



Association of Nutrition & Foodservice Professionals

POLICIES AND PROCEDURES

SUBJECT: Agenda Preparation for Board Meetings

EFFECTIVE DATE: 10/15

REVIEWED / REVISED:

POLICY: An agenda will be prepared to ensure a smoothly run and efficient Board meeting.

PROCEDURES:

1. Ensure all essential reports to be presented by officers and committee chairs are available.
2. Review minutes of the last meeting. Note topics tabled, requiring further action, or of continuing interest.
3. Review membership correspondence for requests for board action, discussion, or information.
4. Review goals established at the beginning of the term.
5. Investigate other topics which should be placed before the board.
6. Set a clear time to start and adjourn the meeting.



Association of Nutrition & Foodservice Professionals

POLICIES AND PROCEDURES

SUBJECT: ANFP Banner

EFFECTIVE DATE: 10/15

REVIEWED / REVISED:

POLICY: The use of the Nebraska ANFP Banner will be made available to all members of Nebraska ANFP.

PROCEDURES:

1. The Nebraska ANFP pull-up display banner is available on a first-come, first serve basis (at no cost) for chapter volunteers to use at associated meetings, conferences, and other events.
2. Chapter representatives must request the banner from the President-Elect at least eight (8) weeks prior to the event.



Association of Nutrition & Foodservice Professionals

POLICIES AND PROCEDURES

SUBJECT: Association Name and Logo

EFFECTIVE DATE: 8/07, 7/13, 10/15

REVIEWED / REVISED:

POLICY: The name of the State Association shall be established as determined under the guidelines of the National Association of Nutrition and Foodservice Professionals.

PROCEDURES:

1. The official name of the State ANFP shall be: Nebraska Association of Nutrition & Foodservice Professionals, also known as NE ANFP.
2. Members of the NE ANFP shall have sole use of the official name and logo of the Association for Board approved business and events.
3. Any use of the ANFP name and logo, both State and National, must be pre-approved by the ANFP National office. The name and logo may not be defaced or misrepresented by any ANFP member.
4. The official name of the NE ANFP newsletter shall be: The Husker Hotline.



Association of Nutrition & Foodservice Professionals

POLICIES AND PROCEDURES

SUBJECT: Ballot Preparation

EFFECTIVE DATE: 10/15

REVIEWED / REVISED:

POLICY: Ballots for election of officers and chairpersons will be prepared to ensure completeness and accuracy in the voting process.

PROCEDURES:

1. The ballot will be developed with names provided by the Nominating Committee.
2. Specific instructions should indicate how to mark a candidate for selection and return of the ballot by a specific date.
3. If only one candidate is selected, the ballot must include a blank line for a 'write-in candidate' and also a checkbox to mark. Instructions to voting members for write-in candidates must be provided on the ballot.
4. Brief resumes of each candidate should be included with the ballot.
5. Request membership roster (with emails) from ANFP Chapter Relations at least two weeks prior to distribution.



Association of Nutrition & Foodservice Professionals

OFFICIAL BALLOT

Mark one candidate, or write in candidate nomination below.
All ballots must be returned to (name/address/e-mail) _____ by
(date/time) _____

Position of:	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____



Association of Nutrition & Foodservice Professionals

POLICIES AND PROCEDURES

SUBJECT: Ballots, Counting & Validity of Vote

EFFECTIVE DATE: 10/15

REVIEWED / REVISED:

POLICY: Ballots will be counted and verified in such a manner to ensure all votes are accurate and final.

PROCEDURES:

1. It is important the total number of ballots be counted. This number must not exceed the total number of voters and ballots issued.
2. One teller should read the ballots and call the vote while the other two tellers tally the votes on a tally sheet.
3. Ballots should be counted a second time with the tellers reversing roles. The results must be consistent.
4. If tellers cannot determine the intent of the voter, the vote shall be considered invalid.
5. Some part of the voter's mark must appear inside the box.
6. If no preference is marked for a particular office, a vote cannot be counted.
7. Only the votes that are marked can be counted.
8. A ballot cast without any markings at all will not be counted. If a candidate is written in, the name must appear under the office title.
9. A written-in name must also have a mark next to it indicating a vote cast.
10. Ballots must be cast prior to, or on, the deadline date (Can use postmark or email date to confirm.)



Association of Nutrition & Foodservice Professionals

POLICIES AND PROCEDURES

SUBJECT: Bank Account

EFFECTIVE DATE: 10/15

REVIEWED / REVISED:

POLICY: The Nebraska ANFP bank account will follow strict standards to maintain responsible financial stewardship.

PROCEDURES:

1. All association accounts should be at one bank.
2. Each chapter has a unique federal tax ID number and is registered as an affiliate of ANFP.
3. The signature of both the treasure and president is required on all checks.
4. The checking account should have sufficient funds to pay anticipated expenses.
5. The savings account should have sufficient funds equal to approximately one year's operating expenses of the association. Savings can be placed in an interest bearing account with a bank, savings and loan, or in the form of a certificate of deposit.

Reconciling the Bank Account

1. Each month the bank will send a statement which must be reconciled.
2. To reconcile:
 - Review bank statement and verify all checks with the individual amounts on statement.
 - Record checks that have cleared and verify that they are cleared for the same amount recorded in the check register. Prepare a list of all outstanding checks.
 - Verify all deposits have cleared the bank and amounts recorded by bank are the same as those recorded in check register.
 - Prepare a list of deposits the bank has not yet recorded (deposits in transit).
 - Any deposits with no record may be interest from the bank. This amount must be recorded in ledger and added to the balance in check register prior to reconciling the bank statement.
 - After reconciliation is complete, the statements should be stored with cancelled checks in monthly sequence.



Association of Nutrition & Foodservice Professionals

POLICIES AND PROCEDURES

SUBJECT: Continuing Education Program Approval

EFFECTIVE DATE: 10/15

REVIEWED / REVISED:

POLICY: Nebraska ANFP will follow the national ANFP process to receive approval for sessions and meetings to be used to gain continuing education credits.

PROCEDURES:

For Chapter Use:

1. Prior approval forms must be submitted at least eight (8) weeks before the event.
2. Instructions to complete approval forms can be found on the ANFP website.

The final submission must include all of the following attachments:

- Printed program and/or outline of program, including date, topics, timeline agenda, lunches, etc.
- Learning objectives
- Speaker information (bio, resume)
- Program evaluation technique
- Sample certificate of attendance

Note: Food shows must have a minimum time frame of one hour. A maximum of four hours can be approved per qualifying period.

Programs must be related to the fields of Nutrition, Management, Healthcare, Sanitation, or Food Safety. Activities which are not qualified for CE hours: discussion of ANFP organizations or affairs, installation of officers, meetings of association officers or committees, business meetings of associations or allied health associations, training employees, new employee orientations, facility staff meetings, luncheons, and social events.



Association of Nutrition & Foodservice Professionals

POLICIES AND PROCEDURES

SUBJECT: Corporate Sponsors for State Meetings

EFFECTIVE DATE: 10/15

REVIEWED / REVISED:

POLICY: The Nebraska ANFP shall work with corporate sponsors to develop collaborative working relationships which benefit all organizations.

PROCEDURES:

- Contact vendors to build a partnership at the state meeting.
- Vendors may be able to buy advertising space, supply coffee breaks, offer product samples, give notepads and pencils, provide bags for pre-meeting packets and materials, or provide or sponsor a speaker.
- Send a copy of meeting promotion to each vendor; it may include a list of items available for sponsorship.
- After the meeting, thank corporate sponsors for their support of ANFP.



