

**MARYLAND-DELAWARE-D.C.
ASSOCIATION OF NUTRITION & FOODSERVICE
PROFESSIONALS (ANFP)**

**POLICY AND PROCEDURES MANUAL
2017**

MARYLAND-DELAWARE-D.C. ASSOCIATION OF NUTRITION & FOODSERVICE PROFESSIONALS (ANFP)

POLICY AND PROCEDURES MANUAL INDEX

POLICY	PAGE
<i>GUIDELINES FOR THE DEVELOPMENT OF MARYLAND-DELAWARE & D.C. POLICY AND PROCEDURES MANUAL</i>	4
<i>HOW TO USE THIS MANUAL</i>	5
<i>OFFICERS AND MEMBERS RIGHT TO REFERENCE MANUAL</i>	
◇ Responsibility of Manual Possession	6
◇ Responsibility of Transferring New Officers	6
◇ Update of Policy and Procedures	6
<i>USE OF THE LOGO</i>	7
<i>OFFICIAL NAME OF THE STATE ASSOCIATION</i>	7
<i>NAME OF NEWSLETTER</i>	7
<i>TYPES OF MEMBERSHIPS</i>	
◇ Certified Membership	8
◇ Active Membership	8
◇ Associate Membership	8
◇ Student Membership	8
◇ Retired Membership	8
◇ Supplier Membership	9
<i>UPDATE MEMBERSHIP LIST – RESPONSIBILITY</i>	
◇ Use of Membership List	10
◇ Membership Labels	10
◇ New Member Kit	10
<i>DUES/FEES</i>	
◇ State Meetings	11
◇ Meeting Fees	11
<i>PROCEDURE FOR PAYING BILLS</i>	12
<i>SUBMITTING BILLS</i>	12
<i>RESPONSIBILITY FOR RECEIPTS</i>	12
<i>MEETINGS</i>	
◇ State Board of Directors	13
◇ Committee Meetings	13
◇ Business Meetings of Members	13
◇ Notice of Meetings	13
◇ Members Right to Submit Business to Board Meeting	13
◇ Procedure for Verbal Commit at State Business Meeting	14
◇ State Workshops	14
<i>ORGANIZATION</i>	
◇ No Salary for Members of the Board of Directors	15
◇ Absence from a Board Meeting	15
◇ Filling a Vacancy of a Board Position	15

Maryland-Delaware-D.C. ANFP Policy and Procedure Manual

◇	Qualifications of Candidates for Office	15
◇	State Board of Directors District Representation	15
DISTRICTS		16
STATE ELECTION		
◇	Design of Ballot	17
◇	Guidelines for a Vote Tie	17
◇	Election Results/Notifying Candidates	17
FINANCE COMMITTEE		
◇	Responsibilities	18
◇	Meetings	18
◇	State Budget	18
◇	Annual Audit	18
◇	Bank Accounts	18
NOMINATING COMMITTEE		
◇	Organization	19
◇	Responsibilities of the Committee	19
◇	Eligibility to be a Candidate	19
◇	Final Report	19
◇	Confirmation of Candidate's Acceptance to Run for Office	19
REIMBURSEMENT		
◇	State Board of Directors Expenses Reimbursement	20
◇	Finance Committee	20
◇	State Officers Reimbursement – National Conference	20
◇	Reimbursement – State Spokesperson Representation	20
NEWSLETTER		
◇	Advertisement	21
◇	Printing and Mailing	21
◇	Content	21
RESPONSIBILITY OF STATE ASSOCIATION TO DISTRICTS		
◇	Communication	22
◇	Participation	22
FUND RAISING		
◇	Authority for Final Approval	23
◇	State/District Projects	23
AMENDMENTS		
◇	Procedure for Amendments to the Policy and Procedure Manual	24
◇	Relationship to the By-Laws	24
GENERAL DUTIES OF THE OFFICERS		25
RESPONSIBILITIES		
◇	President	26
◇	President-Elect	27
◇	Secretary	28
◇	Treasurer	29
◇	Past-President	29
◇	State Advisor	30
◇	Crab Chatter Editor	30
◇	Membership Chair	31
◇	Travel Chair	31
◇	Nominating Committee	31
◇	Tellers Committee	32
◇	Hospitality Chairperson	32

Maryland-Delaware-D.C. ANFP Policy and Procedure Manual

◇	Public Relationship Chairperson	32
◇	Education Chairperson	33
◇	State Spokesperson	33
	<i>INSTALLATION CEREMONY</i>	34

GUIDELINES FOR THE DEVELOPMENT OF MARYLAND-DELAWARE & D.C POLICY AND PROCEDURES MANUAL

A policy and procedure manual is to be viewed as a guideline for the day to day operations of the state association/affiliation. Properly written, this manual will answer many controversial questions concerning the "proper" procedure to follow.

