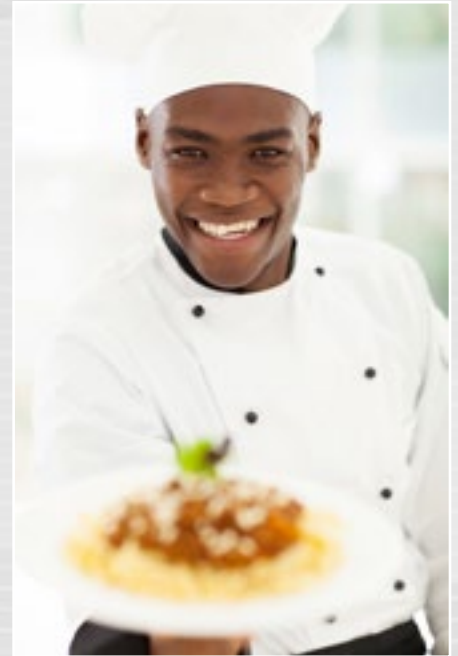




Association of
Nutrition & Foodservice
Professionals



ANFP Chapters Policies & Procedures Manual

Updated January 2024

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Association of Nutrition & Foodservice Professionals

INTRODUCTION

This manual serves as a guide to policy and procedures of the _____ Association of Nutrition and Foodservice Professionals (“ANFP” or “Chapter”) and complements ANFP Bylaws. For purposes of this manual, the National ANFP will be referred to as the “Association.” The policy and procedure manual will be made available to all current members of the _____ Board of Directors annually.

POLICY: REVIEW & UPDATE OF POLICIES & PROCEDURES MANUAL

Procedures:

1. The Chair and the Executive Committee are responsible for revising reviewing and updating the manual annually.
2. It shall be the responsibility of the Chair to note inconsistencies between policies and practices and bring such inconsistencies to the attention of the Board.
3. Appointed Officers, Representatives, and Committee Chairs are accountable for notifying the Chair during the year of any changes or additions that need to be made to the manual. During any year these policies and procedures, except mandated by the _____ ANFP Bylaws, may be changed by the Chair or Executive Committee.
4. Association Headquarters staff shall be notified of appropriate changes and the manual will be updated.
5. All members of the Board of Directors shall receive a copy of the policy and procedure manual.

POLICY: BYLAWS

Procedures:

1. ANFP policies and procedures shall be subject to the Bylaws of the Chapter and shall be interpreted to be consistent with said Bylaws.
2. No formal legal action is necessary to support a decision to terminate or suspend a member; rather, the Board of Directors should strictly follow the rules and procedures as set forth in the Bylaws for purposes of suspension or termination matters and assuring the provision of due process to the individual concerned.
 - a. While the Bylaws specifically provide that “...the Executive Committee shall exercise powers of the Board of Directors to the extent permitted by law between meetings of the Board of Directors,” that does not give the Executive Committee total authority to act for the Board. The laws of the State governing the activities of the Chapter should be consulted to determine the limitations on the Executive Committee’s authority.
 - b. The Association is committed to preventing reprisals against employees and members who report activity undertaken by other Association employees or 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 (collectively referred to as "Protected Disclosure").

The Association, and any individual associated with the Association, will not:

1. Retaliate against an employee or 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
2. 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 an employee or member to make a Protected Disclosure to Association leadership.

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 Chair/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.

Reporting Violations

The Association has an open door policy and suggests that employees and members share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. 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. Supervisors are required to report suspected violations to the Association's Compliance Officer, who has the responsibility to investigate all reported violations.

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.

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.

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.

- c. When the Bylaws specifically require action by the Board of Directors, such as the procedural requirement of a two-thirds vote of the entire membership of the Board of Directors for suspension or termination of a member, the Association will follow the Bylaw requirement rather than having the Executive Committee take action because it is between meetings of the Board of Directors.

POLICY: ANFP VISION & MISSION

Procedure:

1. _____ ANFP Board of Directors is responsible for the adoption of a relevant vision and mission statement.

POLICY: ANFP FISCAL YEAR

Procedure:

1. The fiscal year of the Chapter shall be June 1 through the following May 31.

POLICY: CONFLICTS OF INTEREST & NON-DISCLOSURE AGREEMENT

Procedure:

All officers and directors of _____ ANFP must identify situations that present potential conflicts of interest and meet the standards of conduct required for officers and directors.

1. All officers and directors shall read and complete the Conflict of Interest Policy and Annual Disclosure Statement and the Confidentiality/Non-Disclosure Agreement prior to beginning their term and annually while in office.

Chapter must select one of the two policies below. Note that some states may not allow ballot voting.

POLICY: ELECTION & VOTING

☐ **POLICY 1: SLATE PROCESS**

Procedures:

1. In accordance with the bylaws, it shall be the responsibility of the Leadership Development Committee to recommend a slate of qualified candidates for officer and director positions.
2. The election of officers and voting on any other matter presented to the membership of the Chapter will be conducted in accordance with the laws of the state governing _____ ANFP and the policy and procedures as determined by the Board of Directors.
3. Voting members shall be permitted to vote on matters by proxy if authorized by the Board of Directors and the laws of the State governing the Chapter.

☐ **POLICY 2: BALLOT VOTING**

Procedures

1. Prepare the Ballot:

- a. Clearly write each candidate's name on ballot and the position they are nominated for or being voted on. The ballot shall have a checkbox next to each candidate's name (and a write-in) for voters to check when they cast their vote.

- b. Specific instructions on how to complete the selections and where to return it should be included.
- c. Include options for voting, such as “For,” “Against,” or “Abstain.”
- d. Specify the deadline for submitting the ballot.

2. Distribution of Ballots:

- a. Distribute the ballots to all eligible voters. This can be done electronically or through traditional mail.
- b. If ballots are mailed to members, all ballots shall be returned to the chairperson of the Tellers Committee. The name and address of that person should appear directly on the ballot. If voting is to take place at a Chapter meeting, ballots should be placed in a secure ballot box until the Tellers Committee can take them away to a private location to count them.

3. Voting Period:

- a. The voting members shall have fifteen (15) days from the date the ballot is sent to vote and/or submit additional nominations to the Chair of the Leadership Development Committee.

4. Collect and Verify Ballots:

- a. Designate a neutral party or an election committee to collect and verify the submitted ballots. Ensure that the voting process maintains confidentiality and integrity.

5. Counting the Votes:

- a. Ballots to be counted and verified by the Teller’s Committee. In absence of a Teller’s Committee, the Immediate Past Chair and Secretary will count and verify the votes.

6. Record and Document:

- a. Record the results and keep detailed documentation of the entire ballot procedure.

7. Communication of Results:

- a. Inform all members of the results, whether the decision was approved or rejected, and any implications or actions resulting from the vote.
- b. The tellers committee shall report results immediately to Chair (verbally, followed by written confirmation)
- c. The winning and losing candidates should be called to be informed of the results.
- d. The number of votes received by each candidate should not be announced. The Chair should only reveal the names of the elected Chapter leaders.
- e. Ballots and any other election materials are retained by the Chapter secretary, until the completion of the election for the following year. Ballots should be destroyed at this time.
- f. An explanation of the duties and responsibilities for the office shall be sent to the appropriate candidate. Include the number of meetings that they are required to attend, and the procedure for expense reimbursement, along with a vitae form, requesting a brief career/membership summary and photograph of the candidate for the newsletter.

