



Officer's Handbook
AACC Northwest Section

July, 1999

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11.	Membership Committee Chair	
12.	Student Representative	TBD

CHAIRPERSON

Responsibilities

1. Run and set agendas for the Northwest Section Board meetings and all meetings of the section membership.
2. Appoint all committee members, committee chairs and the student representative (with the aid of the current student representative).
3. Coordinate Section officer nominations and elections as well as nominations for AACC office.

Timeline: Duties by Month

- June/July: Transition from previous Chair.
Finalize AACC Board nominees and communicate to HQ.
Set up and conduct initial board meeting.
Review Strategic Plan to set agenda items for the year.
Ensure financial audit is set up and executed.
Set initial meeting dates and times.
Discuss speaker topics for monthly meetings/Food Focus.
Discuss committee appointments.
Holiday Party committee report.
Review section finances.
Create phone/e-mail list of board members.
Contact local IFT to find out the date of IFT Supplier's Expo.
Determine when/where to present outgoing chair with recognition (plaque) if planning to do so. Work with HQ/Treasurer to complete.
- August: Finalize committee appointments.
Write first "Message from the Chair" for newsletter.
Ensure September meeting arrangements are made (if needed).
Begin planning for National meeting activities.
Arrange for tabletop display publicizing Northwest Section for national/section meetings.
- September: Continue to address Strategic Plan items.
Gain agreement from committees and board on goals for the year.

- Board decides on Okky's student travel fund contribution.
- October: Gain initial board input on support for AACC Board candidates.
Attend Annual meeting or arrange for delegate from section
(preferably the Board)
Attend First Timer Orientation
Advisory Council meeting
Officers meeting with President
- November: Decide on recipient of Chairman's award with help from board.
Discuss annual meeting outcomes with board.
Geddes committee preliminary report.
- December: Ensure Holiday Party is successful.
Present Chairman's Award at Party if it is to be given.
Finalize Food Focus budget with HQ and committee chair.
- January: Prepare for student recognition meeting
Get list of AACC awards from August CFW.
Contact St. Catherine's and U of M to encourage
attendance by students (Student Rep may do). May also
include NDSU and ISU.
Contact HQ for gifts for students.
Begin contacting people to run for section offices.
- February: Ensure participation in student recognition meeting and
President's address.
Start lining up judges for the Minnesota State Science Fair
competition.
Finalize ballot and coordinate election with HQ.
- March: Participate in joint (dinner) meeting with IFT. We plan the
meeting in the even numbered years.
- April: Ensure representation at Science Fair.
Participate in Food Focus Symposium.
Contact candidates and announce election results to
membership.
- May/June: Hold final board meeting to close out any business for the year.
Submit nominations for AACC Board to HQ.

Timeline: Duties Each Month

When board meeting is held...

Set up time/place for meeting (usually 1 hour prior to general meeting works for most people).

Set agenda and send out a few days in advance if possible.

During meeting, have each committee report on progress toward goals. (It is especially important that the Holiday Party and Food Focus committees get the support needed to make their events exceptional.)

Discuss any new business or ideas brought by board members.

When section meeting is held...

Open meeting and conduct any business required.

Introduce board members present (at least at first meeting of the year).

Introduce Chair-elect who will introduce speaker.

(We used to have someone at each table introduce new or visiting attendees. May want to get back to that practice.)

Share any relevant information from "Advances" (from AACC HQ)

Write "Message from the Chair" for newsletter.

VICE-CHAIR

Responsibilities

1. Identify and secure speakers for regular monthly meetings. Exceptions are; Joint AACC/I FT meetings (March) in odd numbered years), Food Focus (April), President's address/student recognition (February).
2. Coordinate with meeting arrangements chair to establish dates locations & times for all regular meetings.
3. Communicate details of monthly speaker's topic, biog., etc. to communications chair and section chair.
4. Attend all board & regular monthly meetings, standing in for section chair if required.
5. Communicate with I FT local section regarding upcoming meeting dates and topics. This should be done as early as possible so as to avoid duplication of topics/speakers. It's particularly important to do this when circumstances require a significant shift in a monthly meeting date.
6. Review and upgrade the Strategic Plan.

Timeline: Duties by Month

July/August: Contact local section I FT (odd numbered years) to determine the date for the Supplier's Expo and joint dinner meeting. Meet with meeting arrangements chair to establish a set of tentative dates/times for the year's meetings. Establish a mutually agreeable procedure for determining when final arrangements for meeting locations are made and what they are. Discuss possible speakers/topics at the July/August board meeting, encouraging suggestions/input from all the board.

Contact AACC Headquarters and President-elect to issue invitation for a presentation @ section meeting. Determine best date etc. and communicate that to meeting arrangements chair and section chair. Request a presentation title and biog. is sent no later than 1 month prior to the meeting date.

One month (minimum) before each meeting: Speaker name, topic in hand and confirmed. All relevant information should be sent to communications chair.

Two weeks before each meeting: Contact speakers to reconfirm participation, determine any specific A/V requirements (communicate to arrangements chair) and answer any questions on meeting location & time.

December: Contact AACC president to reconfirm presentation date and topic.