A policy and procedure manual differs from state bylaws. State bylaws must be approved by the membership. This means that a formal membership vote must be conducted to revise the bylaws. On the other hand, policy and procedure manuals may be revised by a vote of the executive board. Bylaws should contain specific detail relating to the operation of the association. A policy and procedure manual will contain detailed explanations or guidelines on all business coming before the state executive board.

Each guideline should be divided into sections and typed on separate pages. This practice permits an updating of the manual with only minor rewriting.

It is expected that the original formation of the manual will take a good deal of time. Once completed, however, the manual will be considered a necessary tool for each state officer. A current copy of the manual must be on file at ANFP headquarters.

HOW TO USE THIS MANUAL

The purpose of this manual is to assist state/district officers and committee members with fulfilling their responsibilities. Information can be found within relating to different aspects of ANFP, which the members may ask about frequently.

OFFICERS AND MEMBERS RIGHT TO REFERENCE MANUAL

RESPONSIBILITY OF MANUAL POSSESSION

The State Board of Directors shall have supervision, control and direction of the Affairs of the Association, shall determine its policies or changes therein within the limits of the bylaws. State Board of Directors consists of the elected officers; namely, President, President-Elect, Secretary, Treasury, the Immediate Past-President, and the District President-Elect.

It is the secretary's responsibility to keep the manual updated when any changes or revisions are implemented. Copies of the corrections, additions, deletions, or modifications to the manual must be forwarded to DMA headquarters, state officers, committee chairs, and others who have been officers within three weeks of the changes.

RESPONSIBILITY OF TRANSFERRING NEW OFFICERS

At the end of an elected term, all business records are to be turned over to the incoming officers.

Records and files of the officers and committee chairperson shall be maintained for five (5) years unless they have historical value. The latter is to be determined by the State Board of Directors.

UPDATE OF POLICY AND PROCEDURES

The President, President-Elect, Secretary, Treasurer, Past President and District President-Elect will review the Policy and Procedure Manual prior to the first Executive board meeting.

Any pages revised or changed at any time in this manual must be sent immediately to DMA Headquarters to update the master manual they keep on file. Only the pages revised, removed or otherwise updated need to be sent (not the entire manual). Using the fax to send National the replacement page is acceptable. Blank page form masters are available upon request from ANFP Headquarters.

USE OF THE LOGO

Maryland-Delaware-D.C. ANFP letterhead on stationery and envelopes are to be used for official Maryland-Delaware-D.C. ANFP business only.

The ANFP name or logo should never be used for endorsement. This decision can only be made by the National Board of Directors.

OFFICIAL NAME OF STATE ASSOCIATION

The name of this organization shall be Maryland-Delaware-D.C. ANFP (MD-DE-DC ANFP)

NAME OF NEWSLETTER

The name of the Maryland-Delaware-D.C. ANFP Newsletter shall be the Crab Chatter.

The name of the Newsletter should be determined by the State Executive Board

The Crab Chatter will be sent to all current members, retired members, students, sponsors, and National Headquarters.

The membership Chair shall maintain the Maryland-Delaware-D.C. ANFP mailing list.

MEMBERSHIP

TYPES OF MEMBERSHIPS

CERTIFIED MEMBERSHIP

The certified member receives full benefits, including the right to vote and hold office. They bear the designation Certified Dietary Manager (CDM).

Requirements for membership: Successful completion of the National examination and enrollment in the ANFP certification program. Certified members are required to maintain 45 hours of continuing education over a three year qualifying period.

ACTIVE MEMBERSHIP

The active member receives full benefits, including the right to vote and hold office. They bear the designation Dietary Manager (DM).

Requirements for membership: Successful completion of an approved dietary managers training program.

ASSOCIATE MEMBERSHIP

The associate members receive all benefits except the right to vote, hold office, or chair a committee.

Requirements for membership: Must have obtained a two-year, four-year, or advanced degree in food service, health care, or a related field, or have successfully completed a 90 hour state-approved dietary manager course. Also eligible are those individuals who have successfully earned the CFPP credential for food safety or those who have at least three years of verifiable supervisory experience in food service.