Association of Nutrition & Foodservice Professionals

POLICIES AND PROCEDURES

SUBJECT: Dues & Fees

EFFECTIVE DATE: 8/07, 10/07, 7/13, 10/15

REVIEWED / REVISED:

Page 1 of 2

POLICY: The Nebraska ANFP shall collect dues and fees by following the guidelines and recommendations from the National Association.

PROCEDURES:

1. Membership dues shall be paid to the National ANFP in amounts as determined by the National Board of Directors. These dues shall be paid directly to National ANFP.
2. NE ANFP will not collect dues from its membership.
3. NE ANFP can collect registration fees for meetings held to provide CEUs to members.
 - a. The NE ANFP Executive Board will set the registration fee for State meetings.
 - b. New active members attending a State meeting for the first time will receive a discount on their registration as determined by the NE ANFP Executive Board
 - c. Active members serving as Leaders and / or on Committees will receive a discount toward State meeting registration fees. This discount will be determined by the NE ANFP Executive Board.
 - d. Registration fees may be refunded, minus an amount as established by the NE ANFP Executive Board, in case of a death in the immediate family, surveyors at the member's facility or other circumstances deemed as an emergency. Notification must be received from the member prior to the meeting date or day of the meeting. The final decision concerning refunds will be made by NE ANFP Executive Board on the day of the meeting.
 - e. Returned check fees will be charged to the member as set by the NE ANFP Executive Board.
4. A portion of the annual membership dues paid to National ANFP is rebated to the NE ANFP. National ANFP will determine the rebate amounts if NE ANFP meets all requirements set forth by National ANFP.
5. The Program Committee Chairperson for the NE ANFP state meetings shall determine fees and/or honoraria to pay to speakers, pending approval by the NE ANFP President.



Association of Nutrition & Foodservice Professionals

SUBJECT:

Dues & Fees

Page 2 of 2

6. Vendors participating in a NE ANFP sponsored meeting or function shall sign a provided contract. Vendor monies will go to NE ANFP. If a vendor provides a donation or speaker for a meeting or function, the Program Chairperson will determine whether or not to charge for the vendor's booth.



Association of Nutrition & Foodservice Professionals

POLICIES AND PROCEDURES

SUBJECT: Finance Committee

EFFECTIVE DATE: 8/07, 7/13, 10/15

REVIEWED / REVISED:

Page 1 of 2

POLICY: A Finance Committee will be established to oversee the stewardship of the Nebraska ANFP funds.

PROCEDURES:

1. The Finance Committee is responsible for assuring all financial records of the NE ANFP are complete and true.
2. Members of the Finance Committee include: Treasurer who acts as the Chairperson of the Committee, Past-President, President, President-Elect, Secretary.
3. The Finance Committee will meet to organize all financial records and assure compliance to the standards as set by the NE ANFP and National ANFP.
4. An audit of the financial records will be conducted annually, at the end of each fiscal year (May 31st), by an Audit Committee appointed by the Executive Board or an outside agency selected by the Executive Board.
5. Upon completion of the annual audit, the Past-President, President, outgoing Treasurer and newly elected Treasurer shall all sign and verify the accuracy of the financials records and audit.
 - a. In the event of an audit irregularity, the state President shall call a meeting of the Finance Committee. The Committee shall decide the course of action for the audit irregularities.
 - b. The Executive Board Committee shall assume all responsibility for any measures deemed necessary in the event of audit irregularities which may require further action by an outside agency for an official audit.
6. The Finance Committee will meet for the following reasons:
 - a. Proposed State Budget approval
 - b. Audit Review
 - c. Audit Irregularities
 - d. Any other times deemed necessary by the President



Association of Nutrition & Foodservice Professionals

SUBJECT: Finance Committee

Page 2 of 2

7. The annual NE ANFP budget must be approved by the Finance Committee and sent to the National ANFP by the designated date as established by ANFP. It is the responsibility of the State Treasurer to file the budget with National ANFP each year and to maintain the budget throughout the year.
8. NE ANFP Treasurer must send an application to National ANFP for bonding protection for the State Chapter by a date designated by ANFP. The cost for bonding will be determined by the insurance company of the National ANFP and be provided to the State Chapter in enough time to ensure coverage.
9. Maintaining the bank accounts shall be the responsibility of the State Treasurer. The State Treasurer shall balance the checking account, savings accounts, and any other accounts listed under NE ANFP monthly. A financial statement, for the prior month, will be distributed to NE ANFP Board members each month.
10. The Finance Committee shall explore the potential uses of excess funds and submit to the Board for approval.
11. Excess funds should be used to benefit members and encourage and assist in the development of the profession/advance skills related to the CDM position. Some examples are listed below.
 - Quality continuing education – The registration fees for educational meetings are usually formulated to cover all program expenses and result in a slight profit. Excess funds may be used to underwrite some meeting expenses, thereby lowering the registration fee, and making it possible for more members to attend.
 - Officer assistance to attend National Leadership Conference or Regional Meetings – Having officers attend national or regional meetings strengthens the communication link between national, state, and districts.
 - Promote the association – Information brochures are available (free) through ANFP Headquarters. A direct mail campaign to administrators, nurses, dietitians, corporate sponsors, etc. will enhance the professional image and spread awareness to allied professionals.
 - Scholarship – This can benefit students in the dietary managers training course, taking the exam, or helping with certification fees. This may include a reimbursement clause to ensure that a student completes the course, passes the exam, etc.



Association of Nutrition & Foodservice Professionals

POLICIES AND PROCEDURES

SUBJECT: Financial Information

EFFECTIVE DATE: 10/15

REVIEWED / REVISED:

Page 1 of 2

POLICY: The Nebraska ANFP will provide information regarding Chapter finances.

PROCEDURES:

Association Name for Taxes

- All IRS and bank forms will be filed as Nebraska Dietary Managers Association.
 - Since the articles of incorporation (and tax numbers) did not change, the IRS still sees the organization as Dietary Managers Association (DMA).
 - Other references will remain Nebraska Association of Nutrition & Foodservice Professionals.

Federal Tax Identification Number (FEIN)

- NE ANFP has its own FEIN assigned by the IRS.
 - Note: Chapters should not use ANFP Headquarters' information when completing contracts or IRS forms.
- The FEIN number format is 12-345678.
- This is the identifying number for NE ANFP bank accounts and other appropriate transactions.

IRS Form 990

- To file, see Policy on IRS 990 Form.
- Must be filed annually.

Tax Return

- Although ANFP is exempt from federal income taxation, NE ANFP must file separately to keep tax-exempt status.

IRS Form 1099-MISC

- If NE ANFP makes any payments that total \$600 or more in the calendar year to one person or organization (a speaker for example) who is not incorporated, a 1099-MISC form must be used.



Association of Nutrition & Foodservice Professionals

SUBJECT: Financial Information

Page 2 of 2

- This form can be obtained through an accountant, the IRS's website, or the local IRS office.
- The form must be mailed to the recipient by January 31st and a copy must be filed with Form 1096 with the IRS by February 28th.
- All legal entities (lawyers), whether incorporated or not, must be issued 1099-MISC for legal services of \$600 or more. <http://www.irs.gov/uac/Form-1099-MISC,-Miscellaneous-Income>

IRS Form W-9

- A corporate sponsor or speaker may request a W-9.
- The chapter's individual tax ID number and contact information should be used.
- <http://www.irs.gov/uac/Form-W-9,-Request-for-Taxpayer-Identification-Number-and-Certification>
- All IRS forms will be filed as Nebraska Dietary Managers Association.
 - See Association Name for taxes on page one



Association of Nutrition & Foodservice Professionals

POLICIES AND PROCEDURES

SUBJECT: Financial Records - Audits

EFFECTIVE DATE: 10/15

REVIEWED / REVISED:

POLICY: The Nebraska ANFP will ensure audits are conducted annually to determine that accurate financial records are maintained.