POLICY: BOARD DUTIES AND RESPONSIBILITIES

Procedures:

1. Individual Board Member Expectations

- a. All officers and directors shall support publicly and professionally the majority decision of the (State) ANFP Board of Directors regardless of his/her/their

own personal beliefs.

- b. All qualified candidates serving in any role on the _____ ANFP Board of Directors shall be responsible for interpreting Chapter Bylaws, making policy decisions, executing the Policies and Procedures to ensure Chapter goals are met and serving as liaisons as chapters and committees. **Each officer is expected to:**
- i. Attend all _____ ANFP Board of Directors and executive committee meetings. _____ ANFP shall have no less than two (2) Board of Director's meetings each fiscal year.
 - ii. Prepare for meetings by submitting issues for the agenda, submitting reports for Board review, and thoroughly reviewing all agenda materials provided.
 - iii. Participate in board meetings through active discussion of issues, review of reports, and involvement in decision-making and supplying pertinent input.
 - iv. Approve budget, create and monitor policy, provide oversight.
 - v. Maintain confidentiality of all information discussed and presented at Board of Directors and Executive Committee meetings.
 - vi. Represent the viewpoint of membership and act in the Chapter's best interest in Board decisions.
 - vii. Serve as an ambassador to the organization by attending Chapter meetings to include, but not limited, to regional and live educational events meetings.
 - viii. Establish lines of communication with members and staff, actively soliciting information and input to support adequate data for decision-making.
 - ix. Function as a liaison to committees as assigned.
 - x. Represent the concerns of the _____ ANFP Board of Directors and other constituencies 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.
 - xi. A quorum shall be present to transact business. A quorum consists of a simple majority of the board. Members of the _____ ANFP 's Board of Directors shall not receive a salary.

POLICY: APPOINTED/ELECTED OFFICERS & QUALIFICATIONS & RESPONSIBILITIES

(See addendum for optional policies for this section.)

1. CHAIR*

a. QUALIFICATIONS

- i. Understand and support the Association's mission, goals, bylaws, and operating procedures
- ii. Familiar with parliamentary procedures and Robert's Rules of Order
- iii. Understand, support, and promote the Association's Code of Ethics
- iv. Proven ability to schedule, organize, delegate, and maintain routine and/or new functions and assignments
- v. Possesses good verbal and written communication skills.
- vi. ANFP National membership for three years or more
- vii. Active CDM, CFPP Credential
- viii. Willingness to serve on Chapter Board, committees, and task forces as

needed

b. PREFERRED QUALIFICATIONS

- i. Demonstrate ability to represent membership through previous volunteer experience
- ii. Currently employed full-time in the non-commercial food service industry

c. TERM OF OFFICE

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

d. OBJECTIVES

- i. Oversees overall direction of _____ ANFP through policy decisions.

e. RESPONSIBILITIES

- i. Conducts orientation for new board members.
- ii. Works with the Executive Committee in recruiting members of the Board and other talent for whatever volunteer assignments are needed.
- iii. Leads Board meetings through active discussion of issues, review of reports, participating in decision-making and supplying pertinent input.
- iv. Procures the best thinking and involvement of each Board member, stimulating each one to give his/her/their/their best.
- v. Annually focus the attention of the _____ ANFP 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 _____ ANFP Board of Directors is satisfied that it has fulfilled its responsibilities.
- vi. Serves as an alternate spokesperson for the Chapter
- vii. Fulfills such other assignments as the _____ ANFP Board of Directors agree are appropriate and desirable for the Chair to perform.
- viii. Serves as 'host' at the live educational events and all recognition events.

f. REPORTS

- i. Presents to the _____ ANFP Board of Directors an evaluation of the pace, direction, and organizational strength of the Chapter.

***QUALIFICATIONS FOR NATIONAL LEADERSHIP**

Those individuals who wish to pursue a board role at the National level are required to meet additional qualifications: *See addendum for additional qualifications for National Leadership.*

2. CHAIR ELECT*

a. QUALIFICATIONS

- i. Understand and support the Association's mission, goals, bylaws, and operating procedures
- ii. Familiar with parliamentary procedures and Robert's Rules of Order
- iii. Understand, support, and promote the Association's Code of Ethics
- iv. Proven ability to schedule, organize, delegate, and maintain routine and/

- or new functions and assignments
- v. Possesses good verbal and written communication skills.
- vi. ANFP National membership for three years or more
- vii. Active CDM, CFPP Credential
- viii. Willingness to serve on Chapter Board, committees, and task forces as needed

b. PREFERRED QUALIFICATIONS

- i. Demonstrate ability to represent membership through previous volunteer experience
- ii. Currently employed full-time in the non-commercial food service industry

c. TERM OF OFFICE

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

d. OBJECTIVES

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

e. RESPONSIBILITIES

- i. Appoints members and designates the chair of all committees and task forces formed during his or her term
- ii. Maintains regular contact with Chair to receive status updates on the Chapter.
- iii. Shadows Chair during live educational events in preparation for term.
- iv. Prepares goals to be implemented during term as Chair.
- v. Accepts responsibilities delegated by the Chair, such as representing the Chair at allied organization meetings and any other duties as appropriate to the Chair.
- vi. Is a member of the Executive Committee.

f. REPORTS

- i. On an as needed basis

***QUALIFICATIONS FOR NATIONAL LEADERSHIP**

Those individuals who wish to pursue a board role at the National level are required to meet additional qualifications: *See addendum for additional qualifications for National Leadership.*

3. TREASURER*

a. QUALIFICATIONS

- i. Understand and support the Association's mission, goals, bylaws, and operating procedures
- ii. Familiar with parliamentary procedures and Robert's Rules of Order
- iii. Understand, support, and promote the Association's Code of Ethics
- iv. Proven ability to schedule, organize, delegate, and maintain routine and/

- or new functions and assignments
- v. Possesses good verbal and written communication skills.
- vi. ANFP National membership for three years or more
- vii. Active CDM, CFPP Credential
- viii. Willingness to serve on Chapter Board, committees, and task forces as needed

b. PREFERRED QUALIFICATIONS

- i. Demonstrate ability to represent membership through previous volunteer experience
- ii. Currently employed full-time in the non-commercial food service industry

c. TERM OF OFFICE

- i. Takes office on June 1 through May 31 of the following calendar year (two-year term).

d. OBJECTIVES

- i. Oversight of the budgeting process; working in collaboration with _____ ANFP Board of Directors.

e. RESPONSIBILITIES

- i. Review Chapter financial reports on a regular basis to ensure overall fiscal integrity.
- ii. Chairs the Audit and Finance Committee (if applicable)
- iii. Is a member of the Executive Committee

f. REPORTS

- i. Reports on the financial condition of the Chapter at meetings of the Board and membership at every _____ ANFP board meeting and at the annual business meeting or annually in the chapter newsletter.