STUDENT MEMBERSHIP

The student members may enjoy all the members' benefits except the right to vote, hold office or chair a committee. This is an 18 month membership period that may be upgraded to active status upon completion of the approved training course.

Requirements for membership: Must be currently enrolled in a ANFP approved dietary managers training course.

RETIRED MEMBERSHIP

The retired member may either retain their certified status (if applicable) or participate as a retired active member. They will have the same privileges as either a certified member (if the

certified status is retained) or as an active member. The retired member will pay a reeducated rate for membership.

Requirements of membership: Must be at least 62 years of age or able to provide proof of retirement. A written request with the appropriate verification and applicable fee must be submitted to ANFP Headquarters when you remit your dues.

SUPPLIER MEMBERSHIP

The supplier member received discounted exhibit space and advertising rates, recognition in ANFP's annual meeting program book and DIETARY MANAGER magazine as well as a set of labels for the entire membership at no cost.

Requirements for membership: Any supplier company remitting the required membership fees.

UPDATE MEMBERSHIP LIST RESPONSIBILITY

USE OF MEMBERSHIP LIST

State membership listings are mailed to each state president, each state secretary and membership chair twice annually. It is the responsibility of the state president to share the lists with the district presidents, committee chairmen or any other officer who requests a copy.

State president, secretary and membership chair receive names and addresses of all new and reinstated members on a monthly basis. It is the responsibility of the secretary or membership chair to share this information with the newsletter editor, appropriate district presidents and any other officer or chairperson who may request the information.

MEMBERSHIP LABELS

ANFP membership mailing labels may be ordered from Headquarters at no charge by member officers to be used for promoting state or district association functions.

Vendors may also order ANFP mailing labels for a nominal charge. They must complete a rental agreement form, obtained from ANFP Headquarters, and submit a sample of the material to be sent prior to receiving the labels.

NEW MEMBER KIT

The membership chairperson shall send a letter of welcome, a list of current year officers and committee chairpersons with addresses, phone numbers, fax numbers and information about ANFP.

The membership chairperson will provide the officers and committee chairpersons with a list of new ANFP members.

Officer and committee chairpersons will make every effort to involve new members in activities for the year. (SAMPLE MEMBERSHIP KIT IN THE BACK OF THIS MANUAL.)

1. Welcome letter
2. ANFP information
3. List of state and district officers

DUES/FEES

STATE MEETINGS

Association programs other than those for which funds have been allocated in the budget shall be planned to be self-supporting. The cost established shall cover the following: printing and mailing of program notices, printing of the program agenda, food (including guest meals, coffee breaks, speaker's expense), honorarium or gift, established by the State Board of Directors.

MEETING FEES

No State Association may charge a "membership" fee. State affiliated chapters receive a rebate from the National ANFP, is automatically a "State, i.e., District" member. Since the Maryland – Delaware-D.C. Chapter is self-supporting, all officers will pay for meetings and workshops. If member is a host at facility for workshop, member who is hosting will be free.

PROCEDURE FOR PAYING BILLS

Elected officers and appointed committee member expenses require receipts to be turned into the treasurer before reimbursement can be made.

SUBMITTING BILLS

Approval for payment should be confirmed by the State Executive Board to reimburse an officer, committee member or association member. Board approval on payment of EACH invoice is not necessary. The Treasurer may have to verify the amount charged on an invoice or statement.

Originating authority for purchases on behalf of Maryland-Delaware-D.C. ANFP lies with the State Executive Board. This is because these management persons are responsible, at least in part, for establishing and staying within the budgets from which they will spend.

ANFP requisition forms must be completed before reimbursement is made. Requisition forms are available to officers and members from the Treasurer. A completed requisition form, along with any supporting documentation, is forwarded to the Treasurer for final approval and processing.

The Treasurer returns the check to the officer, member, or mailed to the vendor as required. The check carbon is separated for the Treasurer's office records along with receipts of purchase and completed requisition form.

RESPONSIBILITY FOR RECEIPTS

Treasurer serves on the Finance Committee and assists in preparing the budget. Keeps copies of the Tax Exemption form. The treasurer is responsible for maintaining the financial records for the state. This includes maintaining checking and savings accounts, reporting the financial condition to the Board and the membership.

MEETINGS

STATE BOARD OF DIRECTORS

The State Board of Directors shall hold a meeting after the National Annual meeting and prior to October of each year. Other meetings may be held at such time and place as shall be determined by the president. A minimum of two (2) meetings must be held each year.