PROCEDURES:

1. An audit of the accounting records should be scheduled annually, shortly after the end of the association's fiscal year.
2. The audit should be completed by a Certified Public Accountant (CPA), or independent accountant.
3. The auditor should issue a letter of opinion with the financial statements.



Association of Nutrition & Foodservice Professionals

POLICIES AND PROCEDURES

SUBJECT: Financial Records Retention

EFFECTIVE DATE: 10/15

REVIEWED / REVISED:

POLICY: The financial reports are filed accordingly to meet association and federal law guidelines.

PROCEDURES:

Retention of Financial Records

1. Retain the following records for seven (7) years:
 - Cash disbursements ledger
 - Cash receipts ledger
 - Banks statements
 - Cancelled checks
 - Deposit slips
 - Paid invoices
 - Expense reports
2. Keep permanently
 - Annual financial reports
 - Contracts and agreements
 - Correspondence with IRS and other governing agencies (tax returns, 990, etc.)



Association of Nutrition & Foodservice Professionals

POLICIES AND PROCEDURES

SUBJECT: Fiscal Year

EFFECTIVE DATE: 8/07, 10/14, 1015

REVIEWED / REVISED:

POLICY: The fiscal year of the Nebraska ANFP shall follow the same fiscal year as the National ANFP.

PROCEDURES:

The fiscal year of the NE ANFP shall begin on June 1 of each year and end on May 31 of the following year.



Association of Nutrition & Foodservice Professionals

POLICIES AND PROCEDURES

SUBJECT: Fundraising

EFFECTIVE DATE: 8/07, 7/13, 10/15

REVIEWED / REVISED:

Page 1 of 2

POLICY: Fundraising is another method to add financial resources to the Nebraska ANFP for the benefit of its members and projects. Fundraising projects must have Board approval.

PROCEDURES:

1. Approval of Projects
 - a. NE ANFP shall participate in fundraising for projects approved by the National ANFP
 - b. The fundraising projects and events must be defined including purpose and explanation of where the funds raised are to be designated.
2. Projects
 - a. The NE ANFP membership shall determine which projects to support and how the monies are to be raised to support the project
 - b. The designated projects must have a direct connection or association with ANFP
 - c. All projects shall present a professional image of ANFP
3. Raffles
 - a. Raffles will be held at each membership meeting.
 - b. The Hospitality Committee will be responsible to organize, set up and oversee the raffle tables.
 - c. A minimum ticket price will be \$1.00 (One dollar).
 - d. Members as well as vendors will be solicited for raffle items
 - e. The Hospitality Committee will be given 30% of raffle money per meeting to purchase raffle items for future meetings.
 - f. Chapters may need to file for a license with the state's charitable gaming division each time it wishes to hold a raffle. Check with the state to determine.
 - g. It is best to tag the raffle onto another event to avoid applying for a license or permit. For example, have a fundraiser dinner party where a raffle ticket is given along with the paid entry to the dinner (part of the package). Or, have an auction instead.



Association of Nutrition & Foodservice Professionals

SUBJECT: Fundraising

Page 2 of 2

Fundraising: (The treasurer will also be involved with chapter fundraising.)

- a. Organize a fundraiser only if a purpose is determined. This can be sending a member to an ANFP meeting, providing scholarships, or attaining better speakers for meetings.
- b. Protect the professional image of ANFP and carefully select items to be sold.
- c. Evaluate the starting investment. Is there a lot of start-up time and investment, but the end result is rewarding?
- d. Fundraising at the meeting should not be used to underwrite the expense of that meeting. Meetings should be self-supporting or make a slight profit. Registration fees should cover meeting fees.
- e. Chapters have used bake sales, raffles, recycling, vendor support, newsletter advertising, merchandise sales, arts and craft sales to raise money.



Association of Nutrition & Foodservice Professionals

POLICIES AND PROCEDURES

SUBJECT: Goal Setting

EFFECTIVE DATE: 10/15

REVIEWED / REVISED:

POLICY: Nebraska ANFP on an annual basis will develop goals to grow and enrich the organization.

PROCEDURES:

- The entire board works together to set two to three goals each year making certain they are achievable
- Goals should be SMART (specific, measurable, achievable, realistic, and time-specific).
- Goals may carry over from one year to the next. Setting long-term goals may, in some cases, be more effective than setting a series of short-term goals.
- Goals shall be communicated to NE ANFP members and National ANFP.
- Goals will be discussed at each Board / Business meeting to review progress.



Association of Nutrition & Foodservice Professionals

POLICIES AND PROCEDURES

SUBJECT: Installation of Officers

EFFECTIVE DATE: 7/13, 10/15

REVIEWED / REVISED:

POLICY: The process for the installation of new officers will be established to provide a meaningful and responsible method for the transition of officers.

PROCEDURES:

1. The installation of new officers for NE ANFP shall take place at the end of the business meeting held at the state Fall Meeting.
2. The ceremony will be conducted by the immediate Past-President of the NE ANFP



Association of Nutrition & Foodservice Professionals

POLICIES AND PROCEDURES

SUBJECT: Insurance and Bonding

EFFECTIVE DATE: 10/15

REVIEWED / REVISED:

POLICY: Nebraska ANFP shall acquire and maintain insurance and bonding for the protection of the Chapter.

PROCEDURES:

1. Obtaining insurance is a best practice and recommended for ANFP chapters.
 - Bonding insurance protects against fraud or theft by volunteers who have access to chapter funds.
 - In the event of theft, the insurance reimburses the chapter for lost funds.
2. ANFP Chapter Relations works with a broker every year to offer a group rate to chapters. ANFP does not benefit financially, this is offered as a benefit to chapters. Chapters are free to utilize a company of their choice.
3. For Chapters utilizing the ANFP broker, applications and payments are due on a schedule as determined by ANFP.



Association of Nutrition & Foodservice Professionals

POLICIES AND PROCEDURES

SUBJECT: Invoice Payment

EFFECTIVE DATE: 10/15

REVIEWED / REVISED:

POLICY: The Nebraska ANFP shall establish a procedure for payment of invoices to maintain good credit rating of the chapter.

PROCEDURES:

1. Ensure the bill/invoice is accurate and an authorized expenditure.
2. Enforce a policy which requires receipts be submitted to the treasurer before reimbursement is made.
3. Guidelines for payment:
 - a. The check number and date of payment should be noted on each invoice as a record of payment.
 - b. Paid invoices should be filed alphabetically.
 - c. Separate paid invoice files should be maintained for each fiscal year and kept for the annual audit.
 - d. Record all checks in a check register, etc.
4. Do not pay bills/invoices with cash. Checks can verify any questions that arise.
5. Never give a blank check (signed or unsigned) to anyone.
6. The treasurer is responsible for association funds.



Association of Nutrition & Foodservice Professionals

POLICIES AND PROCEDURES

SUBJECT: IRS Form 990 - Filing Procedures

EFFECTIVE DATE: 10/15

REVIEWED / REVISED:

POLICY: The procedures for filing IRS 990 Form shall follow governmental regulations and guidelines.

