



National Officers' General Job Descriptions

(Updated April 7, 2022)

National President
Immediate Past President
National Secretary
National Treasurer
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.
 - 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:
 - Utilizing the agenda process to submit pertinent discussion items for Board consideration.
 - Submitting reports for Board review by required deadline.
 - Reviewing financial statements placed on the Board of Directors' Portal (BODP) or sent electronically by the Treasurer.
 - Reviewing past meeting minutes placed on the Board of Directors' Portal (BODP) or sent electronically by the Secretary.
 - Read Board information prior to scheduled meeting.
 - Adhere to ACF Social Media Guidelines.
6. Commit time needed to complete assigned tasks and to communicate progress and completion.
7. The annualized meeting schedule typically consists of teleconferences and face-to-face meetings.
 - Both teleconferences and face-to-face meetings are defined as board meetings. Officers are expected to attend all meetings.



- Attendance at 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. Be good Stewards of ACF finances.
 10. Recommend potential supporters for financial or in-kind contributions to ACF to the Executive Director.
 11. Recruit twelve (12) new professional members per year for the ACF organization.
 12. Keep-up-to date on developments in the culinary field.
 13. Serve as a board liaison (as assigned by the President) on committees, task forces and/or work groups developed by the Board of Directors.
 14. 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 Executive Director.
 15. Maintain confidential information discussed and presented at their meetings and Executive Sessions.
 16. Board members cannot speak on behalf of the entire Board except to repeat Board decisions that are on-record in the board meeting minutes.
 17. Board members are expected to be mentors to the future leaders of the ACF.



Duties of the National President

The National President shall:

1. Report to the ACF Board of Governors.
2. Serve as chair of the Board of Directors.
3. Chair Executive Sessions.
4. Chair of the ACFEF Board of Directors and shall preside at all meetings of ACF.
 - The Chair votes only to break a tie.
 - The Chair has one (1) vote on the affairs and activities of the ACF.
 - Shall review all minutes of meetings of ACFEF before release.
 - Shall review all requests for funding in the best interest of the ACFEF and ACF.
 - Shall perform other duties as designated by the Board of Directors.
5. Be familiar with Parliamentary Procedures and Roberts Rules of Order.
6. Create special task forces and advisory boards - including objectives to help guide their deliberations.
7. Appoint all Ad Hoc chairpersons.
8. Chair the National Convention.
 - Serve as 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 National 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 enacted at the annual Board of Governors' meeting.
11. The National 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 or determine the vision for the President's Message for each issue of The National Culinary Review (NCR) and submit to the NCR Editor by appropriate deadline.
13. Serve as the official spokesperson for the ACF.
14. 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 and the ACFEF Board of Trustees.
2. In the absence of the National 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 of the ACFEF Board of Trustees and shall preside at all meetings of ACFEF.
 - The Chair votes only to break a tie.
 - The Chair has one (1) vote on the affairs and activities of the ACF.
 - Shall review all minutes of meetings of ACFEF before release.
 - Shall review all requests for funding in the best interest of the ACFEF and ACF.
 - Shall perform other duties as designated by the Board of Trustees.
 - Select with ACF President ACF Team USA manager.

This office usually requires approximately 20 hours per month in addition to travel and meeting time.



Duties of the National Secretary

The Secretary shall:

1. Report to the Board of Governors.
2. Be responsible for overseeing and initially approving all official ACF Board of Directors' correspondence.
3. Serve as the National Secretary of the ACF and ACFEF.
 - The National Secretary has one (1) vote on the affairs and activities of the ACF and 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 and committees 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 and ACFEF.
8. In conjunction with the national office staff, send notices of all ACF and ACFEF business meetings appropriate individuals.
9. The ACF has paid staff that record meetings minutes and does legwork for the Federation and Foundation. The National Secretary assures that the National Secretary's responsibilities are fulfilled in a timely manner.
 - The National Secretary takes minutes during the Board of Directors, Board of Governors and all other official business meetings of the ACF and ACFEF.
 - Minutes will be transcribed by the national office, within thirty (30) days. This is based on the frequency of the board meetings.
 - Takes Roll Call at all ACF and ACFEF business meetings.
 - Follows and adheres to Roberts Rules of order during business meetings.
 - Actively engaged in the production and in person execution of the annual and special meetings of the Board of Governors.
 - Reviews and Edits the draft of the minutes.
 - Approve draft of the minutes and distribute to Board of Directors for their approval.
 - Distribute the approved minutes to the appropriate parties.
 - Knowledge of all Policy and Procedures.
 - Review annually Policies and Procedures of elected and ad hoc committees.
 - Review Bylaw changes for ACF and ACFEF.
 - Work with Nominations and Elections and Bylaws committees reviewing any recommended changes.
 - Working knowledge of Roberts Rules of Order



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



Duties of the National Treasurer

The National Treasurer shall:

1. Report to the Board of Governors.
2. Serve as the National Treasurer of the ACF and ACFEF.
 - The Treasurer has one (1) vote on the affairs and activities of the ACF and 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 National Treasurer assures that the National Treasurer's responsibilities are completed in a timely manner by the ACF staff.
 - Oversee the financial affairs of the ACF and ACFEF in the day-to-day operations.
 - Serves as Board Liaison to the Finance and Investment Task Force and Investment portfolio.
 - Oversees the timely preparation of monthly, year-end reports, the Annual Report and annual budgets. The National Treasurer presents a financial snapshot to the ACF and ACFEF Boards for discussion and review.
 - The National Treasurer presents the proposed budget at Board of Governors Budget meetings for the Board of Governors' approval.
 - Work in conjunction with the Chief Financial Officer (CFO) to ensure accurate and timely financial statements are made available to the Board of Directors, Board of Trustees and the Board of Governors and other approved individuals.
5. Serve as Board Liaison to the Internal Audit Committee, the Investment Task Force and any other committee, task force or advisory board assigned by the National President.
6. Partner with the Executive Director and the CFO 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. The National Treasurer will notify the Board when these steps are complete.
8. Serve as Board liaison on the Internal Audit Committee.
 - 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.
 - Complete a review and submit to the Board recommendations and questions raised by the Internal Audit committee.
9. Solicit and reviews proposals from external auditors then makes recommendations to the Board of Directors for their approval.

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. Attend ACF Board of Directors orientation training.
2. Report to the Board of Governors.
3. Serve as an ACFFEF Trustee. You have one (1) vote on the affairs and activities of the ACF and ACFFEF.
4. Preside at their regional meeting and general sessions with the exception of any ACF Board of Directors' or Board of Trustees' meetings which may be scheduled at the conference location.
5. Represent the constituents within their region at each ACF official business meeting, including but not limited to the meetings of the Board of Directors, ACFFEF Board of Trustees and Board of Governors.
6. Be responsible for the strength and stability of chapters within their jurisdiction.
 - Serve as official mediator for any conflicts that might arise from within or between chapters and individuals within their jurisdictions.
 - Encourage chapter and membership growth within their jurisdiction.
 - Help rebuild weak chapters in their region or to dissolve them if unable to bring the chapter back within the ACF Bylaw description for "chapter in good standing".
 - Represent ACF in region to foster ACF involvement and chapter growth and encourage increased member non-member participation.
7. It is encouraged this position distribute a quarterly regional newsletter. Submission of articles, notices for chapter events and photos should be sent to the National office for creation and electronic distribution to members of your region, Board of Directors and ACF staff.
8. Provide regional reports to Board of Directors and regional members as requested.
9. Monthly regional conference calls are encouraged to facilitate and disseminate information to regional ACF members.
10. Travel to non-ACF affiliated organizations, events to promote ACF and its benefits.
11. Facilitate ACF messaging and the importance of reposting ACF messages on social media.
12. Generate interest and candidates for all awards and competitions.
13. Generate interest and candidates for elected committee positions.

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



New Officer Orientation

Newly elected national officers are required to be in attendance at the national convention to take the oath of office. Details provided at a later date.

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