COMMITTEE MEETINGS

The President, subject to approval of the State Board of Directors, shall from time to time designate such standing committees as may be desirable to effectuate the objective of the association.

Membership of each of the standing committees shall be determined by the president-elect for his/her team of office as president or by the president for standing committees designated during his/her term of office. The appointee shall instruct each committee as the function of that committee and within these guidelines each committee shall make its own rules and operating procedure.

Committees have no authority except that which is granted by the vote of the Executive Board.

A committee has no right to incur any debt or involve the organization in any way unless given full authority to do so.

BUSINESS MEETINGS OF MEMBERS

Business meetings of Maryland-Delaware-D.C. ANFP will be held at the spring and fall workshops. District business meetings will be held at a district meeting once a year.

NOTICE OF MEETINGS

- Executive Board meetings will be posted in the Crab Chatter.
- Committee meetings will be communicated through the chairperson.
- State and District meetings will be posted in the Crab Chatter.

MEMBERS RIGHT TO SUBMIT BUSINESS TO BOARD MEETING

A request form for Maryland-Delaware-D.C. ANFP members is placed in the newsletter each time it is published. This form should be mailed to the president. The president will add this business to the next executive board meeting and invite the member who presented the business to the State Board Executive meeting.

(Form in back of this manual.)

PROCEDURE FOR VERBAL COMMENT AT STATE BUSINESS MEETING

Follow "Robert's Rules of Order" in conducting meetings. Rules appear in back of this manual.

STATE WORKSHOPS

Notice for all workshops and meetings shall be sent out by the president-elect. Programs are sent to members not less than 30 days and no more than 40 days prior to the date of the meeting.

Registration fees must cover speaker costs, food and beverage plus material supplied. Fees shall be considered on recommendation of the President-elect and approval of the State Board of Directors.

ORGANIZATION

NO SALARY FOR MEMBERS OF THE BOARD OF DIRECTORS

This association shall be administered by a Board of Directors. The members of the Board of Directors shall receive no salaries for their services.

ABSENCE FROM A BOARD MEETING

Any member of the State Board of Directors unable to attend a meeting shall so inform the president or secretary in writing. Should time not permit a letter, then a telephone call shall be made. The absence, reason for the absence and notification of absence shall be included in the minutes of the meeting. An absentee member for any State Board of Directors meeting shall not send a substitute to said meeting.

FILLING A VACANCY OF A BOARD POSITION

Any vacancy that may occur on the State Board of Director, or in any office other than office of president, by reason of death, resignation or otherwise, may be filled by majority vote of the remaining members of the State Board of Directors for the unexpired term in accordance with procedure adopted by the State Board of Directors. In the event of a vacancy in the office of president, the president-elect shall assume the office for the remainder of the unexpired term and shall continue as president for one year thereafter.

QUALIFICATIONS OF CANDIDATES FOR OFFICE

Only eligible ANFP members in good standing are able to hold an office at any level (National, State or District).

STATE BOARD OF DIRECTORS DISTRICT REPRESENTATION

The State Board of Directors district is representative by the President-elect.

DISTRICTS

23 COUNTIES IN MARYLAND

CENTRAL DISTRICT: 206, 207, 208, 209
210, 211, 215, 217, 212

SAINT MARY'S
PRINCE GEORGE
CALVERT
CHARLES
HOWARD
ANNE ARUNDEL
MONTGOMERY
FREDERICK
CARROLL
WASHINGTON
BALTIMORE

EASTERN DISTRICT: 216, 218, 219

QUEEN ANNE'S
CAROLINE
KENT
TALBOT
WORCHESTER
WICOMICO
CECIL
SOMERSET
HARFORD
DORCHESTER

WESTERN MARYLAND DISTRICT:

ALLEGANY
GARRETT

STATE ELECTION

DESIGN OF BALLOT

The secretary will prepare the ballot for the election of officers. The chair of the nominating committee submits the name and addresses of the candidates to the secretary. The secretary prepares the ballot to each member who is eligible to vote (this doesn't include student members or associate members within the state or district).

The ballot should be neat and well organized. A check box should appear by each candidate's name for voters to mark when they cast their vote. Specific instructions should be indicated as to making a candidate selection and return the ballot. The ballot must have a deadline date for return. The ballot should also include a brief vitae of each candidate (candidate can be asked to write a paragraph to be included on the ballot). Envelope must be included with the ballot material with the word "ballot" printed in bold type. This procedure will ensure privacy. Be certain to put a return address on the ballot envelope.

State and district may do ballots all in one.