PROCEDURES:

Each year the IRS requires small tax-exempt organizations whose gross receipts are normally \$50,000 or less to electronically submit Form 990-N, also known as the E-Postcard. The form must be completed and filed electronically on the IRS website. (There is no paper form.) An organization that fails to file required e-postcards will lose its tax-exempt status. A fine paid to the IRS will be required before being reinstated as a recognized non-profit organization.

The Nebraska ANFP Treasurer will complete the E-Postcard.

- Employer identification number (FEIN)
 - Each chapter is an individual entity and has its own FEIN in the format of 12-345678.
- Tax Year
 - Use previous calendar year
- Legal name and mailing address
 - The chapter treasurer's information is used since local chapters have separate federal tax identification number than ANFP Headquarters.
- Any other names the organization uses
 - The 990 will be filed as Nebraska Dietary Managers Association. Since the articles of incorporation (and tax numbers) did not change, the IRS still sees the organization as Dietary Managers Association (DMA). In this section of the form, enter Nebraska State Association of Nutrition & Foodservice Professionals.
- Chapter's website address
- Confirmation that the organization's annual gross receipts are normally \$50,000 or less.



Association of Nutrition & Foodservice Professionals

POLICIES AND PROCEDURES

SUBJECT: Meeting Minute Preparation

EFFECTIVE DATE: 10/15

REVIEWED / REVISED:

POLICY: Minutes are official and permanent records of the proceedings for a meeting and the action that takes place.

PROCEDURES:

Minutes should:

1. State date and location of meeting.
2. List all officers in attendance and membership attendance numbers.
3. Be written immediately following a meeting.
4. Be reviewed and corrections/additions made by the meeting chair prior to distribution to board and committee members.
5. Follow the agenda or be presented in the order items are discussed.
6. Clearly state all motions.
7. Report all action taken and individuals responsible for carrying out the actions.
8. Serve as a follow-up guide.
9. Minutes should not include specific conversation about agenda items.

POLICIES AND PROCEDURES

SUBJECT: Meeting Planning

EFFECTIVE DATE: 10/15

REVIEWED / REVISED:

POLICY: A successful state meeting is a result of effective planning. The Board will use the recommended timeline in preparation for state meetings.

Suggested Timeline for Planning a Successful Meeting	
One Year	<ul style="list-style-type: none"> • Select meeting dates (must be approved by Board) • Commit to a location (must be approved by Board) • Discuss program topics with your officers and assign committee responsibilities • Begin designing promotional materials • Determine registration fees (it may change, but an initial figure must be proposed in order to estimate income for budget) • Establish a budget • Contact corporate sponsors with expo information, if applicable • Contract meeting site and block meeting and sleeping rooms, based on estimated attendance
6 months	<ul style="list-style-type: none"> • Finalize speakers and program agenda, including educational sessions, meals, breaks, entertainment, food show, vendor sponsorship, and business meetings • Estimate your expected attendance • Complete designs of promotional materials and send to printer
5 months	<ul style="list-style-type: none"> • Identify and contract for special services such as name badges, gift items for speakers and/or attendees, photographs, etc. (if applicable) • Contract catering company • Request floor plans of meeting site • Request audio/visual requirements, biographies, etc., from speakers
3 months	<ul style="list-style-type: none"> • Obtain mailing labels or email roster for invitees • Finalize floor plans and menus • Finalize confirmations from speakers • Finalize audio/visual requirements with the meeting site

SUBJECT:

Meeting Planning

Page 2 of 2

2 months	<ul style="list-style-type: none"> • Mail or email program and registration forms to potential attendees • Stay in touch with corporate sponsors concerning exhibits • Stay in touch with the meeting site to ensure everything is ready for the confirmed dates • Recruit volunteers to work registration and introduce speakers • Complete a CBDM prior approval form for clock hours
1 month	<ul style="list-style-type: none"> • Complete IRS W-9 form for corporate sponsors (if applicable). • Check with hotel to check progress on sleeping room reservations made • Create certificates of attendance • Prepare speaker and/or attendee gifts (if applicable) • Contact corporate sponsors to ensure all details are worked out for food show and sponsorships
Day Before / During Meeting	<ul style="list-style-type: none"> • Meet with venue contact to make sure all arrangements are ready • Have enough volunteers at registration desk to greet attendees upon arrival • Ensure corporate sponsors and speakers have everything they need • Recognize first-time attendees, new members, and students
Following Meeting	<ul style="list-style-type: none"> • Reconcile bills • Send thank you notes to presenters, sponsors, volunteers, attendees, etc. • Distribute any minutes taken



Association of Nutrition & Foodservice Professionals

POLICIES AND PROCEDURES

SUBJECT: Meetings – Board of Directors

EFFECTIVE DATE: 7/13, 10/14, 10/15

REVIEWED / REVISED:

POLICY: The Nebraska ANFP shall follow established protocols for the Board of Directors meetings.

To establish protocol for the Board of Directors and State Business Meetings

PROCEDURES:

1. State Board of Directors

- a. NE ANFP shall have no less than two (2) Board of Director's meetings each fiscal year.
- b. A quorum shall be present to transact business. A quorum consists of a simple majority of the Board.
- c. The Executive Board Committee of NE ANFP shall consist of six (6) members who are: President, President-Elect, Secretary, Treasurer, Past-President and Spokesperson. A quorum of the Executive Board Committee shall be present to transact business.
- d. The NE ANFP Board of Directors shall consist of the Executive Committee plus Committee Chairs.
- e. The State Board of Directors shall have one (1) planning meeting per year to be held prior to the fall State meeting. All incoming and outgoing Board members are invited and encouraged to attend this meeting. This meeting is to plan for the upcoming year. Activities, goal setting, training new volunteers, reviewing Bylaws and Policy & Procedures as well as any other business the Board deems necessary are done at the planning meeting.
 - i. The State Board of Directors shall meet the evening before each state meeting to conduct the business of NE ANFP. All Board members attending the Board of Director meetings shall have their meal paid for by NE ANFP with a cap to be determined prior to the meeting.
- f. Any member of NE ANFP may attend any regular session of the State Board of Directors. Any non-Board members will be asked to be excused from any part of the meeting when the Executive Board must go into closed session.
- g. Any member of the Board of Directors unable to attend a scheduled meeting shall notify the President or Secretary of the Board prior to the meeting.



Association of Nutrition & Foodservice Professionals

POLICIES AND PROCEDURES

SUBJECT: Meetings – Business Meetings

EFFECTIVE DATE: 7/13, 10/14, 10/15

REVIEWED / REVISED:

Page 1 of 2

POLICY: The Nebraska ANFP shall follow established protocols for business meetings.

ATTENDEES: Board of Directors, Members

PROCEDURES:

1. Business Meetings

- a. There shall be a full membership business meeting at the NE ANFP spring and fall meetings
- b. There shall be a minimum of two (2) full membership business meetings each year
- c. During the full membership meetings, all officers and committee chairs are to present an informational report to the members present

2. Notice of Meetings

- a. Notice of full membership business meetings shall be included in the program information distributed to each member at least thirty (30) days prior to the annual spring and fall meetings
- b. The Program Chair or State Secretary shall be responsible to notify all members of the State Board of Directors of pending meetings.
 - i. Meeting notices shall be sent to the Board of Directors at least sixty (60) days prior to the scheduled Board meeting and shall include the time and place of the meeting.

3. Members Right to Submit Business to the Board Meeting

- a. All members in good standing shall have the right to submit agenda items to the NE ANFP Board of Directors provided he/she submits that agenda items, in writing, thirty (30) days prior to be included in the meeting's agenda.
- b. The Board of Directors is obligated to reply within thirty (30) days to a member's request for agenda inclusion.