***QUALIFICATIONS FOR NATIONAL LEADERSHIP**

Those individuals who wish to pursue a board role at the National level are required to meet additional qualifications: *See addendum for additional qualifications for National Leadership.*

4. SECRETARY*

a. QUALIFICATIONS

- i. Understand and support the Association's mission, goals, bylaws, and operating procedures
- ii. Familiar with parliamentary procedures and Robert's Rules of Order
- iii. Understand, support, and promote, the Association's Code of Ethics
- iv. Proven ability to schedule, organize, and maintain routine and/or new functions and assignments
- v. Possesses good verbal and written communication skills
- vi. ANFP National membership for three years or more
- vii. Active CDM, CFPP Credential
- viii. Willingness to serve on national Chapter Board, committees, and task forces as needed

b. PREFERRED QUALIFICATIONS

- i. Demonstrate ability to represent membership through previous volunteer experience
- ii. Currently employed full-time in the non-commercial food service industry

c. TERM OF OFFICE

- i. Takes office on June 1 through May 31 of the following calendar year (two-year term).

d. OBJECTIVES

- i. Oversees the official Chapter business and related activities.

e. RESPONSIBILITIES

- i. Write and send all notices of _____ Board and business meetings.
- ii. Take and prepare meeting minutes.
- iii. Prepares the slate or ballot for distribution to the membership.
- iv. Is a member of the Executive Committee

f. REPORTS

- i. On an as needed basis

***QUALIFICATIONS FOR NATIONAL LEADERSHIP**

Those individuals who wish to pursue a board role at the National level are required to meet additional qualifications: *See addendum for additional qualifications for National Leadership.*

5. IMMEDIATE PAST CHAIR

a. QUALIFICATIONS

- i. Understand and support the Association's mission, goals, bylaws, and operating procedures.
- ii. Familiar with parliamentary procedures and Robert's Rules of Order
- iii. Understand, support, and promote the Association's Code of Ethics
- iv. Proven ability to schedule, organize, delegate, and maintain routine and/or new functions and assignments
- v. Possesses good verbal and written communication skills
- vi. ANFP National membership for three years or more
- vii. Active CDM, CFPP Credential
- viii. Willingness to serve on Chapter Board, committees, and task forces as needed

b. PREFERRED QUALIFICATIONS

- i. Demonstrate ability to represent membership through previous volunteer experience
- ii. Currently employed full-time in the non-commercial food service industry

c. TERM OF OFFICE

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

(one-year term) automatically ascends from Chair.

d. OBJECTIVES

- i. The Immediate Past Chair provides counsel to the Board of Directors, responsible for chairing the Leadership Development Committee (if applicable).

e. RESPONSIBILITIES

- i. Stay in frequent contact with the Chair of the _____ Board to offer support and counsel.
- ii. 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 (State) _____ Board to help move Board deliberations along constructive, productive lines.
- iii. Serves as parliamentarian and oversight of annual policy and procedure revisions.
- iv. Serves as presiding officer during installation ceremony at the live educational events.
- v. Is a member of the Executive Committee.

f. REPORTS

- i. On an as needed basis

6. NEWSLETTER EDITOR

a. QUALIFICATIONS

- i. Understand and support the Association's mission, goals, bylaws, and operating procedures.
- ii. Familiar with parliamentary procedures and Robert's Rules of Order
- iii. Understand, support, and promote the Association's Code of Ethics
- iv. Proven ability to schedule, organize, delegate, and maintain routine and/or new functions and assignments
- v. Possesses good verbal and written communication skills
- vi. Willingness to serve on Board, committees, and task forces as needed

b. PREFERRED QUALIFICATIONS

- i. Active CDM, CFPP Credential
- ii. Demonstrate ability to represent membership through previous volunteer experience
- iii. Currently employed full-time in the non-commercial foodservice industry

c. TERM OF OFFICE

- i. Takes office on June 1 through May 31 of the following calendar year (two-year term).

d. OBJECTIVES

- i. The Newsletter Editor is responsible for the development of the Chapter's newsletter to be distributed at least twice a year.

e. RESPONSIBILITIES

- i. Create a professional publication to be distributed to Chapter membership
- ii. Ensure items are cited, timely, relevant, and attractively presented
- iii. Request chapter logos from ANFP Chapter Relations. Each Chapter has a unique logo; the national ANFP logo is reserved for communications sent from headquarters.
- iv. Budget for the production and postal charges (if relevant) of the newsletter
- v. Determine how many times per year the newsletter will be designed and distributed
- vi. Proofread all newsletters prior to distribution
- vii. Submit the Communications Award if you Chapter decides to do so.

f. REPORTS

- i. On an as needed basis

POLICY: BOARD OF DIRECTORS MEETINGS

Procedures:

1. AGENDAS

- a. Written notice of both regular and special meetings of the _____ ANFP Board of Directors shall be distributed to all members of the _____ ANFP Board of Directors no less than five (5) business days before the date of the proposed meeting.
- b. Any ANFP member may submit new or old business to the _____ ANFP Board of Directors for consideration. Such business shall be stated in writing and received no less than thirty (30) days prior to a regular or special meeting of the _____ ANFP Board of Directors.
- c. Any member who submits new or old business to the _____ ANFP Board of Directors for consideration following the appropriate procedure shall receive a reply from the Chair of the Board within ten (10) days after the close of the meeting of the _____ ANFP Board of Directors. The reply shall state the consensus of opinion of the _____ ANFP Board of Directors on the new or old business and shall also state any action to be taken.

2. ATTENDANCE

- a. Any member of the _____ ANFP Board of Directors unable to attend a meeting shall notify the Chair of the Board stating the reason for his/her/their absence. If a Board Member is absent from two (2) consecutive meetings for reasons that the Board has failed to declare to be sufficient, his/her/their resignation shall be deemed to have been tendered and accepted.
- b. The Chair shall, as deemed necessary, give assistance to the _____ ANFP Board of Directors and committees. Such assistance shall include research, attendance at meetings, clerical help, or other duties as may be specified by the _____ ANFP Board of Directors.
- c. The Chair shall be present at all meetings of the _____ ANFP Board of Directors.
 - i. The Chair shall have no vote at any meeting of the _____ ANFP Board of Directors.

3. RESIGNATIONS

- a. Any member of the _____ ANFP Board of Directors may resign at any time by giving written notice to the Chair of the Board, or to the Board of Directors. Such resignation shall take effect at the time specified therein, or if no time is specified, at the time of acceptance thereof as determined by the Chair of the Board of Directors.
- b. If a board member becomes unemployed, the board member shall notify the Chair within two weeks of unemployment. The Chair, in consultation with the Executive Committee will establish a timeframe for the effective date of the resignation of the board member if the member has not yet regained appropriate employment allowing the member to remain on the Board. If such employment is not regained, the resignation shall be deemed effective on the established date.
- c. The appropriate procedure in the event of resignation of any member of the ANFP Board other than the Chair is:
 - i. The Chair of the Board shall advise all remaining members of the Board that a resignation has occurred.
 - ii. The Chair shall recommend to the Board that an alternate candidate from the previous year's slate process or from the retiring directors at large fill the position. The same procedure shall be followed for any subsequent resignations during the same year.
 - iii. The Chair shall be responsible for contacting the proposed replacement to verify that they are still interested in serving on the Board of Directors if they receive a majority vote of the Board.
 - iv. Each Board member shall cast their vote to ANFP headquarters by no later than thirty (30) days from receipt of the ballot.
 - v. The proposed replacement Board Member must receive a unanimous vote, in writing, of the remaining Board members. If this occurs, the Board Member will take office immediately. If this does not occur, the process must repeat with a new candidate being suggested by the Chair.
 - vi. If a Board member resigns by December 31 or later in the last year of their term, the Chair of the Board may choose to forego replacement of the Board Members allowing election results to fill the vacancy.

4. REMOVAL OF A BOARD MEMBER

If a _____ ANFP Board Member/volunteer is not fulfilling his or her duties, the National, Chapter or district Executive Board has the right and responsibility to find a new volunteer to finish out the term.

The board must follow guidelines in terminating a volunteer's services:

1. A Director may be removed from office, either with or without cause, by two-thirds (2/3) majority vote of those entitled to vote for directors as provided by applicable law, the bylaws and the policies and procedures of the Chapter.
2. Each Board Member/volunteer position should have timelines that need to be met so that each Board Member/volunteer knows when project deadlines are and if he or she can meet those deadlines.
3. Each Board Member/volunteer has the right to know his or her responsibilities and the timeline in which he or she is to complete his or her tasks. This information should be given to the Board Member/volunteer before he or she

assumes their volunteer position.