GUIDELINES FOR A VOTE TIE

In the event of a tie vote by ballot, balloting must continue until a candidate receives a majority (unless by-laws provide for plurality).

ELECTION RESULTS/NOTIFYING CANDIDATES

Names of the newly elected officers are announced by the president. He or she will notify each person within five (5) working days.

FINANCE COMMITTEE

RESPONSIBILITIES

The committee responsibilities are to prepare a budget and develop uses for excess funds.

MEETINGS

The Finance Committee is made up of the Executive Board members – President, President-elect, Treasurer and Past President.

The Finance Committee meets as directed by the president.

STATE BUDGET

The State budget is formed as soon as the election is over and new officers have been notified. All officers, chairpersons and committees should present budgets to the president and Finance Committee.

ANNUAL AUDIT

An audit of the accounting records should be scheduled annually, shortly after the end of the associations' fiscal year. The audit should be yearly by a CPA. The districts should follow the same procedures as the state with the auditing process.

BANK ACCOUNTS

Keep all association accounts in one bank. Bank should be under the Federal Identification Number assigned to us by the Internal Revenue Service. Bank should be Maryland-wide.

NOMINATING COMMITTEE

ORGANIZATION

Nominating committee consists of three (3) members. The past president is designated as the chairperson to formulate the ballot for the following year.

RESPONSIBILITIES OF THE COMMITTEE

It shall be the responsibility of the state nominating committee to formulate the ballot for each annual election of officers in accordance with the policy adopted by the State Board of Directors.

ELIGIBILITY TO BE A CANDIDATE

You must be a certified or active member to be a candidate. Associate member or student members cannot be candidate.

FINAL REPORT

The chairman of the Tellers Committee submits a written ballot count to the president. The president informs the membership and the candidate of the results and gives to the secretary the Tellers Committee report to file.

CONFIRMATION OF CANDIDATE'S ACCEPTANCE TO RUN FOR OFFICE

A form should be sent to each candidate that is running for office. This form should be returned within five (5) working days.

REIMBURSEMENT

STATE BOARD OF DIRECTORS EXPENSES REIMBURSEMENT

State Board of Directors are responsible for submitting their proposed budgets to the Finance Committee, which reviews all requests and presents the proposed budget to the State Board of Directors for approval.

FINANCE COMMITTEE

The Finance Committee is made up of the past president, president, president-elect and treasurer.

STATE OFFICERS REIMBURSEMENT – NATIONAL CONFERENCE

Maryland-Delaware-D.C. ANFP will defray expenses for the president-elect to attend the annual meeting of National up to \$700.

Maryland-Delaware-D.C. ANFP will pay registration for the president, secretary and treasurer to the annual meeting of National.

If the state achievement award is received at National, state will then pay \$500 to the president.

Reimbursements are based on availability of forms. Receipts must be available and approved by the State Board of Directors

REIMBURSEMENT – STATE SPOKESPERSON REPRESENTATION

Maryland-Delaware-D.C. ANFP will defray expenses for the State Spokesperson to attend other meetings - \$400.

A report of the meeting shall be given to the state membership.

Reimbursements are based on availability of funds. Receipts must be available and approved by the State Board of Directors.

NEWSLETTER

ADVERTISEMENT

Public relations person begins by contacting distributors and/or vendors with a form letter, or ask members with substantial buying power to contact them.

Establish your advertising rates before searching buyers. See sample in back of this manual.

PRINTING AND MAILING

Expenses for printing and mailing of the newsletter shall be defrayed from the newspaper fund.

CONTENT

1. The name of the Maryland-Delaware-D.C. ANFP newsletter shall be called the Crab Chatter.
2. The name of the Maryland-Delaware-D.C. ANFP newsletter should be determined by the State Executive Board.
3. The title of Maryland-Delaware-D.C. ANFP must appear before Dietary Managers Association.
4. The ANFP logo should not be defaced by placing the state initials in front or incorporating the log into an outline of the state. A black and white camera-ready ANFP logo can be obtained from National.
5. Each issue should include a volume number, issue number and month and year of publication in its name plate.
6. The editor's name, address and telephone number should appear on the front page or in the mailing section of the newsletter.
7. Each issue of newsletter should contain the names, addresses and telephone numbers of State Executive Board.
8. Committee chairs and district presidents not currently serving on the Board should also be listed in each issue.
9. Editors should establish newsletter policy and format early in the year and inform the State Board of Directors and committee chairperson of the policy.
10. A newsletter will be sent to all Maryland-Delaware-D.C. ANFP members, sponsors and ANFP Headquarters.
11. The newsletter editor will have the use of a colored printer and scanner which was purchased by Maryland-Delaware-D.C. ANFP.