4. Procedure for Verbal Comment at State Business Meetings

- a. NE ANFP members in good standing shall have full voting rights and the right to verbal comment at all full membership business meetings following established Roberts Rules of Order

SUBJECT: Meetings – Business Meetings

- b. NE ANFP full membership business meetings are limited to members in good standing as determined by National ANFP. All visitors and members not in good standing shall not participate in said meetings.
5. Establish an early registration procedure.
- a. For those who pay prior to the meeting, keep an organized list of each name, contact information, payment received, number of days attending, and type of attendee (member, administrator, student, etc.).
6. At the entrance of the meeting, there may be a table with an attendee packet:
- a. Program schedule
 - b. Name badge and holder
 - c. Evaluation form
 - d. Certificate of attendance
 - e. Any tickets needed for extra events



Association of Nutrition & Foodservice Professionals

POLICIES AND PROCEDURES

SUBJECT: Meetings - Committee

EFFECTIVE DATE: 7/13, 10/14, 10/15

REVIEWED / REVISED:

POLICY: Committees will be established as deemed by the Board to enhance the benefits and goals of the Nebraska ANFP.

PROCEDURES:

1. The Chairperson of State Committees will be appointed by the President.
2. Designated Nebraska ANFP Committee meetings shall be held at the discretion of the Chairperson of the Committee.
3. The Chairperson shall give a report to the Nebraska ANFP Board of Directors at each Board meeting and State Business meeting.



Association of Nutrition & Foodservice Professionals

POLICIES AND PROCEDURES

SUBJECT: Membership

EFFECTIVE DATE: 7/13, 10/14, 10/15

REVIEWED / REVISED:

POLICY: Membership in the NE ANFP shall be limited to members in good standing with the National Association of Nutrition & Foodservice Professionals.

PROCEDURES:

1. Members of the NE ANFP chapter shall reside in the state of Nebraska. Optional memberships for those living in other states may be granted as determined by the guidelines of ANFP.
2. National ANFP shall provide current membership lists to NE ANFP:
 - a. Records are available through the ANFP website and can be accessed by those officers with privileges to obtain the membership lists.
 - b. Records will include:
 - i. Current Members
 - ii. New Members
 - iii. New Students
 - iv. Inactive Members
3. Membership lists are for the sole use of NE ANFP and cannot be shared or copied for use by any other business, organization or individual.



Association of Nutrition & Foodservice Professionals

POLICIES AND PROCEDURES

SUBJECT: Newsletter

EFFECTIVE DATE: 8/07, 7/13, 10/15

REVIEWED / REVISED:

POLICY: A state newsletter shall be maintained to provide a means of communication to the members.

PROCEDURES:

1. Creation

- a. The NE ANFP Newsletter, hereafter called HUSKER HOTLINE, shall be published a minimum of three (3) times per calendar year.
- b. The Newsletter shall be created, developed and distributed by the Communications Chairperson.
 - i. The Newsletter shall contain, at a minimum:
 1. An article from the President
 2. Information from recent State meetings
 3. Secretary reports from the previous State Business meeting
 4. Updated Treasurer reports
 - ii. The Newsletter shall also contain:
 1. Articles of interest from members
 2. Information pertaining to nutrition and Dietary management
 3. National communications regarding events, upcoming meetings / seminars / conferences and ANFP Foundation news
 4. Upcoming state or regional events indirectly associated with NE ANFP
 - iii. The Newsletter shall not contain personal or biased information or anything which could be deemed as derogatory to ANFP.
- c. The Newsletter shall be posted on the NE ANFP website, with paper copies made available to those who do not have access to computers

2. Advertisements

- a. Upon approval by the NE ANFP Board of Directors, the Newsletter may include advertisements from vendors. The NE ANFP Board of Directors shall determine sizes and prices of ads. The newsletter editor has the right to refuse any ad that does not meet ANFP standards.
- b. The Communications Chairperson shall inform the State Treasurer billing information and amount owed for the Newsletter ads. The Treasurer is responsible for making sure the bills have been invoiced and payments received.



Association of Nutrition & Foodservice Professionals

POLICIES AND PROCEDURES

SUBJECT: Nominating Committee

EFFECTIVE DATE: 8/07, 10/15

REVIEWED / REVISED:

Page 1 of 2

POLICY: A Nominating Committee shall be established to provide a means of enlisting candidates to run for office.

PROCEDURES:

1. Organization of the Committee
 - a. The State President shall appoint a Nominating Committee before the Annual meeting
 - b. The Nominating Committee shall consist of active members of the NE ANFP, one designated as chairman, to formulate the ballot for the following year. The President acts as counsel but has no vote.
 - c. Chairman of the Nominating Committee and Committee Members shall not be candidates for office.

2. Responsibilities of the Committee
 - a. It shall be the responsibility of the Nominating Committee to prepare the slate of candidates for NE ANFP Board of Directors.
 - b. The Chairperson of the Nominating Committee shall be responsible for meeting the deadline of each year to forward the ballot information to the Secretary.
 - i. Information shall consist of at least two (2) names for each office that will need new officers. In the event that two candidates cannot be found, the ballot shall include the name of at least one candidate and room for a write-in candidate.

3. Qualifications of Candidates For Office
 - a. All members who are candidates for State Office shall be:
 - A member in good standing as determined by National ANFP
 - Shall know or be willing to learn the objectives and purpose of the ANFP
 - Shall be an active member in NE ANFP
 - Shall have experience in the food service field
 - Desirable attributes, which include:
 - Shall demonstrate pride in and loyalty to the ANFP
 - Shall possess leadership capabilities
 - Shall be willing to professionally associate with all members

SUBJECT: Nominating Committee

Page 2 of 2

- Shall think and act ethically in the interest of the entire membership
 - Shall be aware of and able to endure the pressures, which may be inherent
 - Shall be aware of his/her image as a member and officer of a professional association in matters of appearance, action, speech and reputation
 - Shall establish and/or maintain good professional relationships with allied associations
 - Shall be able to devote sufficient time to the responsibilities of the office with the support of his/her employer
 - Shall have access to secretarial and communication services to handle association business matters.
 - Shall have knowledge of or ability to learn parliamentary procedures to effectively participate in the Board of Directors and full membership business meetings
 - Shall be willing to accept and delegate assignments
 - Shall be supportive of decisions properly enacted by the members
 - Shall be willing to professionally accept conciliatory responsibilities
 - Shall facilitate smooth transitions of executive leadership
4. Candidate Responsibility to the Committee
- a. Each candidate must supply the Nominating Committee with pertinent information to include on the ballot and the candidate shall sign his/her name to the information form as an acknowledgement of their willingness to be placed on the ballot.
5. Ineligibility of a Candidate
- a. An individual who is not an active member of the National ANFP may not run as a candidate in the NE ANFP Board of Directors. Neither may an individual run who has violated the ANFP Code of Ethics.
6. Secretary Responsibility
- a. It shall be the responsibility of the Secretary to mail ballots to all good standing members of the NE ANFP by the designated date as established by the Board.



Association of Nutrition & Foodservice Professionals

POLICIES AND PROCEDURES

SUBJECT: Nominating Requirements

EFFECTIVE DATE: 10/15

REVIEWED / REVISED:

POLICY: The Nebraska ANFP shall establish requirements for eligibility to be nominated as a candidate for office.