4. If a Board Member/volunteer fails to meet one deadline, the Executive Board should attempt to contact the Board Member/volunteer and find out if help is needed. If the Board Member/volunteer needs support, proper support should be given. The Board Member/volunteer who has expressed a desire for help should be given it.
5. A Board Member/volunteer who fails to meet two or more deadlines, or misses two or more meetings without notifying the Chair, should be put on probation. Probation includes:
 - i. Written notice that deadlines have not been met;
 - ii. A face-to-face meeting or phone call to the Board Member/volunteer to make sure he/she/they understands the deadlines and his or her responsibilities;
 - iii. Assigning a board member to keep in contact with the Board Member/volunteer on a weekly basis to make sure deadlines are being met.
 - iv. Depending on the Board Member/volunteer duties, a timeline in which to meet deadlines should be established or termination will be sought.
 - v. If a Board Member/volunteer fails to meet his or her responsibilities after this probation, the Executive Board may vote to have the volunteer removed and find a replacement.
 - vi. Throughout this process, all communication (including e-mails, letters and phone calls) should be documented, including date and time, and a copy should be sent to the national Chapter Relations Department. If a dispute arises, the national office needs to know what has transpired. If it is an Executive Board member who is not fulfilling his or her duties, the same process should be followed.

POLICY: CHAPTER BUSINESS MEETING & LIVE EDUCATIONAL EVENTS

(See addendum for optional policies for this section.)

PROCEDURES:

1. ANNUAL BUSINESS MEETING

- a. Any member may submit new or old business to the _____ ANFP Board for consideration by the attending members at the Annual Business Meeting of Members.
 - i. Such business shall be submitted in writing to the Chair thirty (30) days in advance of the live educational events.
 - a. The written statement shall be received by the Chair of the Board, prior to the call to order of the meeting.
 - ii. The Chair shall have the authority to decide if the written statement is proper business to be brought before the Annual Business Meeting of Members.
 - a. Any request deemed appropriate by the Chair for consideration by the attending members at the Annual Business Meeting of Members following the appropriate procedure shall be recognized by the Chair during the agenda.
 - b. The member shall then be permitted to read his written statement at the meeting.

- b. Any member who submits new or old business for consideration following the appropriate procedure shall receive a reply from the Chair of the Board within ten (10) days of receiving request.
- c. The Chair of the Board shall repeat new or old business presented at the Annual Business Meeting of Members following the appropriate procedure.
 - i. Following a repeat of the exact written statement, the Chair shall ask for additional comments and the Chair shall have the authority to place a time limit on discussion of the topic before the Annual Business Meeting of Members.
 - ii. New or old business presented and discussed at the Annual Business Meeting of Members following the appropriate procedure, not resolved, shall be placed on the agenda of the next meeting of the Board of Directors.
- d. Unless unforeseen circumstances make it impossible or inadvisable to have a meeting, there shall be an Annual Business Meeting of members of the Chapter in order to present to the membership the reports of educational projects of the Chapter and the formal reports of the elected officers and standing committees and such other business as may properly come before the meeting.
- a. For any matter requiring a vote of Active Members other than election of officers and directors, a quorum shall be a minimum of two thirds (2/3) of active members present in person or by proxy at any duly called meeting.

2. LIVE EDUCATIONAL EVENTS

The _____ ANFP Board shall have the responsibility of negotiating for the most advantageous sites and financial package for live educational events.

- a. The Program Committee Chairman for the annual Chapter fall or spring meeting shall determine fees and/or honoraria to pay to speakers. Payment, honoraria and expenses (meals and/or lodging) may not exceed (ENTER DOLLAR AMOUNT) _____ without approval from the _____ ANFP Board.
- b. All vendors participating in a _____ ANFP sponsored meeting or function shall sign a provided contract. All vendor monies will go to _____ ANFP. If a vendor provides a speaker for the meeting or function, the Program chairman will shall determine whether to charge for the vendor's booth and pay the speaker, or to dismiss the booth charge and not pay the speaker.

POLICY: REIMBURSEMENT

(See addendum for optional policies for this section.)

PROCEDURES:

- 1. TRAVEL EXPENSES** All reimbursable travel expenses must be pre-approved.
 - a. The expenses for travel, hotel, and per diem allowance incurred by any members traveling on authorized Chapter business shall be reimbursed under the current reimbursement policy and if funds allow. The Chair and Treasurer shall be responsible for the authorization of such travel.
- 2. BILL PAYMENT/EXPENSE POLICY**
 - a. All disbursements which have been approved by the Chair and Treasurer (or co-authorizers listed on the account) should be paid monthly (suggested the 1st of each month). Payment may be made by ACH to volunteers that

are non-Chapter leaders and via digital card for official Chapter leaders. A disbursement/reimbursement form and receipt/invoice are required for all payment disbursements.

- b. ACH is the preferred method of payment for all purchase/payments. Debit cards should be used when no other payment option is available (e.g., Amazon). A Prior Approval for use of Debit Card Form should be completed, along with the invoice or anticipated expense amount, should be submitted before purchase.
- c. All _____ ANFP authorized disbursement payments shall include the approval of two of the following officers: Treasurer and Chair and accompanied by an invoice and/or receipt.

3. REIMBURSEMENT POLICY

- a. Disbursement/reimbursement forms must be received by _____ ANFP within 30 days of incurring the expense to ensure reimbursement. E-mail completed forms and receipts to the designated co-authorizer (Chair or Treasurer). All expense reports are to be sent as one PDF document that includes receipts and all other backup documentation.
- b. Approval for payment to an officer, committee member, or Chapter member should be confirmed by state board after review of the invoice/receipts before reimbursement.
- c. Cash should not be used pay for a product, service, or reimbursement.
- d. Maximum allowable charges should be established for products/services. The Chapter is expected to help guide volunteers when making purchases.
- e. All reimbursements and expenses are to be approved by the Board before monies are spent and must include the receipt/invoice and disbursement/reimbursement form. No disbursements shall be disbursed without a reimbursement form.
- f. The Chapter shall have a disbursement/reimbursement form with guidelines of what can be reimbursed. These guidelines should also include the maximum allowable rate of reimbursement for things such as hotel rooms and mileage.
 - i. Payments should be made either by ACH or digital card depending on the individual applying for reimbursement: Digital Cards should only be issued for approved reimbursement for official Chapter officers/leaders via Crowded.
 - ii. All other micro-volunteers or members that need to be reimbursed for approved expenses should receive an ACH payment via Crowded.
 - iii. All reimbursements must include a reimbursement/disbursement form, invoice when applicable and receipt within 30 days of purchase.

POLICY: STANDING COMMITTEES & TASK FORCES

Membership of each of the standing _____ ANFP committees and task forces shall be approved by the Chair Elect for service during his or her term of office as Chair with recommendation from staff. Committee meetings shall be held at the convenience of the Chairperson. The Chairperson shall give a written report to the Board of Directors at each board meeting and business meeting.

1. EXECUTIVE COMMITTEE

a. Membership

- i. The Executive Committee shall consist of the Chair, Chair Elect, Treasurer, Treasurer Elect, and Immediate Past Chair.
- b. Appointment Methods**
 - i. The Executive Committee members are defined by officer positions.
- c. Terms of Office**
 - i. Takes office on June 1 through May 31 of the following calendar year.
- d. Objectives**
 - i. The Executive Committee shall exercise powers of the Board of Directors, to the extent permitted by law, between meetings of the Board of Directors.
- e. Responsibilities**
 - i. The Executive Committee shall meet at such intervals deemed necessary the Chair.