RESPONSIBILITY OF STATE ASSOCIATION TO DISTRICTS

COMMUNICATON

The State president is responsible to pass information to each Maryland-Delaware-D.C. ANFP through letters, newsletters, district and state meetings.

PARTICIPATION

To encourage and assist the development of the profession and to advance the skills of managing and/or directing of food service operation.

FUND RAISING

AUTHORITY FOR FINAL APPROVAL

Fundraisers should be presented to the Board of Directors to be voted on.

STATE/DISTRICT PROJECTS

Fundraisers for the state and districts are both professional and ethical, and should be done on a small scale, in a professional manner, and confined to members and their acquaintances.

AMENDMENTS

PRECEDURE FOR AMENDMENTS TO THE POLICY AND PROCEDURE MANUAL

Any proposed amendment to the policy and procedure manual shall be presented to the State Executive Board for a vote. Policy and procedures may only be amended by the affirmative vote of the majority of the State Executive Board member voting.

RELATIONSHIP TO THE BYLAWS

All policies must be in concurrence with the State Bylaws.

GENERAL DUTIES OF THE OFFICERS

Make every effort to involve new members in activities for year.

Submit reports as requested by the president and Crab Chatter editor.

Keep all records for a period of five (5) years unless they have historical value.

Attend all Board meetings and all membership meetings.

Submit budgets to the Finance Committee.

Prepare goal sheet for the year. Be specific. Decide on short and long-range goals and "How to Attain Them". The president will assign specific responsibilities and will want to know plan of action.

Submit articles and news to the Crab Chatter editor as requested.

Each officer will become acquainted with the Maryland-Delaware-D.C. By-Laws and Policy and Procedure manual.

Perform specific job and duties.

Officer assistance to the incoming officers and chairpersons.

Any other duties.

RESPONSIBILITIES OF THE PRESIDENT

Immediately following the election, meet with all incoming officers and decide what your goal will be for the year and which issues need attention. Setting goals for the year will be first priority.

Decide what steps must be taken to complete each task. Delegate responsibilities to your officers, committees, and task forces. You are responsible for assuring that each task will be completed. Inform committees and task forces of deadlines for the completing of each task.

Establish dates for your Executive Board meetings as well as the dates for required membership or workshops, according to the National By-Laws.

Distribute and share information with your district leaders. Inform them of any changes to the by-laws, policies or procedures and other appropriate information occurring at the Executive board meetings. District presidents are responsible for reporting district activity to the state president on a quarterly basis.

Write an agenda for all Executive Board meetings and all business meetings. Ask members for suggestions and add these items to the agenda.

Chair all meetings.

Become familiar with your State by-laws, policies and procedures.

Serve on the Finance Committee. Responsible for approving all vouchers and bills.

Keep membership informed through the Crab Chatter.

Attend one (1) of each district meetings annually.

Attend the National Conference and audit the National Board of Directors meeting, in addition to any special meeting and worships held for officers.

Involve the president-elect with the duties of president.

Forward all required information to ANFP Headquarters.

Review state achievement project to see what needs to be accomplished.

Meetings are conducted by use of "Robert's Rules of Order, 'Newly' Revised" (copy in back of this manual).

RESPONSIBILITIES OF THE PRESIDENT-ELECT

Prepare for your year as president; acquaint yourself with the responsibilities of the president.

Assume the duties of the president's office in the absence or disability of the president.

Attend all Executive Board meetings and state meetings.

Attend one (1) of each district meetings annually.

Attend annual National Conference. Attend workshops for officers and audit the National Board of Directors meeting.

Appoint your committees. Send a written invitation to potential participants which helps explain the purpose and responsibilities of each committee. All appointments should be confirmed in writing.

1. Finance/budget
2. Education
3. Group travel
4. State spokesperson
5. Membership
6. Newsletter
7. Program – president, president – elect, past president and public relations
8. Public relations
9. Hospitality
10. Nominating committee
11. Teller committee

Learn as much as possible about National and State goals, objectives, policies and procedures.

Serve as member of the State budget (Finance Committee).

President-elect is chairperson of the program committee. The outgoing president will work with you and existing president and public relations.

Responsibility for sending the names of the officers and committee chairs to ANFP Headquarters immediately following the election.