PROCEDURES:

1. Only eligible ANFP members in good standing are able to hold an office at any level (national, state, district). For a member to be in good standing dues must be paid and certification maintained.
2. Student members may not run for office, but may be appointed to committee positions.
3. Ideal candidate traits include demonstration of the following:
 - An interest in and support of NE ANFP by attending meetings, serving on committees, and other means of contributing to the organization.
 - Good communication skills including listening and reviewing options to achieve long-term positive outcomes for the benefit of NE ANFP.
 - The ability to get along with a variety of personalities and be a positive member of a team.
4. Nominating committee may choose to phone candidates, describing the responsibilities of the office and emphasize the commitment required to determine candidate interest.
5. Two candidates for each office should be selected. If the committee is unable to find a second candidate, a blank line must be provided on the ballot for a 'write-in candidate.'
6. An explanation of the duties and responsibilities of the office should be sent to the candidates.
7. Obtain a letter of acceptance from a candidate agreeing to run for office.
8. A letter of agreement from the candidate's employer that the member is able to serve is recommended.



Association of Nutrition & Foodservice Professionals

POLICIES AND PROCEDURES

SUBJECT: Organization

EFFECTIVE DATE: 8/07, 7/13, 10/14, 10/15

REVIEWED / REVISED:

Page 1 of 3

POLICY: Membership guidelines will be established to determine organizational accountability within the Nebraska ANFP.

PROCEDURES:

1. Salary for Members of the NE ANFP Board of Directors.
 - a. Members of the NE ANFP Board of Directors shall not receive a salary.
 - b. All NE ANFP Board of Director members shall be reimbursed for association related expenses.
 - c. NE ANFP officers shall receive complimentary registration to NE ANFP State meetings provided funds are available.
2. Absence from Board of Directors meetings
 - a. When a member of the NE ANFP Board of Directors cannot attend a scheduled or called meeting, the member shall notify the President prior to the meeting.
 - b. The absence shall be noted in the minutes of the meeting.
3. Resignation from a NE ANFP Board of Directors or Committee position
 - a. If a member of the NE ANFP Board of Directors or a committee chair is no longer able to fulfill one's duties as a volunteer of NE ANFP, the member must provide a written resignation to the Board of Directors.
4. Involuntary Termination from NE ANFP Board of Directors or Committee position
 - a. If a volunteer is not fulfilling her or her duties, the national or chapter Board has the right and responsibility to find a new volunteer to finish out the term.
 - b. The Board of Directors will follow established guidelines in terminating a volunteer's services:
 - i. Each volunteer should have an understanding of what is expected of the position and the duties to be fulfilled through proper training and coaching.
 - ii. Each volunteer position should have timelines that need to be met so that each volunteer knows when project deadlines are and if he or she can meet those deadlines.

SUBJECT:

Organization

Page 2 of 3

- iii. If a volunteer fails to meet one deadline, the Executive Board should attempt to contact the volunteer and find out if help is needed. If the volunteer needs assistance, proper support should be given.
- iv. A volunteer who fails to meet two or more deadlines, or misses two or more meetings without notifying a Board member should be put on probation. Probation includes:
 - a) Written notice that deadlines have not been met;
 - b) A face-to-face meeting or phone call to the volunteer to make sure he/she understands the deadlines and his/her responsibilities;
 - c) Assigning a Board member to keep in contact with the volunteer on a weekly basis to make sure deadlines are being met.
- v. If a volunteer fails to meet his or her responsibilities after this probation period, the NE ANFP Executive Board may vote to terminate the volunteer and find a replacement.
- vi. Throughout this process, all communication should be documented, including date and time, and a copy should be sent to the National ANFP.
- vii. If an Executive Board member is not fulfilling his or her duties, the same process should be followed.

5. Filling a Vacancy

- a. If a member of the Board of Director's resigns or is removed from office, the remaining members of the Board of Directors shall appoint a replacement by a majority vote.
- b. If the President resigns, the vacancy can be filled by the Past-President or President-Elect.

6. Qualifications of Candidates for Office

- a. All members who are candidates for State Office shall be:
 - i. A member in good standing as determined by National ANFP
 - ii. Shall know or be willing to learn the objectives and purpose of ANFP
 - iii. Shall be an active member in NE ANFP
 - iv. Shall have experience in the food service field
 - v. Desirable attributes, which include:
 - a) Shall demonstrate pride in and loyalty to the ANFP
 - b) Shall possess leadership capabilities
 - c) Shall be willing to professionally associate with all members



Association of Nutrition & Foodservice Professionals

SUBJECT:

Organization

Page 3 of 3

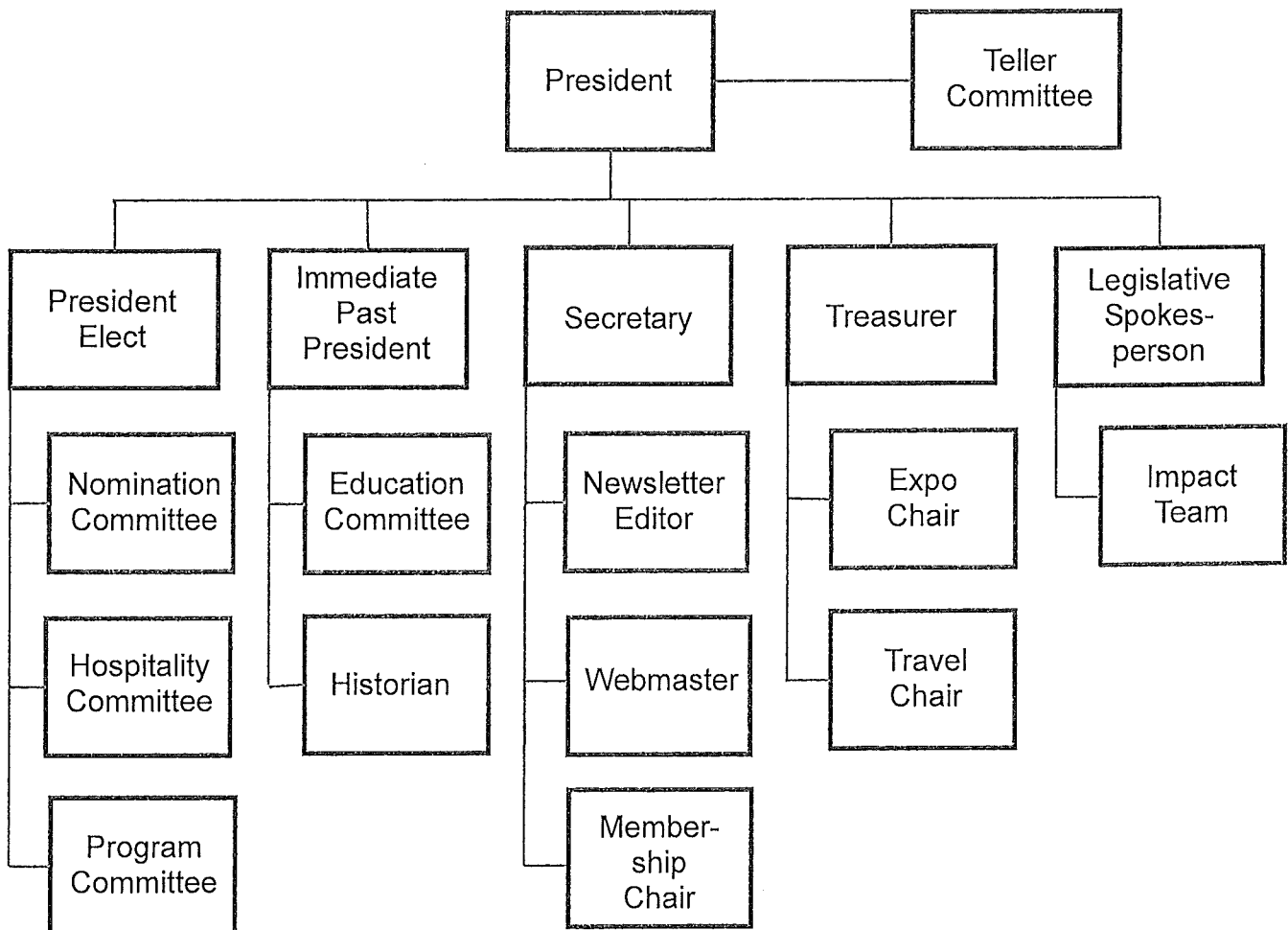
- e) Shall think and act ethically in the interest of the entire membership
- f) Shall have the ability to handle problems, which may arise in the Association
- g) Shall be aware of and able to endure the pressures, which may be inherent
- h) Shall be aware of his/her image as a member and officer of a professional association in matters of appearance, action, speech and reputation
- i) Shall establish and/or maintain good professional relationships with allied associations
- j) Shall be able to devote sufficient time to the responsibilities of the office with the support of his/her employer
- k) Shall have knowledge of or ability to learn parliamentary procedures to efficiently participate in the Board of Directors and full membership business meetings
- l) Shall be willing to accept and delegate assignments
- m) Shall be supportive of decisions properly enacted by the members
- n) Shall be willing to professionally accept conciliatory responsibilities
- o) Shall facilitate smooth transitions of executive leadership