January: Communicate IFT/AACC joint meeting information to IFT representative for their newsletter as soon as it is confirmed. Arrangements are made in the same manner as other section meetings.

HOLIDAY PARTY CHAIR

Responsibilities

This committee is responsible for the organization and coordination of the Northwest Section Holiday Party.

Timeline: Duties by Month

- January: Book location for party. Party room should accommodate 310-320 people. Tables should accommodate 10 people. Food requirements are appetizers, two entrees and dessert. Stage area for the band is needed as well as a dance floor. Two to three bars are required for the social hour. Two wine selections are served at dinner.
- Issues: Is the facility available the first Saturday in December?
Deposit amount?
Is there a room charge?
Are bars located inside of this room?
Is there a coat check? Is there a charge?
Can they accept credit cards and run tabs on them at the bars?
Which credit cards are accepted?
Is there a charge for multiple entrees?
Is there a rental charge for the dance floor?
Will there be valet parking?
Is there a space to store centerpieces over night?
- June: Decide on centerpieces. Cost is limited to approximately \$20-25 per table. Solicit corporate donation of cost of centerpieces. Centerpieces are needed for approximately 25-30 tables.
- July: Book band for following year's party. Determine if there is to be music played during dinner. Scheduled playing time is 8:30-12:30 p.m. Determine bands staging requirements. Deposit?
- August: Set up tasting of menu selections for appetizers, dinner and dessert. Make changes. Two selections should be made (beef and fish) as well as a vegetarian option. Determination of wines to be served with dinner should also be made at this time.

- September: Create invitations, stressing that this is a charity event, and letter requesting donations from suppliers.
- October: Send first wave of invitations as well as suppliers donation request letter to MI SA members. Send second of wave of invitations via newsletter to all AACCC members.
- November: Meet with banquet facility. Discuss with catering coordinator: acceptance of credit cards, number of tables, signs identifying each table number, arrangement of room(s), table in reception area for name tags, final food numbers, how each guests menu selection will be identified (fish = pink slip of paper). Call Rusty regarding collection of donated food. Prepare schematic of table and seating assignments.
- December: Prepare contributor's list. Fill envelopes for each table with appropriate number of tickets for meal selection identification. Assemble centerpieces if necessary. Arrive at event approx. 1 hour early to answer questions, place centerpieces, set up table with nametags, markers, sign, collection area for food donations. Thanks you letter to corporate donor of centerpieces. Relax and have fun!

Geddes Committee Chair

Responsibilities

I identify the Geddes Lecturer and assure the Lectureship is executed as described in the by-laws.

Timeline: Duties by Month

September – December: With the assistance and approval of the Chair identify members of the Geddes Committee.

January – February: Solicit nominees from committee members, adding and deleting members from last year's list of nominees. Assure the nominee list is well documented and preserved for next year.

February - March: Conduct an election with committee members each receiving 3 votes. Tally votes and recycle the voting if a tie occurs. Inform the committee of the results. Order the nominees from the highest number of votes to the lowest. Contact these potential Geddes Lecturers in order until one of them accepts (usually this is the first choice). After describing the Lectureship and gaining acceptance, inform the person that they are required to give a Geddes Lecture of about 30-45 minutes. Describe the location and date of the Lecture. Also let them know they will be receiving an honorarium (currently \$500), a plaque, and that they will be reimbursed for travel expenses. Also obtain a current picture and biography from the Lecturer for the Lectureship brochure. Contact AACC HQ and make arrangements for publication of the brochure to be distributed at the Lecture. Make arrangements for the plaque as well. It should include the title of the Lecture, the name of the Lecturer, the date and be signed by the Chair and Geddes Committee Chair. A previous plaque should be used as an example.

April: The Lecture is traditionally delivered at Food Focus in April. At the Lecture the Geddes Committee Chair is responsible for introducing the Lecturer and awarding the plaque and honorarium following the Lecture.

COMMUNICATIONS CHAIR

Responsibilities

1. Attend all Board meetings and planning sessions.
2. Publish the Northwest Section Newsletter on a monthly basis, or as needed.

Timeline: Monthly

1. Communicate timelines of newsletter publication dates to Board and assemble information for the newsletter. Write newsletter electronically if possible, to ensure timely communication with the Board and AACC National office.
2. Request information from the Board and Committee chairs monthly, with a deadline for submission. Publish and have the newsletter in the mail at least 2 weeks prior to the scheduled meeting.
3. Send an electronic copy to the National Office for the web site.
4. Keep the membership application current, and publicized, and part of the newsletter.
5. Request membership address labels on a monthly basis from the National office. The list is updated monthly, and it is the only way new members begin receiving them promptly.
6. If your employer will not permit printing and mailing of the newsletters, arrangements need to be made with a local printer to do the job, both printing and mailing. The newsletter and mailing labels will need to be sent to the printer. Arrangements for postage will also need to be made, unless it can be a part of the total job.

Timeline: By Month

July/August: Obtain current year's stationary for the newsletter's first page, listing the current year's officers. The National office produces the stationary.

January: Work with the Minnesota Section of IFT on the Joint meeting newsletter.