RESPONSIBILITIES OF THE SECRETARY

Write and send all notices of the Executive Board and membership meetings. Each member must receive official notification of a planned meeting at least thirty (30) days prior to the date of the meeting.

Responsible for taking and preparing the meeting minutes. Send a copy of the meeting minutes to each Executive Board officer within three weeks following the meeting.

Keep a written documentation for all resolutions and proceedings of the Executive Board meetings, membership meetings and any special meetings of the association.

Responsible to keep the policy and procedure manual updated when any changes or revisions are implemented.

Attend all Executive Board meetings

Keep a roster of members of the Association.

Notify National of the death of a member of Maryland-Delaware-D.C. ANFP

In the event of a death of a member or the immediate family member of the association, send a card of condolence to the family.

Use Maryland-Delaware-D.C. ANFP letterhead for official Maryland-Delaware-D.C. ANFP business.

Make every effort to attend National annual meeting. Audit the National Board of Directors meeting.

Prepare the ballot for the election of officers which takes place during your term. Once the chair of the nominating committee submits the names and addresses of the candidate, you begin preparing the ballots. Once the ballots are printed, you will send one ballot to each member who is eligible to vote (this does not include student members or associate members), with the State or District

Other duties as assigned.

RESPONSIBILITIES OF THE TREASURER

Responsible for maintaining the financial records for the State.

Familiarize yourself with State Policy and Procedure Manual and By-Laws.

Bonded.

Reimburse officers and committee members authorized by the Finance Committee and approved by the State Board of Directors.

Serve on the Finance Committee and assist in preparing the budget.

Funds may be drawn only upon a signature of the treasurer or president.

Receive all money from rebates, workshops and membership meetings. Deposit such money in the association's account immediately.

Treasurer/president shall have a copy of the federal tax number.

Have all accounts audited annually each year.

Other duties as assigned.

RESPONSIBILITIES OF THE PAST-PRESIDENT

Serve on the State Board of Directors

Serve as nominating chairperson.

Serve on the Finance Committee.

Helps the president, president-elect, public relations person with workshops.

Other duties as assigned.

RESPONSIBILITIES OF THE STATE ADVISOR

The board will appoint a past president of the State Executive Board to be the State Advisor. This person must have the following accomplishments and qualities.

- A. Have been awarded the State Achievement award.
- B. Assisted with Fall Workshop.
- C. Acted as State Spokesperson.
- D. Be available to attend Board Meetings regularly.
- E. This person must have a strong sense of responsibility, excellent communication skills and follow-through.
- F. Chairperson of most committees at some time during affiliation with Maryland-Delaware-D.C. ANFP.

Responsibilities of this position:

- A. Organize the fall workshop with the assistance of the President Elect and other committee members.
- B. Assist the State President in completing the requirements for the State Achievement Award.
- C. Attend Board Meetings regularly.
- D. Assist the State President with maintaining communication and organization with the Districts.
- E. Act as a voting member at State Board Meetings.

This is an honorary position and may be held multiple years without restriction. Executive Board must approve of the person at the beginning of each fiscal year.

RESPONSIBILITIES OF THE CRAB CHATTER EDITOR

Keep an up-to-date mailing list. This will include members, and any other person requested by the State Board of Directors.

Prepare the dates the newsletter will be mailed as well as the due dates for reports and articles for publication in the newsletter. Present to the State Board of Directors.

Use the standard format in each issue of the Crab Chatter.

Send a copy of the newsletter to everyone on the mailing list, as well as National Headquarters.

Help the public relations chairperson to recruit companies to advertise in the newsletter.

In the event of a death of a member, place a memorandum in the newsletter.

RESPONSIBILITIES OF THE MEMBERSHIP CHAIR

Be familiar with the membership structure for the Dietary Managers Association, including the different member types and the eligibility.

Maintain the roster of members of the State Association.

Send a letter of welcome as soon as you are contacted about a new member.

- Membership Kit
- Letter of Welcome
- Current year officers – state and district
- ANFP information

Encourage the new members to participate in the activities for the new year.

Notify the newsletter editor as soon as you are aware of a new member, so they may keep their mailing list up to date.

Other duties as assigned.

REPONSIBILITIES OF THE TRAVEL CHAIR

The primary responsibility is to coordinate the group travel plans for Maryland-Delaware-D.C. ANFP.

Research the mode of transportation you will utilize (bus, plane, train, etc.) for each meeting where group travel is appropriate.

