

ACF Chapter Officer Job Descriptions

OFFICE OF THE PRESIDENT

A Suggested Job Description For The President:

- Presides at all meetings of the members, all meetings of the chapter board of directors or arrange for other members of the Executive Committee to preside.
- Serves as spokesperson for the chapter. Manages the business of the chapter and sees that all orders and resolutions are carried into effect.
- Appoints all committee chairs.
- Has the power to remove any person or persons from any committee.
- Attends national conventions and regional conference or can appoint another chapter officer to represent the chapter.
- Represents the chapter at all business and social functions.
- Call regular and special meetings of the members at any time deemed necessary.
- Is ex-officio member of all standing committees, except the nomination and election committee.
- Has the authority to sign checks, along with the treasurer.
- Maintains close contact with the regional vice president.
- Voting member of the Board of Governors during his attendance at the national convention. Probationary period has to be over and chapter has to be chartered.
- Is a member of the Chapter's Board of Directors and of the American Culinary Federation.
- Serves a minimum of a two year term.
- Typical Activities of New President
- After installation, a president should secure all chapter files, records and other pertinent material from the previous president. The president should make appointments to allow all members equal opportunity to show their abilities. The outgoing president should be honored, and a token of appreciation (i.e. a plaque or gavel) from the membership is appropriate.
- During the year, the president is responsible for preparing an agenda and giving a copy to the secretary prior to each meeting. At the meetings, the president should avoid the use of "I" when in the chair, and instead say "the chair" when speaking and "your president" or "your chair" when reporting. The president should stand when stating a motion, putting it to a vote and announcing the vote. The president may sit when listening to reports or debates.
- The president must ensure that the member who rises first is the first to be recognized. The president should not say "you are out of order," but instead say "the motion is out of order." The rule and not the person should be noted as in error. The president should not say "vote by the usual sign," but should instruct the membership how the vote is to be taken.

OFFICE OF THE VICE PRESIDENT

A Suggested Job Description For The Vice President

- Acts in the capacity of the president in the absence of the president.
- Organizes all monthly meetings. He or she will orchestrate the full meeting's agenda with all other involved board members, chairpersons and hosting vendors including the educational component and any other non-business item related presentations.
- Ensures that the hosting property will provide a quality experience and have all necessary equipment.
- Provides a map and/or driving directions to the secretary for meetings.
- Chairs committees on special subjects as designated by the board.
- Performs other duties as may be designated by the president.
- Is familiar with all the duties of the president and other officers.
- Is a member of the chapter's board of directors and of ACF.

OFFICE OF THE SECRETARY

A Suggested Job Description For The Secretary

- Attends all meetings of the chapter and the chapter board of directors.
- Responsible for recording minutes of every meeting and maintains a permanent record.
- Keeps a record of the membership and dues.
- Mails notices of regular and special meetings.
- Sends out a thank you note to each hosting property or location after hosting a meeting.
- Notifies all new members of their election to membership.
- Is the custodian of the corporate seal and all related documents.
- Notifies ACF about new officers and/or new members.
- Notifies ACF of address changes for any member in the chapter.
- Is a member of the chapter's Board of Director's and of the ACF.

OFFICE OF THE TREASURER

A Suggested Job Description For The Treasurer

- Is responsible for keeping full and accurate financial records for the chapter.
- Prepares a monthly report on chapter finances and submits copies of financial statements.
- Is authorized to sign checks.
- Makes all deposits and is responsible for holding all money and shall collect all money at the general meetings, dinners, special events, raffles, etc... in the name of the chapter.
- Chairs the finance committee.
- Releases all financial records when so instructed by the chapter's board of directors.
- Is a member of the chapter's Board of Directors and of the ACF.

OFFICE OF THE SERGEANT-AT-ARMS

A Suggested Job Description for The Sergeant-at-arms:

- Provides a registration table at all membership meetings.
- Brings the meetings to order, leads the Pledge of Allegiance and Culinarian's Code.
- Provides guidance to facilitate any meeting in the form of interpretation of the bylaws and/or Robert's Rules of Order.
- Assists the President, or whoever is chairing a meeting, in:
 1. determining a quorum for membership and board meetings,
 2. Counting and recording votes cast on questions
 3. Creating a report of business items acted on in each meeting for attachment to the meeting minutes.
- The sergeant-at-arms will have a copy of Robert's Rules and the by-laws of the Chapter to issue a binding opinion to the moderator.