2. ADDITIONAL STANDING COMMITTEES

- a. Program/Education Committee**
 - i. Membership**
 - 1. The Program/Education Committee shall consist of at least five (5) professional members and one (1) board liaison.
 - 2. Professional member of ANFP National for two years.
 - ii. Appointment Methods**
 - 1. Program/Education Committee appoints/elects committee members.
 - iii. Terms of Office**
 - 1. One-year term, no limit on consecutive terms
 - iv. Committee Charge**
 - 1. The committee exists to procure, manage, and organize educational content and opportunities provided at/or in conjunction with ANFP state chapter meetings
- b. Membership Committee**
 - i. Membership**
 - 1. The Membership Committee shall consist of at least five (5) professional members and one (1) board liaison.
 - ii. Appointment Methods**
 - 1. Membership Committee appoints/elects committee members.
 - iii. Terms of Office**
 - 1. One-year term, no limit on consecutive terms
 - iv. Committee Charge**
 - 1. The committee exists to recruit new members and ensure active members renew their memberships.

POLICY: MEMBERSHIP IN ANFP

PROCEDURE(S):

- 1. Membership Types and Qualifications**
 - a. PROFESSIONAL** Membership—open to individuals that have graduated from an ANFP approved Nutrition & Foodservice Professionals Training Program or have passed the CDM, CFPP credentialing exam.
 - b. ALLIED PROFESSIONAL** Membership—is available to individuals who meet one of the following criteria:

- i. Hold a two-year, four-year, or advanced degree in foodservice, culinary arts, health care or related field.
 - ii. Has a supervisory experience in food service.
 - iii. Has successfully completed a 90-hour state approved nutrition and foodservice course or a culinary arts program.
- c. PRE-PROFESSIONAL Membership**—is available to individuals who meet one of the following criteria:
- i. Students enrolled in a nutrition and foodservice training or related program.
 - ii. Individuals with foodservice experience in a non-supervisory capacity.
- d. RETIRED Membership**—is available to active members upon turning age of 62 and provides documentation that confirms officially retired are entitled to be a retired member upon written application and payment of the required annual retired membership fee. Individuals may select Retired Membership (without certification) if they choose not to maintain their certification or Retired Certified Membership (includes certification) for those individuals that would like to maintain their certification.

2. Affiliate State Association Dues

Affiliated State Association shall not collect dues from members residing or having mailing address within their state.

POLICY: MEMBERSHIP VOTING & HOLDING OFFICE PRIVILEGES PROCEDURE(S):

1. Only Professional Membership and Retired Membership shall have voting privileges and right to hold office.

Member Type	Has Right to Vote & Hold Office	Does Not Have Right to Vote & Hold Office	Does Not Have Right to Vote but Has Right to Hold Office
Professional	✓		
Allied Professional		✓	
Pre-Professional		✓	
Retired	✓		
Corporate Partner			✓

POLICY: STATE ASSOCIATIONS AFFILIATION PROCEDURE(S):

1. A signed affiliate agreement shall be on file at ANFP HQ for all active Chapters, outlining the mutual commitment to work together to provide educational programs, information, discussion forums, networking, and other services to advance the careers of nutrition and foodservice professionals.
2. A state ANFP, officially or unofficially, shall not sell, provide, or make available its ANFP membership listing to any individual, other association, or company for any reason other than to conduct association business.
3. It shall be understood that the sale of membership labels for educational purposes is a source of revenue for the Association.
4. The National Board of Directors shall deliberate upon any selling or making available membership listings. The National Board's decision shall be final.

5. ANFP Staff is authorized to investigate and approve or disapprove the sale of ANFP membership labels.
6. Should a state ANFP co-sponsor an educational event, it shall be the responsibility of the state ANFP to seek input into the program format, and it shall be the responsibility of the ANFP Chapter Chair to verify that ANFP continuing education credit hours has been granted for that program.

POLICY: STATE ASSOCIATIONS REBATE

PROCEDURE(S):

1. The Association shall pay a REBATE to the affiliated state ANFP's bank account via direct deposit in the amount the Board of Directors shall approve.
 - a. This rebate will be determined by the state's membership numbers at the end of the Association's fiscal year (May 31).

Rebate Structure	Full Rebate Amount: (Minus one-time fee of \$135 for bonding insurance)	Two Payments
0-74 Members	\$1,100.00	\$550.00
75-149 Members	\$1,500.00	\$750.00
150-225 Members	\$2,000.00	\$1,000.00
226-299 Members	\$2,200.00	\$1,100.00
300-399 Members	\$2,800.00	\$1,400.00
400-499 Members	\$3,000.00	\$3,500.00
500-799 Members	\$3,500.00	\$1,750.00
800-1,091 Members	\$4,600.00	\$2,300.00

2. The Association shall deduct bonding insurance fee from the first annual rebate.
3. The Association shall not pay a rebate to the affiliated state associations for pre-professional members residing in the affiliated state.
4. Each state must fulfill the requirements of the Affiliate Agreement and the Chapter Minimum Standards as stated in the Volunteer Handbook to qualify for the chapter rebate.
5. The rebate will be distributed two times per year after appropriate documents are received to verify that the Chapter is active. Bond insurance will be deducted from the first rebate payment.

POLICY: FUNDRAISING

PROCEDURE(S):

1. **Proof of License/Permits/Registration:** Notification of planned gaming activity to National and proof of gaming license, permit and/or registration (dependent on state and local requirements) is required to be submitted at least 30 days prior to the date of the planned activity to ANFP Chapters Department. If this is not a requirement in your state or locality, please send us the link or other information which confirms there are no requirements. This should be submitted to chapters@ANFPonline.org at the same time the CE prior approval application is submitted.
2. **Report of Fundraising Activities:** All Chapters are required to report all planned fundraising activities prior to the activities taking place along with proof of required permits or licenses (i.e., games of chance), and disclose total funds raised, on the

quarterly profit & loss statement submitted to National as well as within the annual 990-N (e-postcard) if total revenue is not in excess of \$50,000 or on the Form 990 or 990-EZ if total revenue is in excess of \$50,000. If chapters are conducting gaming or other games of chance on a regular basis (annually, semi-annually) they may be subject to federal UBIT (unrelated business income tax) and other fees within their state.

- 3. Fundraising at meetings** should not be used to underwrite the expense of the meeting. Meetings should be self-supporting (break-even) or make a slight profit. Registration fees should be set at a level that will cover meeting costs. If the Chapter has an excess of cash, consider providing a free educational event for both members and non-members in the profession.
- 4. Should chapters fail to comply** with all applicable federal, state, and local requirements, including obtaining the proper permits or licenses for any games of chance (including bingo, pull tabs, card games, raffles, etc.). the following consequences may occur (penalties may vary based on the location):
 - a. Chapter leaders may be held personally liable for knowingly participating in gaming or other games of chance without a license which could result in criminal or civil penalties.
 - b. Any person who engages in illegal gambling under federal laws may be subject to criminal or civil penalties.
 - c. Any person who files a fraudulent state or federal tax information return (and fails to disclose donations from charitable gaming or fundraising activities) may face felony charges.
 - d. Licensing, permits, or failure to obtain either and the resulting consequences will vary from state-to-state and across local governing bodies.
- 5. Funding Related to Grants:** As ANFP chapters are 501(c)(6) organizations, all donations to chapters are non-tax deductible. If applying for a grant (federal, state, or private), inquire with the donor organization on its policy regarding applicant requirements and ensure the granting organization is aware of the chapter's tax-exempt status.
- 6. Fundraising to Support the ANFP PAC:** All donations (contributions) must be from personal funds using cash, check or credit card and must be accompanied with a PAC donation form. This form must include full name, address, e-mail address, and ANFP membership ID number, and signature. (Contributions are not tax deductible.)