RESPONSIBILITIES OF THE NOMINATING COMMITTEE

The Nominating Committee is responsible for selecting the slate of officers for the ballot. It consists of three individuals appointed by the president-elect, with the past president as the chair person. The president acts as counsel to this committee but has no vote.

Use the By-laws from National Headquarters, Article VI, Election and Suggestions for the Nominating Committing Meeting.

Responsible to formulate the ballot for the annual election in accordance with policy adopted by the State Board of Directors

Submit the ballot to the secretary by the first of February. Accompanying the ballots shall be instructions on the procedure to be used and voting information (form in back of manual).

RESPONSIBILITIES OF THE TELLERS COMMITTEE

The Tellers Committee is responsible for counting the returned ballots. It consists of three individuals appointed by the president-elect.

The designated chairperson will schedule a meeting with the other committee members, prior to the closing of the polls, to prepare the process for counting the ballot.

The chair will receive and maintain the unopened ballots until the polls are closed.

All ballots shall be returned to the chairperson. The name and address of that person shall appear on the ballot.

After the ballots have been counted and the results have been immediately reported to the president (verbally, followed by written confirmation), ballots and other election materials are retained by the secretary until the completion of the election for the following year.

The president announces names of the newly elected officers.

RESPONSIBILITIES OF THE HOSPITALITY CHAIRPERSON

Register meeting participants.

Supply for the meetings, the members, advisors and guests with name badges that include their place of employment.

Responsible for speaker's gratuity-gifts.

Perform other duties as assigned.

RESPONSIBILITIES OF THE PUBLIC RELATIONSHIP CHAIRPERSON

Recruit companies to advertise in the Crab Chatter.

Responsible for the State Banner to be displayed at District, State and National meetings, to be displayed by job fairs, food shows or other functions.

Works with the president, president-elect and past president with programs. Seek publicity for such.

Publicity for whatever president needs.

Other jobs as assigned.

RESPONSIBILITIES OF THE EDUCATION CHAIRPERSON

Responsible for the Education Assistance Program.

Make contacts with dietetic programs at community colleges in Maryland to extend the Educational Assistance Program, according to the guidelines set by the State Board of Directors.

Attend the educational meetings as assigned by the President.

Suggest speakers for future meetings (for educational clock hours).

Become acquainted with the policies on education clock hours and be available to the members regarding any questions they may have.

RESPONSIBILITIES OF THE STATE SPOKESPERSON

The board will appoint a past president of the State Executive Board to be the State Spokesperson. This person must have the following accomplishments and qualities.

- A. Served as a State President and have been awarded the State Achievement award.
- B. Be available to attend Board Meetings regularly.
- C. Be available to attend meetings as directed by the National ANFP.
- D. This person must have a strong sense of responsibility, excellent communication skills and follow-through.

Responsibilities of this position:

- A. Attend Board Meetings regularly.
- B. Attend meetings as conducted by National ANFP and report to the Executive Board concerning changes and discussions.
- C. Act as a voting member during State Board Meetings.

This is an honorary position and may be held multiple years without restriction. Executive Board must approve of the person at the beginning of each fiscal year.

INSTALLATION CEREMONY

CANDLE

Installing Officer: "Will the following newly elected officers of the _____ District Dietary Managers Association please come forward."

President _____

President-elect _____

Secretary _____

Treasurer _____

_____, it will be your duty as President to preside at the meetings of _____ district ANFP and any executive activities of the district. You are given the **purple** candle as a symbol of leadership because you will be the leader for the next year.

_____, it shall be your duty to assist the president whenever needed and to preside during his/her absence. You will be responsible for planning all programs for the district meetings. You are given the **red** candle as a symbol of warmth to signify the warm and wonderful programs that you will bring to the membership for the next year.

_____, it shall be your duty to keep careful records of the activities of the district and to take care of all correspondence. You are given the **black** candle as a symbol of the **black** ink of the pen as you carefully record the business of this district for the next year.

_____, it shall be your duty to keep an accurate account of the money received and expended during the year and to make a report at every meeting. You are given the **green** candle as a symbol of the money for which you are entrusted for this district for the next year.

Will each of you perform your duties as described to the best of your ability?

Response: "We will."

My friends, the members have chosen you to lead them for the coming year. I encourage each of you to always set the best example possible and to represent the (State) and (District) Association of Nutrition & Foodservice Professional with pride and honor.

(Installer: Take the large **white** candle and begin down the line holding the lighted white candle as each new officer lights his/hers.)

Ladies and gentlemen, I present to you your new officers for 20__ - 20__.

Let's give these new officers a big hand.