POLICIES AND PROCEDURES

SUBJECT: Nebraska ANFP Organizational Chart

EFFECTIVE DATE: 10/15

REVIEWED / REVISED:





Association of Nutrition & Foodservice Professionals

POLICIES AND PROCEDURES

SUBJECT: Parliamentary Procedure

EFFECTIVE DATE: 10/15

REVIEWED / REVISED:

Page 1 of 2

POLICY: All meetings will follow the Roberts Rules for parliamentary procedures.

PROCEDURES:

Parliamentary procedure is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.

Fixed order of business example:

1. Call to order
2. Roll call of members present
3. Reading of minutes of last meeting
4. Officers' reports
5. Committee reports
6. Special orders – important business previously designated for consideration at this meeting
7. Unfinished business
8. New business
9. Announcements
10. Adjournment

How are motions presented?

1. Obtaining the floor
2. Make your motion. "I move that we..."
3. Wait for someone to second your motion
4. Another member will second your motion or the Chairman will call for a second.
5. If there is no second to your motion, it is lost.
6. The chairman states your motion.
7. Expanding on your motion – speak in favor of your motion.
8. Putting the question to the membership.



Association of Nutrition & Foodservice Professionals

SUBJECT: Parliamentary Procedures

Page 2 of 2

Voting on a Motion:

1. By Voice – The Chairman asks those in favor to say, “aye,” those opposed to say “no.” Any member may move for an exact count.
2. By Roll Call – Each member answers “yes” or “no” as his name is called. This method is used when a record of each person’s vote is required.
3. By General Consent – When a motion is not likely to be opposed, the Chairman says, “if there is no objection...” The membership shows agreement by their silence, however if one member says, “I object,” the item must be put to a vote.
4. By Division – This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. By Ballot – Members write their vote on a slip of paper; this method is used when secrecy is desired.

For details, visit http://www.ulm.edu/staffsenate/documents/roberts_rules_of_order.pdf.



Association of Nutrition & Foodservice Professionals

POLICIES AND PROCEDURES

SUBJECT: Payment of Accounts Payable

EFFECTIVE DATE: 8/07, 10/14, 10/15

REVIEWED / REVISED:

POLICY: Responsible procedures shall be enacted to ensure protected and accountable disbursement of funds.

PROCEDURES:

1. All NE ANFP authorized disbursement checks shall require the signature of the Treasurer and the President.
2. The authorized signature card with the President, President-Elect, Secretary and Treasurer's signatures shall be on file at the bank which holds the NE ANFP account.
3. Expenses for authorized disbursements incurred by officers, committee members and chair persons, or members appointed by the President to execute the business of NE ANFP shall be reimbursed upon presentation of invoices or receipts to the Treasurer. An official reimbursement request form must accompany all invoices/receipts submitted to the Treasurer and include:
 - a. Recipient's Name
 - b. Recipient's Address
 - c. Dates of Service
 - d. Itemized statement with the details of services rendered and receipts attached
 - e. Total for services
 - f. Signature of recipient and date of request
4. Two (2) bonded Executive Board Members must approve any requests for reimbursement over \$300.00 prior to payment.
5. The Treasurer shall be responsible for control of receipts and cancelled checks during his/her tenure of office
 - a. At the installation of a new Treasurer, the outgoing Treasurer shall transfer control of all financial records to the new Treasurer. If the new Treasurer is not present at the installation ceremony, the outgoing Treasurer must deliver or send by certified mail, all financial records to the incoming Treasurer within fourteen (14) days of the date of installation
 - b. At the time of transfer of financial records, both outgoing and incoming Treasurers shall sign an official form attesting to the transfer.
 - c. At the time of transfer of financial records, both the outgoing and incoming Treasurers shall date and initial in the checkbook and Treasurer's ledger book verifying all monies are correct and the transfer is complete.



Association of Nutrition & Foodservice Professionals

POLICIES AND PROCEDURES

SUBJECT: Policy and Procedure Manual

EFFECTIVE DATE: 7/13, 10/15

REVIEWED / REVISED:

POLICY:

To function effectively and communicate clearly, a Policy and Procedure Manual shall be maintained. The ANFP Nebraska Board of Directors will be responsible for timely review, updates and maintenance of the policies.

PROCEDURES:

1. These Policies and Procedures are for the benefit of the Nebraska Association of Nutrition & Foodservice Professionals and as such shall be made available for reference to any officer or member of the Association upon request to the State President.
2. The Policy and Procedure manual shall be stored electronically (computer files, disk, jump drive) by the President-Elect of the Nebraska ANFP. In addition, a paper hard copy shall be in possession of the State President during his/her term of office.
 - a. Any member may have reference to the Manual by contacting the President and requesting to reference the manual for specific items. If he/she takes exception with the policies as written, they may ask the NE ANFP Board of Directors to consider revisions or amendments.
3. The Nebraska ANFP Board of Directors shall review these Policies and Procedures annually.
 - a. When there are no revisions or amendments to the manual, each member of the Board of Directors shall sign an official form attesting to that fact.
 - b. When revisions or amendments are made, they shall be revised both electronically and on paper hard copy editions. Each member of the Board of Directors shall sign an official form approving said revisions or amendments.
4. No policy or procedure may be written so as to conflict with the NE ANFP Bylaws.
5. Discussions for amendments can be scheduled for full membership business meetings; however, revisions or amendments can be voted and authorized only by the NE ANFP Board of Directors.



Association of Nutrition & Foodservice Professionals

POLICY AND PROCEDURE

REVIEW / REVISION

FORM

On (date) _____ the NE ANFP Policies and Procedure manual was reviewed. The following Board Members Approve/Disapprove of changes made to the manual.

	Approve (signature)	Disapprove (signature)
President		
President-Elect		
Secretary		
Treasurer		
Immediate Past President		



Association of Nutrition & Foodservice Professionals

POLICIES AND PROCEDURES

SUBJECT: Reimbursement

EFFECTIVE DATE: 7/13, 10/15

REVIEWED / REVISED:

Page 1 of 2

POLICY: Guidelines shall be established to reimburse officers and members for monies spent on business related expenses and the promotion of Nebraska ANFP.