Failing to meet any of the above requirements for fundraising, or if fraud or intentional mismanagement relating to funds has occurred (following a financial review), any or all of the following consequences may result:

- 1. Warning Letter:** The Chapter and/or any individual may receive a warning letter from the ANFP National Chair and/or National Board regarding non-compliance with the policy.
- 2. Withholding Chapter Rebate:** Annual rebate based on number of members may be withheld indefinitely or until resolution of the non-compliance with policy.
- 3. Probation:** The Chapter may be put on probationary status which may include additional oversight by ANFP National, limitation of activities, and/or withholding one or more portions of the annual chapter rebate.
- 4. Disqualification from Receiving Chapter Awards:** Chapters violating the policy may be deemed ineligible for receipt of Chapter Awards. Chapters in which fraud or mismanagement of funds has occurred will automatically be deemed ineligible for

chapter awards, including but not limited to the Diamond Award, for one or more subsequent years.

- 5. Ineligibility for Adversity Rebate:** Chapters in which fraud or mismanagement of funds has occurred will automatically be deemed ineligible to apply for the adversity rebate the following volunteer year.
- 6. Possible Loss of Credential for Individuals:** Individual(s) determined to have repeatedly violated this policy or to have engaged in fraud or involved with mismanagement of the chapter's fundraising or funds may be referred directly to the Ethics Committee with the possibility of losing their credential.
- 7. Withdrawal of Chapter Charter:** Chapters engaged in repeated violations of this policy, including but not limited to mismanagement of funds, may be subject to withdrawal of their state affiliated association charter including loss of the right to use the ANFP name and loss of chapter funds.

Fundraising Disclaimer: All chapters are required to include the following statement disclosing ANFP's tax exempt classification on all fundraising/donation forms and solicitation materials: *ANFP Chapters are established as 501(c)(6) organizations. They are not charitable organizations. No funds paid or gifts donated to an ANFP chapter may be deducted as a charitable contribution for federal income tax purposes.*

POLICY: AMENDMENTS TO THE POLICY AND PROCEDURES MANUAL PROCEDURE(S):

1. Chapters are required to adopt and follow the required policies and procedures. Optional policies and procedures may be amended by a majority vote of the members of the _____ ANFP Board of Directors present at any regular or special meeting of the board.
2. Amendments may also be voted upon by mail or electronic mail and shall be adopted by a unanimous consent of all board members.

When a vote is required by mail or electronic mail, instructions shall be provided as to the procedure to be used and the timeframe within which votes must be cast.

POLICY: USE OF INSIGNIA PROCEDURE(S):

1. Members or the Association of Nutrition & Foodservice Professionals shall have sole use or the official logo. The chapter may not deface or otherwise adulterate the ANFP logo without express consent from the ANFP national office.
2. The official name of our State Chapter shall be: _____
ASSOCIATION OF NUTRITION & FOODSERVICE PROFESSIONALS Hereafter designated by _____ ANFP (using the two-letter abbreviation for the state).
3. The official name of all _____ (ST) ANFP Newsletters and Flyers shall be
The _____ (name of the newsletter)
4. Any use of the ANFP logo must be pre-approved by the ANFP national office. The ANFP logo may not be defaced or misrepresented by the _____ ANFP.
 - a. ANFP Chapter must abide by rules set forth by the Association of Nutrition & Foodservice Professionals (ANFP national) to ensure chapters are following all state and local regulations pertaining to sales and use tax registration and tax return filing. Initially, there are two parts to obtaining permission from ANFP national to sell merchandise. First, a request must be submitted to national for approval to sell specific merchandise, and second, determining whether or

not sales tax must be collected, and tax returns filed, and if so, filing for a tax identification number.

- b. When requesting to sell merchandise for the first time, the chapter must complete the ANFP State Chapter Request to Sell Merchandise form. If permission is granted, the ANFP State Chapter Request to Proceed with Process to Obtain State Sales Tax Identification Number form must be completed. ANFP strongly advises that a tax professional be retained (Certified Public Accountant, accountant, or auditor) who can contact the chapter's state department of revenue to determine whether or not the chapter must register to collect and pay to that state sales and/or use tax collected on the sale of merchandise sold. After the accountant has registered the chapter, the chapter must provide ANFP national the proof that the chapter is registered, the filing frequency required (annual, monthly, or quarterly, etc.) and copies of all current and future tax returns filed. The chapter must not purchase or sell any merchandise until the sales tax status has been determined, reviewed, and approved by national.
- c. If a chapter has completed the above process, and would like to sell merchandise again, the ANFP State Chapter Request to Sell Merchandise form must once again be completed and submitted to national. This form must be completed and submitted each time a chapter would like to sell merchandise. After the request is approved, and the form signed by national and returned to the chapter, the chapter may then order the merchandise and sell to its members. If merchandise will display/carry the ANFP or CDM, CFPP logo, a proof must be submitted to ANFP along with the completed form to ensure the ANFP or CDM, CFPP logo is being used properly, according to its trademark.
- d. Chapters must keep in mind that if they are granted approval to sell merchandise and obtain a sales tax identification number that there will be additional, ongoing responsibility for the officers of the chapter. The chapter must keep detailed and organized records for the preparer of the tax returns. The tax returns must be filed and paid on time, and copies of all returns and backup must be submitted to national at the time they are completed. National reserves the right to withdraw approval of the chapter selling merchandise at any time.

POLICY: USE OF MEMBERSHIP LISTS

PROCEDURE(S):

1. Membership lists can be downloaded via the ANFP Chapter Portal by those chapter officers that have access and are approved to do so.
2. Membership lists/rosters of _____ ANFP cannot be shared or copied for use by any other business, organization, or individual/officer from any other ANFP state or district. Membership lists/rosters may be used by both the state chapter and the districts for the following:
 - Welcome new members
 - Survey members
 - Membership mailings and communications
 - Contact potential volunteers

ADDENDUM

Chapters can opt to select the following policies if they are applicable to the chapter's structure and governance practices. Please check all that apply.

