



American Culinary Federation
The Standard of Excellence for Chefs

National Officers' General Job Descriptions

President

Immediate Past President

Treasurer

Secretary

Central Region Vice President

Northeast Region Vice President

Southeast Region Vice President

Western Region Vice President



General Responsibilities

The elected officers shall be named *National Officers* and shall perform the duties provided in this section and other duties as are prescribed for their office in the Bylaws.

Please reference the current version of the Bylaws for:

- Description of National Officers
- Description of Board of Directors
- Term of Office

Responsibilities shared by all board members

1. Comply with all American Culinary Federation (ACF) and American Culinary Federation Education Foundation (ACFEF) Policies and Procedures.
2. Support growth and enhancement of the culinary profession as defined in the ACF Mission, Vision and Values as detailed in the ACF Strategic Plan. a. Participate in the development of the ACF strategic plan as well as the implementation and continued evolution as appropriate.
3. Embrace and model the behaviors outlined in the ACF Core Set of Values (Forms Section), Culinarian's Code, and the Code of Ethical Conduct.
4. Perform due-diligence to attend, fully participate and represent the best interest of the ACF on all issues raised in board meetings, based on careful analysis of agendas, and supporting materials.
5. Prepare for board meetings by:
 - a. Utilizing the agenda process to submit pertinent discussion items for Board consideration
 - b. Submitting reports for Board review
 - c. Reviewing financial statements sent electronically by the Treasurer
 - d. Reviewing past meeting minutes placed on the Board of Directors' Portal (BODP) or sent electronically by the Secretary
6. Commit time needed to complete assigned tasks and to communicate progress and completion.



7. The annualized meeting schedule typically consists of nine (9) teleconferences and at a minimum three (3) face-to-face meetings per year. Both teleconferences and face-to-face meetings are defined as board meetings. Officers are expected to attend all meetings. Attendance at a minimum of seven (7) teleconferences and two (2) face-to-face board meetings are required to remain a Board Member in good standing.
8. Operate within budgetary guidelines established in the approved ACF budget listed under Governance for their position.
9. Recommend potential supporters for financial or in-kind contributions to ACF to the Executive Directors.
10. Recruit new members for the ACF organization.
11. Keep-up-to date on developments in the culinary field.
12. Serve as a board liaison (as assigned by the President) on committees, task forces and/or work groups developed by the Board of Directors.
13. Prepare and submit a report to be included in the ACF Annual Report. Each member's report is a recap of the previous year and should not include any information about current year or forward-looking statements. Reports are due to the Director of Communications
14. Maintain confidential information discussed and presented at their meetings and Executive Sessions.
15. Board members cannot speak on behalf of the entire Board except to repeat Board decisions that are on-record in the board meeting minutes.



Duties of the President

The President shall:

1. Report to the ACF Board of Governors
2. Serve as chair of the Board of Directors
3. Chair Executive Sessions
4. Be familiar with parliamentary procedures and Roberts Rules of Order
5. Create special task forces and advisory boards - including objectives to help guide their deliberations.
6. Appoint all Ad Hoc chairpersons
7. Chair the National Convention
8. Serve as an ex-officio, non-voting member of all ACF/ACFEF committees, except the Nominations & Elections Committee, Ethics and the Internal Audit Committee.
9. Serve as a member of the Board of Trustees of the American Culinary Federation Education Foundation.
10. The President, in conjunction with the National Treasurer and other board members, is responsible for presenting the proposed ACF and ACFEF operating budgets to the Board of Governors for each year of their administration to be enacted at the annual Board of Governors' meeting.
11. The President, in conjunction with the ACF Bylaws and Resolutions Committee, is responsible for maintaining the integrity and directions inherent in the ACF Bylaws and Policies and Procedure Manuals.
12. Prepare the *President's Message* for each issue of The National Culinary Review (NCR) and submit to the NCR Editor by appropriate deadline.
13. Prepare the *President's Message* for each issue of Sizzle and submit to the Sizzle Editor by appropriate deadline.
14. Serve as the official spokesperson for the ACF and ACFEF.
15. Serve as the official ACF representative to the World Association of Cooks Societies (WACS).

This office usually requires approximately 30-50 hours per month in addition to travel and meeting time.



Duties of the Immediate Past President

The Immediate Past President shall:

1. Report to the ACF Board of Governors
2. In the absence of the President, serve as Chair of the Board of Directors during meetings.
3. Perform the installation of new national officers (Passing the Gavel).
4. Serve as Board liaison (as assigned by the President) on committees, task forces, and/or work groups developed by the Board of Directors.
5. Chair the ACFEF Board of Trustees and shall preside at all meetings of ACFEF
 - a. The Chair votes only to break a tie
 - b. Shall review all minutes of meetings of ACFEF before release
 - c. Shall review all requests for funding in the best interest of the ACFEF and ACF
 - d. Shall perform other duties as designated by the Board of Trustees.

This office usually requires approximately 10 hours per month in addition to travel and meeting time.