PROCEDURES:

1. General Reimbursement Procedures
 - a. When possible, all payments should be made by NE ANFP directly to a vendor providing the services
 - b. The NE ANFP Board shall set maximum limits which prior approval is not necessary. Anything beyond the set limits must have the Board approval prior to the spending of monies.
 - c. If a volunteer or member provides services with one's own personal monies, with the approval of the Board, the volunteer or member shall submit reimbursement expense forms once the services have been completed.
 - d. Reimbursement forms must be submitted under the following guidelines:
 - i. All invoices must be attached to the form;
 - ii. All invoices must be signed and dated by the member / volunteer
 - iii. The Reimbursement form must give a detailed description of the service provided
 - iv. All forms / invoices must be submitted to the Treasurer within thirty (30) days at the completion of the services provided
2. Reimbursement to State Board of Directors / Executive Board Members
 - a. Travel and lodging expenses incurred by Board members executing the business of NE ANFP must be approved by the Board before the expenses are incurred.
 - b. The registration fees for the State Spring and Fall Meetings shall be honorary to current Board members.
 - i. The registration fees to the Spring and Fall meetings shall be made honorary to the Past-President in the year immediately following his/her holding office, if funds are available.
 - ii. Expenses incurred by travel, lodging and food for the Spring and Fall meetings shall not be reimbursed

POLICIES AND PROCEDURES

SUBJECT: Reimbursement

3. State Delegate to National ANFP Annual Meeting
 - a. The following funds will be available to those attending the National ANFP Conference:
 - i. The President shall receive \$500.00; President-Elect shall receive \$350.00; the Secretary, Treasurer and Spokesperson shall receive \$250.00 each
 - ii. If the NE ANFP treasury balance is over \$5,000.00 on June 1 of any given year, \$1,000.00 may be equally divided among non-officers attending the National ANFP Conference providing they have attended two (2) State meetings in the preceding year. Each member will receive no more than \$200.00 of the \$1,000.00. Any unused funds will remain in the general treasury.
4. Committees
 - a. All expenses shall be reimbursed for special requests from standing or Ad Hoc Committees appointed by the President. All requests must follow the guidelines for reimbursement.
 - b. Any expenses over \$75.00 must be pre-approved by the Executive Board.
5. State Spokesperson
 - a. Expenses incurred by the State Spokesperson shall be reimbursed by the State Treasurer with a monetary limit of Three Hundred-Fifty (\$350.00) dollars per year to cover the costs associated with carrying out the duties of the position.
 - i. Reimbursement for such expenses must follow the guidelines for Reimbursement

POLICIES AND PROCEDURES

SUBJECT: Site Selection for Meetings**EFFECTIVE DATE:** 10/15**REVIEWED / REVISED:**

Page 1 of 2

POLICY: Planning and site evaluations are key ingredients to creating a comfortable and purposeful learning and meeting environment.

PROCEDURES:Meeting Location

More than one meeting location should be reviewed prior to making a selection. In determining a location the following information should be available prior to contacting potential businesses.

- Date(s) and time of meeting.
- Anticipated number of participants.
- Type of set-up required (table/chairs, auditorium seating, head table).
- Food service and location needed (a room other than the meeting room?)
 - Determine cost and menu options for breaks and meals and whether meals will be catered or buffet style. Also ask if special dietary restrictive meals can be arranged.
- Audio/visual requirements.
- Check on available parking for participants (is it free?).
- Is there a space in a lobby for vendors and is there a fee for this space?
 - Check to see if tables, chairs, linens/draping will be provided for vendors and if there is a charge.
- Know the funds available for the above expenses.

Hotel Rooms:

- Ask if special rate is given for a block of rooms.
 - If a pre-determined number of rooms are booked, complimentary ("comped") rooms may be available. These are usually used for speakers or other special guests.
- Find out what additional charges will be added to the quoted room rate (i.e. phone call charges, state tax, city tax, etc.).
 - Will there be a charge if the room block is not filled by the cut-off date? Check on all of the deadlines from the hotel.
- Have the room rates confirmed in writing and note the pricing for single/double/triple occupancy. Rates should include dates beginning with the first expected arrival through the last expected departure.



Association of Nutrition & Foodservice Professionals

SUBJECT: Site Selection for Meetings

Page 2 of 2

What criteria are used to determine meeting sites?

- Move the meeting to a different area of the state each time. The area where the meeting is held is responsible for planning and executing the meeting.
- Hold one meeting a year in a central location. For instance, a spring meeting can be central while the fall meeting is in the east and the next year it will be west.
- Another option is always hold the meeting in one central location. This may allow the chapter planners to set pricing and members can plan ahead.
- Work with corporate sponsors to supply meeting locations. If you use this option, make sure to use a variety of vendors – using only one may seem like favoritism.



Association of Nutrition & Foodservice Professionals

POLICIES AND PROCEDURES

SUBJECT: Standards of Conduct for ANFP Volunteers

EFFECTIVE DATE: 10/15

REVIEWED / REVISED:

POLICY: All leaders serving on the Board and Committees will follow established standards of conduct to portray a professional image.

STANDARDS OF CONDUCT:

1. Use only legal and ethical means in all association activities.
2. Use every opportunity to improve public understanding of the role of ANFP.
3. Promote and encourage highest level of ethics within the industry and profession.
4. Refuse to engage in activities for personal gain at the expense of ANFP, the industry, or the profession.
5. Maintain the confidentiality of privileged information.
6. Maintain loyalty to ANFP and pursue its objectives in ways that are consistent with the public interest.
7. Serve all members of ANFP impartially, provide no special privilege to any individual member and accept no personal compensation from the association, a member, or a vendor except with the knowledge and consent of the association's executive board.
8. Recognize and fulfill the responsibility of the elected or appointed office upholding all rules and regulations relating to ANFP bylaws and policies and procedures.
9. Maintain the highest standard of personal conduct.



Association of Nutrition & Foodservice Professionals

POLICIES AND PROCEDURES

SUBJECT: State Election

EFFECTIVE DATE: 8/07, 10/13, 10/15

REVIEWED / REVISED:

POLICY: The Nebraska ANFP shall hold elections per established procedures for the proper method of selecting its officers.

PROCEDURES:

1. Guidelines for the balloting process
 - a. Using an official form designed for the ballot, the Nominating Committee Chairperson shall inform the Secretary of the slate of candidates for the pending yearly election
 - b. The Secretary shall mail the ballots to all good standing members of the Nebraska ANFP
 - c. Completed ballots shall be returned to the Chair of the Tellers Committee by a date as determined by the Board.
 - i. The Tellers Committee will consist of:
 1. Teller Committee Chairperson, as appointed by the Nebraska ANFP President
 2. Two (2) other members in good standing appointed by the Teller Committee Chairperson
 - d. The Tellers Committee responsibility is to validate and count the ballots for each annual election of officers in accordance with the policy adopted by the Board of Directors
 - i. The Tellers Committee will examine each ballot for the member's signature on the outside of the envelope.
 - ii. One member is to open the ballots, another is to count the votes for the candidates on the ballot with the results given to the Chairperson.
 - iii. The Chairperson submits the results to the President in a written report.
 - iv. Members of the Tellers Committee shall not in any way relate the results to any Nebraska ANFP member, including the candidates.
 - v. The Chairperson shall keep all ballots for six (6) months before discarding
 - e. The President informs the candidates the results, but not the count, and gives the report to the Secretary to file.
 - f. The election results are announced at the next full membership meeting by the President.
 - g. The President or President-Elect shall notify National ANFP of the names and addresses of the newly elected officers.