



ACF ChefConnect Roles and Responsibilities

Last revised August 28, 2020

American Culinary Federation, Inc. • Attention: Administration • 180 Center Place Way • St. Augustine, FL 32095 • Toll-free: (800) 624-9458 • www.acfchefs.org

ACF Regional Vice President's Roles and Responsibilities:

- ACF Regional VP's should be kept in the loop from the very beginning of the process and should happen in a timely fashion. Both the national office staff and the VP should communicate to each other in a timely fashion.
- VP's will serve as hosts of their corresponding regional events and should be present for the entire function, which includes but not limited to:
 - Member meet & greets.
 - Mainstage announcements with main event emcee.
 - Assist as host of regional business meetings and/or regional forms.
- The VP's should provide a true spirit of cooperation between the national office, outside service provider and then local chapter.
- Assist the events & hotel staff with menu development for specific lunch and/or dinner functions of the event; attend the final tasting and serve as support to the team.
- Provide recommendations and contact information to the education department for any educational seminars or demonstrations.
 - The ACF Director of Corporate & Professional Development will serve as the main contact to reach out to the contact provided and establish a contracts for all presenters at the various events.
- Assist the local chapter as they serve as the Chapter Ambassadors of the regional event, and ensure the chapter remains on track with agreed upon duties.
- Being available at the event for any help needed by staff or chapter member.
- Onsite there will be a scheduled "run of show" time to read and review all the final scripts, it is the VP's responsibility to read and become familiarized with the scripts to prior to arriving onsite.
- Complete and send out thank you notes as deemed appropriate to all parties involved with the event. Additional contacts will be provided by the events team if requested.
- VP's should be involved in the post event follow up meeting for the purposes of determining the success of the conference.

ACF Chapter Ambassador Roles and Responsibilities:

- Must complete the Chapter Ambassador Agreement
 - Conference calls on a monthly basis with VP and the national office will begin after agreement is completed.
 - Updates must be provided during the calls from the items listed on Chapter Ambassador agreement:
 - Volunteers
 - Grow your chapter (*recruit and target (25) nonmember professional and student registrations for the event to serve jointly as a membership drive for the chapter*)
 - Chapter Participation (*25% of the chapter members registered for the event*)
 - Welcome Reception & Pop-Up Tasting Action Stations



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- Onsite Responsibilities
 - Volunteer Check-In
- Chapters may also choose not to be involved with the event, the VP and national office may move forward without any chapter assistance or involvement.

ACF National Office Roles and Responsibilities:

- Site selection of the regional events should be executed through the direction of the executive direction and through the event staff and/or outsourcing partner.
 - Consideration will be given to proper dates (being sure to watch for holidays and possible weather), favorable contract with hotel, location, ease of getting there and cost of hotel rooms for our members and sponsor considerations.
 - There will be courtesy conversations with the ACF VP's and continual communication throughout the process.
- Securing national/regional sponsors for the conference and servicing sponsors in a professional way and informing the VP's on contractual obligations (*if warranted*) early in the process.
- Communicate with the VP's on potential sponsorships in the region.
- Provide the VP's with the in-process & final schedule of events.
- Solicit and select speakers/presenters for general sessions, meals, and all education sessions associated with the ChefConnect. The educational programming is the responsibility of the national office. Additional seminars that are provided by sponsors will be overseen by the national office.
- Best use of space, audio visual, utilities and room changes should be considered to allow for a more cost effective event – the national office needs to remain effective in these areas and will only communicate to necessary parties if warranted.
- The events team along with executive director and the chief financial officer of ACF will be responsible for finances and budget.
- Lead the menu development with the hotel and/or to include sponsors and donated products incorporation and provide VP's with the in-process & final menus for the event.
- Select entertainment for all ACF official events.
- Conduct and lead all the official communications with the ACF's selected event venue(s) and/or host hotel properties.
- Manage all competitor application and approval process for any competitions held in conjunction with the regional events.
- Serve as the sole provider for all official event and/or competition correspondence to both internal stakeholders within ACF's membership, externally to sponsors, partners, industry organization, as well as to the general public.
- Serve as the sole promoted of the regional event and manage all official public relations, press releases and/or media requests.



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- Maintain all records of registration.
- Provide medals, certificates and/or awards to participating members, partners and/or competitors.
- Provide function room space & (2) tables for volunteer check in at the host venue/hotel to chapter within the contracted programs dates of the event for use by the chapter as an office/meeting room, within the parameters and guidelines for such activities allowable by said venue/hotel.
 - This is listed within the chapter ambassador agreement, must have a completed agreement to provide function space and other details listed within the agreement.
- Provide the VP's with the final chapter ambassador agreement.
- The events team along with the executive director will provide a true spirit of cooperation between the office staff, outside providers, local chapter, and the Vice Presidents.
- The ultimate and final decision maker for any and all event related functions is the national office.