Duties of the Secretary

The Secretary shall:

1. Report to the Board of Governors.
2. Be responsible for approving all official ACF correspondence.
3. Serve as the Secretary of the ACFEF. The Secretary has one (1) vote on the affairs and activities of the ACFEF.
4. Serve as Board liaison (as assigned by the President) on committees, task forces, and/or work groups developed by the Board of Directors.
5. Be responsible for keeping all membership records of the ACF. Be responsible for reporting accurate membership statistics and demographics to the ACF boards when needed.
6. Partner with the Executive Director to be sufficiently familiar with legal documents (Articles of Incorporation, Bylaws, IRS letters, etc.) to note applicability during meetings.
7. Construct and distribute agendas for each business meeting of the ACF.
8. In conjunction with the national office staff, send notices of all ACF business meetings to those who need to participate.
9. The ACF has paid staff that record meetings minutes and does legwork for the federation. The Secretary assures that the Secretary's responsibilities are fulfilled by staff.
 - a. Secretary takes minutes during the Board of Directors, Board of Governors and all other official business meetings of the ACF. Meetings will be electronically recorded and archived at the national office.
 - b. Minutes will be transcribed by the Federation Administrator, in a timely manner; this is based on the frequency of the board meetings. Secretary shall:
 - i. Review/Edit the draft of the minutes.
 - ii. Approve draft of the minutes and distribute to Board of Directors for their approval
 - iii. Distribute the approved minutes to the appropriate parties
10. Serve as the official liaison between the Board of Directors and the Board of Governors when official actions by the Boards are expected.

This office usually requires approximately 25-35 hours per month in addition to travel and meeting time.



Duties of the Treasurer

The Treasurer shall:

1. Report to the Board of Governors.
2. Serve as the Treasurer of the ACFEF. The Treasurer has (1) vote on the affairs and activities of the ACFEF.
3. Approves and signs all ACF and ACFEF checks.
4. The ACF has paid staff that prepares the financial records and does legwork for the federation. The Treasurer assures that the Treasurer's responsibilities are fulfilled by staff.
 - a. Oversee the financial affairs of the ACF and ACFEF in the day-to-day operations and investment policies and procedures
 - b. Oversee to the timely preparation of monthly, year-end reports, the Annual Report and annual budgets. Treasurer presents them to the ACF and ACFEF Boards for review. The Treasurer presents the proposed budget at the National Convention for the Board of Governors' approval.
 - c. Work in conjunction with the Director of Finance to ensure accurate and timely financial statements are made available to the Board of Directors and Board of Governors.
5. Serve as Board liaison (as assigned by the President) on committees, task forces, and/or work groups developed by the Board of Directors.
6. Partner with the Executive Director to be sufficiently familiar with legal documents (Articles of Incorporation, Bylaws, IRS letters, etc.) to note applicability during meetings.
7. Sign off on all financial statements (either formally or in practice), including but not limited to Form 990 tax returns, to ensure they are accurate, complete, and filed on time. Treasurer will notify the Board when these steps are complete.
8. Serve as board liaison on the Finance and Investment Task Force.
9. Serve as board liaison on the Internal Audit Committee
 - a. Solicit and reviews proposals from external auditors then makes recommendations to the Board of Directors for their approval.
 - b. Cooperate and coordinate with the Internal Audit Committee to assure that its audit functions are carried out in accordance with the Bylaws, State and Federal laws.

This office usually requires approximately 25-35 hours per month in addition to travel and meeting time.



Duties of the Regional Vice-President

The regions are Central, Northeast, Southeast and Western.

Regional Vice-President shall:

1. Report to the Board of Governors.
2. In conjunction with the Event Department, participates in the planning of the ACF Regional Conference held within their jurisdiction.
 - a. Preside at their regional meeting and general sessions with the exception of any ACF Board of Directors' or Board of Trustees' meetings which happen to be scheduled at the conference location (for convenience of the Board).
 - b. Regional Conferences are held annually between January 15 and April 30 and shall be coordinated with the schedule of the ACF President.
3. Represent the constituents within their region at each ACF official business meeting they are invited to, including but not limited to the meetings of the Board of Directors, ACFFEF Board of Trustees and Board of Governors.
4. Be responsible for the strength and stability of chapters within their jurisdiction
 - a. Serve as official mediator for any conflicts that might arise from within or between chapters within their jurisdictions.
 - b. Encourage chapter and membership growth within their jurisdiction.
 - c. Help rebuild weak chapters in their region or cause them to dissolve if unable to bring them back within the ACF Bylaw description for "chapter in good standing".
5. It is encouraged this position distribute a monthly regional newsletter. Submission of articles, notices for chapter events and photos to the Director of Communication for creation and electronic distribution to members of your region (who utilize email), Board of Directors and ACF staff. Deadlines will be communicated.
6. Serve as an ACFFEF Trustee. You have one (1) vote on the affairs and activities of the ACFFEF.
7. Represent ACF in region to foster ACF involvement and chapter growth and encourage increased member non-member participation.

This office usually requires approximately 25-35 hours per month in addition to travel and meeting time.



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New Officer Orientation

Newly elected national officers are required to be in attendance at the national convention to be sworn-in. Details provided at a later date.

A New Board Orientation will be scheduled at the President's discretion.