Optional Office & Volunteer Positions

☐ **1. TREASURER ELECT**

a. QUALIFICATIONS

- i. Understand and support the Association's mission, goals, bylaws, and operating procedures
- ii. Familiar with parliamentary procedures and Robert's Rules of Order
- iii. Understand, support, and promote, the Association's Code of Ethics
- iv. Proven ability to schedule, organize, and maintain routine and/or new functions and assignments
- v. Possesses good verbal and written communication skills
- vi. Active CDM, CFPP Credential
- vii. Willingness to serve on Chapter Board, committees, and task forces as needed

b. PREFERRED QUALIFICATIONS

- i. Demonstrate ability to represent membership through previous volunteer experience
- ii. Currently employed full-time in the non-commercial foodservice industry

c. TERM OF OFFICE

- i. Takes office on June 1 through May 31 of the following calendar year (two-year term).

d. OBJECTIVES

- i. The Treasurer-Elect assumes the responsibilities of job shadowing the current 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.

e. RESPONSIBILITIES

- i. Trains to learn the budgeting process.
- ii. Assists with the annual budget process, working in collaboration with the Treasurer
- iii. Serves as a member to the Audit/Finance Committee (if applicable).
- iv. Is a member of the Executive Committee

f. REPORTS

- i. On an as needed basis

☐ **2. VENDOR/EXPO CHAIR**

a. QUALIFICATIONS

- i. Understand and support the Association's mission, goals, bylaws, and operating procedures
- ii. Familiar with parliamentary procedures and Robert's Rules of Order
- iii. Understand, support, and promote, the Association's Code of Ethics
- iv. Proven ability to schedule, organize, and maintain routine and/or new functions and assignments

- v. Possesses good verbal and written communication skills
- vi. Willingness to serve on Chapter Board, committees, and task forces as needed

b. PREFERRED QUALIFICATIONS

- i. Active CDM, CFPP Credential
- ii. Demonstrate ability to represent membership through previous volunteer experience
- iii. Currently employed full-time in the non-commercial foodservice industry

c. TERM OF OFFICE

- i. Takes office on June 1 through May 31 of the following calendar year (two-year term).

d. OBJECTIVES

- i. The Vendor/Expo Chair Oversee Chapter's expo; including collecting fees and payment, space assignment, logistics, marketing, etc.

e. RESPONSIBILITIES

- i. Work with vendor/expo committee members to solicit booths and sponsorships
- ii. Coordinate booth displays at industry related meetings and/or trade shows
- iii. Develop and oversee vendor-to-partner/partnership programs
- iv. Ensure vendors receive recognition in program materials, websites, or other forms of
- v. marketing

f. REPORTS

- i. On an as needed basis

☐ **3. BRAND AMBASSADOR**

a. QUALIFICATIONS

- ii. Understand and support the Association's mission, goals, bylaws, and operating procedures
- iii. Familiar with parliamentary procedures and Robert's Rules of Order
- iv. Understand, support, and promote, the Association's Code of Ethics
- v. Proven ability to schedule, organize, and maintain routine and/or new functions and assignments
- vi. Possesses good verbal and written communication skills
- vii. Willingness to serve on Chapter Board, committees, and task forces as needed

b. PREFERRED QUALIFICATIONS

- i. Active CDM, CFPP Credential
- ii. Demonstrate ability to represent membership through previous volunteer experience
- iii. Currently employed full-time in the non-commercial foodservice industry

c. TERM OF OFFICE

- i. Takes office on June 1 through May 31 of the following calendar year (two-year term).

d. OBJECTIVES

- i. The Brand Ambassadors(s) promote CDM, CFPPs and ANFP through public awareness activities.

e. RESPONSIBILITIES

- i. Develop relationships with key stakeholders, colleges & universities, state health departments, community leaders, legislators, regulatory agencies, and the public
- ii. Recruit and train members to act as advisors for new members
- iii. Advocate for education promotion and pathways within the state
- iv. Exhibit at trade shows of allied associations, healthcare shows/conferences or other industry related events
- v. Understand National government affairs campaigns/efforts and act as key point of contact for chapter members with questions
- vi. Implement efforts to impact state initiatives, such as writing letters, calling lawmakers, regulators, and allied associations (i.e., Pride in Foodservice Week, Governors Proclamation, etc.)
- vii. Meet with allied associations to create alliances and build recognition of ANFP
- viii. Update board and membership regularly via meetings, newsletter articles, and e-mail
- ix. Submit the Government Affairs Award if you chapter decides to do so.

f. REPORTS

On an as needed basis

***QUALIFICATIONS FOR NATIONAL LEADERSHIP**

Those individuals who wish to pursue a board role at the National level are required to meet the following qualifications:

1. CHAIR, CHAIR-ELECT, IMMEDIATE PAST CHAIR & TREASURER

a. QUALIFICATIONS

- i. National Board experience
- ii. National ANFP Board experience, has served on the board at the state level, and has some finance/accounting experience (applicable to treasurer-elect)
- iii. Understand and support the Association's mission, goals, bylaws, and operating procedures
- iv. Familiar with parliamentary procedures and Robert's Rules of Order
- v. Understand, support, and promote the Association's Code of Ethics
- vi. Demonstrate ability to represent membership through previous volunteer experience
- vii. Proven ability to schedule, organize, delegate, and maintain routine and/or new functions and assignments
- viii. Possesses good verbal and written communication skills
- ix. ANFP National membership for three years or more
- x. Active CDM, CFPP Credential
- xi. Willingness to serve on national Board, committees, and task forces as needed
- xii. Written support from supervisor for required time commitment
- xiii. Current resume highlighting work and volunteer experience and education
- xiv. Currently employed full-time in the non-commercial food service industry

2. DIRECTOR AT LARGE

a. QUALIFICATIONS

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

Optional Committees

☐ 1. FINANCE COMMITTEE

- a. Membership
 - i. The Finance Committee shall consist of the Treasurer (as the Chair of committee), Treasurer Elect, Chair, Chair Elect, (Non-Vendor Representative). Treasurer serves as chair of committee. (The national Treasurer serves as the Association's Compliance Officer under the guidelines set forth in its Whistle Blower Policy.)
- b. Appointment Methods
 - i. Leadership Development Committee appoints/elects committee members
- c. Terms of Office
 - i. Takes office on June 1 through May 31 of the following calendar year.
- d. Objectives
 - i. Maintain a sound financial condition protecting the Chapter's financial interest.
- e. Responsibilities
 - i. Oversee the financial, activities the Chapter.
 - ii. Develop and administer policies through written procedures in accordance with the Board's overall direction.

☐ 2. VENDOR/EXPO COMMITTEE

- a. Membership
 - i. The Vendor/Expo Committee shall consist of at least three (3) professional members and the chair of the committee.
- b. Appointment Methods
 - i. The Board or Leadership Development Committee appoints/elects committee members
- c. Terms of Office
 - i. Takes office on June 1 through May 31 of the following calendar year.
- d. Objectives
 - i. Obtain vendor leads, distribute, and collect signed contracts, assign booth space/booths, expo promotion, collect payment and work with

vendors on show logistics.

e. Responsibilities

- i. Responsible for the coordination and execution of booths at other industry affiliated agreements where chapters can purchase or acquire a booth.

The Leadership Development Committee is required if the chapter adopted the slate process for elections/voting.

❑ **3. LEADERSHIP DEVELOPMENT COMMITTEE**

The committee reports directly to the _____ ANFP Board of Directors.

Members of the leadership development committee are ineligible to stand for election to any office.

a. Membership

- i. The Leadership Development Committee shall consist of the Immediate Past Chair (as Chair of the committee and without a vote), Current Chair (as ex officio and without a vote), Chair Elect, and a Chair appointee (up to two past Chairs).

b. Appointment Methods

- i. Leadership Development Committee members are defined by officer positions; the _____ (State) Chapter Chair for the new fiscal year appoints with input from board members.

c. Terms of Office

- i. Takes office on June 1 through May 31 of the following calendar year (a maximum of a three-year term).

d. Objectives

- i. To ensure the long-term success of the Chapter through a continuous succession of volunteer leaders.

e. Responsibilities

- i. Ongoing and continuous focus on identifying, recruiting, and equipping future board and committee leaders, including the definition of skills and attributes required in national volunteers, within and beyond the membership.
- ii. Provide, as requested, input and content for board orientation, training, and assessment/evaluation tools.
- iii. Formulating the slate for the election of officers and contacting candidates
 - a. Recommend a slate of qualified candidates for officer and director positions in accordance with the bylaws adopted by the Board of Directors. At least ninety (90) days prior to the start of the next annual business meeting, the leadership development committee shall recommend a slate of qualified candidates to fill each seat on the _____ ANFP Board of Directors that is either vacant or set to expire.

f. Procedures

- i. The Leadership Development Committee's recommended slate shall be announced to all members promptly upon receipt by the Chapter.
- ii. The voting members shall have fifteen (15) days from the date the Leadership Development Committee's slate is announced to submit additional nominations to the Chair of the Leadership Development

Committee.

- a. Such additional nominations must be supported by a petition endorsed by at least 10 percent (10%) of the Chapter's voting members.
 - b. If there are no additional nominations, the Board of Directors shall elect the slate provided by the Leadership Development Committee.
 - c. In the event nominations are received in addition to the slate, ballots shall be made available to all those eligible to vote no less than thirty (30) days prior to counting the ballots identifying those candidates nominated by the leadership development committee and those nominated by petition.
 - d. In such event, the election of officers of _____ ANFP shall be by a preponderance of the votes cast, and all other questions, including amendments to these bylaws, shall be determined by a majority vote of those votes cast.
- iii. The outgoing Chair will serve as the installing officer, responsible for facilitating the installation of officers during the next Chapter's live educational events.

☐ **4. AWARDS & RECOGNITION COMMITTEE**

a. Membership

- i. The Awards & Recognition Committee shall consist of at least five (5) professional members and one (1) board liaison.

b. Appointment Methods

- i. The Board or Leadership Development Committee appoints/elects committee members

c. Terms of Office

- i. One-year term, no limit on consecutive terms

d. Committee Charge

- i. The committee exists to celebrate CDMs and those who support the credential and industry within the state.

The Teller's Committee is necessary if the chapter has adopted a ballot voting procedure.

☐ **5. TELLER'S COMMITTEE**

a. Membership

- ii. Members of the Tellers Committee shall consist of three non-board members, appointed by the _____ Chair-elect.

b. Committee Charge:

- i. The teller's committee is responsible for counting and tallying elections votes

c. Committee Responsibilities:

- i. Count returned ballots.
- ii. Designated chairperson will schedule a meeting with other committee members, prior to closing of polls, to prepare the process for counting ballots.

- iii. No member of nominating committee will be appointed to teller's committee.
- iv. The tellers committee shall report results immediately to Chair (verbally, followed by written confirmation)
- v. The winning and losing candidates should be called to be informed of the results.
- vi. The number of votes received by each candidate should not be announced. The Chair should only reveal the names of the elected chapter leaders.
- vii. Ballots and any other election materials are retained by the chapter secretary, until the completion of the election for the following year. Ballots should be destroyed at this time.
- viii. An explanation of the duties and responsibilities for the office shall be sent to the appropriate candidate. Include the number of meetings that they are required to attend, and the procedure for expense reimbursement, along with a vitae form, requesting a brief career/ membership summary and photograph of the candidate for the newsletter.

☐ **6. HOSPITALITY COMMITTEE**

a. Membership

- i. The Hospitality Committee shall consist of at least three (3) professional members and one (1) board liaison.

b. Appointment Methods

- i. The Board or Leadership Development Committee appoints/elects committee members

c. Terms of Office

- i. One-year term, no limit on consecutive terms

d. Committee Charge

- i. The committee is responsible for developing, planning, and implementing activities or events to build morale and encourage camaraderie among Chapter members. Additionally, the committee should develop a program or activities for welcoming new or potential members.

Optional Live Educational Event Attendance & Reimbursement Policies

☐ **1. ATTENDANCE AT ANNUAL CONFERENCE & EXPO (ACE)**

- a. The State Chapter shall send the State Chair-elect to the national ANFP Annual Conference & Expo. This includes travel expenses, meals, and the registration fee.
- b. The Chair shall be able to ask for estimated expenses in advance and then shall provide receipts and invoices to the state treasurer and return the unused portion of the advance to the state treasury.
- c. ANFP shall include meals for Chair-elect attending ANFP Annual meeting. This amount should not exceed ENTER DOLLAR AMOUNT dollars per day. Expenses will not be reimbursed without receipts or invoices.
- d. Should the chapter win the State Achievement Award, _____ ANFP will pay the travel expenses of the state Chair to attend the national ANFP Annual meeting to accept the award.

☐ 2. LIVE EDUCATIONAL EVENTS

a. ☐ Regional Meetings

- i. POLICY: Registration fees and hotel will be paid and travel and per diem will be reimbursed for a board member to attend and represent the Board of Directors at regional meetings. Chair will appoint regional meeting board representative.

a. ☐ Reimbursable Expenses Include:

- ii. Per Diem amount will be determined on review of industry standards.
- iii. Travel shall include:
 - a. Most cost effective, reasonable ground transportation (itemized on expense report submitted with corresponding receipts).
 - b. Parking (itemized on expense report submitted with corresponding receipts).
 - c. Car mileage reimbursed at IRS Standard Business Mileage (adjusted annually by the IRS) not to exceed air coach fare (itemized on expense report).
 - d. Round trip air coach (itemized on expense report submitted with corresponding receipts) not to exceed car mileage.
 - e. Hotel—shared room (if paid on site, itemized on expense report submitted with corresponding receipts).

☐ 3. OTHER CHAPTER EXPENSES

- a. All reimbursements and expenses are to be approved by the board before monies are spent.
- b. Disbursement/reimbursement forms must be received by chapter ANFP within 30 days of incurring the expense to ensure reimbursement. E-mail completed forms and receipts to the designated co-authorizer (Chair and Treasurer). All expense reports are to be sent as one PDF document that includes receipts and all other backup documentation.
- c. No disbursements shall be disbursed without a reimbursement form and receipt.
- d. All disbursements which have been approved by the Board (or co-authorizers listed on the account) should be paid monthly with online bill payment. A disbursement/reimbursement form and receipt/invoice are required for all payment disbursements.
- e. Money will not be given to a volunteer directly to pay for a product or service before the product or service has been approved by the Board.
- f. Maximum allowable charges should be established so that volunteers do not overpay for a product or service.
- g. If a volunteer must outlay money for his or her volunteer job the volunteer should seek reimbursement after the job has been completed.
- h. The chapter and/or district should have a reimbursement form with guidelines of what can be reimbursed. These guidelines should also include the maximum allowable rate of reimbursement for things such as hotel rooms, mileage, and food.
- i. Volunteers should be given blank disbursement/reimbursement forms at the beginPayments will not be made in cash.

☐ **OPTIONAL POLICY**Reimbursement for Executive Committee spouses will include room, meals, functions, and events relating to board.**

POLICY: DISTRICTS

This policy should be adopted for existing districts. No new districts should be activated.

☐ **PROCEDURE(S):**

- a. The Chair of each district shall be a member of the _____ State Board of the Directors. He/she/they will serve one (1) year as the district Chair and shall serve on the State Board of Directors for the same term. If the district Chair resigns, representation on the State Board of Directors shall be the Chair-elect and the Chair-elect shall move to the position of Chair of the district. The district shall follow procedure to replace the district Chair-elect.
- b. The district boundaries are regulated by zip code. National ANFP has them on file.
- c. The State Chair shall make Membership listings for the State available to the District Officers.
- d. Districts of the _____ ANFP shall be developed along zip code boundary lines. Any ANFP member who resides within a district of the chapter shall be a member of that district. This includes ability to attend district meetings and participate in district activities. Each district should submit activities to the state newsletter editor in a timely manner.

Please list the number of active districts: _____

