



# **Institute of Food Technologists**

*The Society for Food Science and Technology*

## **Student Association Operations Manual**

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**UPDATING THIS MANUAL**

*Upon identification of items that need to be changed within this document, a recommendation needs to be made to the IFT Student Association President, VP of Development & Communications and staff liaison. The SA Board of Directors must approve all changes to policy, responsibilities and deadlines.*

# **IFTSA Leadership Key Responsibilities and Deadlines**

# **Executive Office/Committee**

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## PRESIDENT

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**Mission of Position:**

The President is an elected officer responsible for the overall welfare and direction of the Student Association and head of the Executive Office/Committee. The President shall preside over all meetings of the SA Board of Directors, maintain fiscal responsibility and ensure that the SA proceeds in the strategic direction of the Institute and the SA.

**Key Responsibilities:**

- Serve as the voting student representative on the IFT Board of Directors.
- Serve as a voting member of the SA Board of Directors in the case of a tie vote.
- Convene and preside at all meetings of the SA BoD and other general meetings of the SA.
- See that all legally adopted resolutions and motions of the SA BoD are carried out and implemented by the appropriate representatives.
- Work with staff and the President-Elect to prepare the annual plan and budget and ensure that they are inline with the strategic direction of IFT and the SA.
- Appoint volunteers, if necessary, to open leadership positions and working groups with focused objectives, responsibilities, reporting structures, and deadlines (see protocols under Task Force Section) with approval from the SA BoD.
- Maintain a list of all active Task Forces and send reminders for reports & updates, as needed.
- Prepare an agenda for all SA Board meetings in cooperation with the staff liaison and ensure that it is properly communicated to the SA BoD and all SA volunteers in a timely manner.
- Assist the staff liaison with the schedule of events for the AMFE and upon approval from the BoD, disseminate the schedule to all SA leadership.
- Organize and implement the Student Association sponsored sessions at the AMFE.
- Organize, or designate an appropriate group or person to organize, the Mid-Year Meeting (MYM).
- Coordinate, or designate an appropriate volunteer to coordinate, special non-required programs or events for the year (i.e. representation at the FFA Convention, Science Olympiad, NSTA).
- Keep SA leadership informed of IFT and SA activities through monthly communication.
- Prepare the SA Annual Report upon request of the IFT staff liaison.
- Prepare a "welcome letter" with the staff liaison to be sent to new SA members throughout the year.
- Attend all relevant meetings and conference calls of the SA BoD.
- Update any pertinent information regarding the position before your term ends.
- Make sure that volunteers, members and student representatives fully understand their responsibilities and deadlines.
- Assist the President-Elect in assuming the duties of SA President

**Important Deadlines:**

October	Confirm MYM date and location and communicate this to the SA BoD.
	Begin working on the SA sponsored sessions for the AMFE (due in Dec.)
May	Send memo to both outgoing and incoming SA leadership; congratulate and welcome newly elected candidates and invite all to attend the SA Board meeting at the AMFE.
pre-AMFE	Develop budget and annual plan with President-Elect; communicate it to BoD at the AMFE.
June	Coordinate the invitation of the IFT Presidents and Executive Vice President to the SA Mixer and Welcome Assembly at the AMFE and communicate the State of the Student Association.

**Funding:**

The President is fully funded to the MYM, AMFE and a spring meeting of the three presidents in Chicago.

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## PRESIDENT-ELECT

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**Mission of Position:**

The President-Elect is an elected officer responsible for supporting the SA Board of Directors in the event of the President's absence as well as learning about IFT and the SA in preparation for their subsequent year as President. The President-Elect is a member of the SA Executive Office/Committee.

**Key Responsibilities:**

- Serve as an *ex-officio*, non-voting member of the IFT Board of Directors.
- Serve as a voting member of the SA Board of Directors.
- Assist IFT staff liaison with the development of the SA annual plan and budget for the following fiscal year for approval by the SA BoD.
- Recommend new Student Association leadership in consultation with staff, the Executive Office/Committee and the SA N&E Subcommittee for the following year for approval by the SA BoD.
- Assist the President with development of the SA sponsored sessions at the AMFE.
- Work with President and staff liaison to plan the SA Welcome Assembly
- In conjunction with the VP of IFT Relations, plan and execute the Area Representatives Development Orientation at the AMFE.
- Attend all relevant meetings and conference calls of the SA BoD.
- Update any pertinent information regarding the position before your term ends.
- Volunteer to help with other programs, initiatives and working groups when necessary.

**Important Deadlines:**

October	Work with the President on the development of the SA sponsored sessions at the AMFE.
April/May	<p>Appoint students to SA leadership positions following the announcement of IFTSA election results. Send names to IFT staff liaison and SA Board of Directors for review and approval and to the VP of Development and Communications to post online.</p> <p>Prepare for and plan the Area Representatives Development Orientation for the AMFE.</p>
pre-AMFE	Work with staff and the SA Executive Office to prepare the following year's annual plan & budget for review and approval by the SA Board of Directors.
AMFE	<p>Work with President and staff liaison to plan the SA Welcome Assembly and coordinate the passing of the gavel (to you) by the IFT President.</p> <p>Manage and execute the Area Representatives Development Orientation</p> <p>Host the SA Welcome Assembly.</p>

**Funding:**

The President-Elect is fully funded to the MYM, AMFE and a spring meeting of the three presidents in Chicago.

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## PAST PRESIDENT

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**Mission of Position:**

The Past President is responsible for supporting the current President and the SA Board of Directors, ensuring that the progress and success of the Association continues according to its strategic plan. They are a member of the SA Executive Office/Committee and responsible for wrapping up any unfinished business from their term as President.

**Key Responsibilities:**

- Serve as *ex officio*, non-voting member of the IFT Board of Directors.
- Serve as a voting member of the SA Board of Directors.
- Serve as the student representative on the IFT Foundation Board.
- Serve as Chair of the Nominations and Elections Subcommittee (see N&E Subcommittee Section).
- Work with the current and incoming President to develop the annual plan and budget.
- Organize and implement the new Board Orientation during the AMFE.
- Attend all relevant meetings and conference calls of the SA BoD.
- Update any pertinent information regarding the position before your term ends.
- Volunteer to help with other programs, working groups and developmental processes when necessary.

**Key Deadlines:**

October	Confirm that content for N&E website is updated and that the VP of Development and Communications has online application accessible.
	Begin advertising SA election and collecting nominations for elected and appointed positions. Be sure to include nomination methods within your communications. Reach out to SA volunteers and other students to nominate individuals; continue this throughout the year.
January	Ballot is due to IFT staff.
April/May	Notify those selected and those not of the election results.
pre-AMFE	Work with the Executive Office/Committee and staff liaison to appoint the volunteer leaders for the following year.

**Funding:**

The Past President is fully funded to the MYM, AMFE and a spring meeting of the three presidents in Chicago.

# **Area Representatives**

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## AREA REPRESENTATIVE

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**Mission of Position:**

Area representatives are voting members of the SA Board of Directors and responsible for representing the IFT student members in their respective areas. Once a year they are responsible for organizing an area meeting and college bowl competition among their area schools. Area representatives receive \$500 per year from the SA for expenses related to the Area Meeting. Soliciting donations from local companies is recommended. Before soliciting, please inform the VP Finance and IFT staff liaison. Often departments will help defray the costs of printing and mailing, don't be afraid to ask!

**Key Responsibilities:**

- Serve as a voting member of the SA Board of Directors.
- Establish and maintain close contact with representatives (chapter presidents and department heads) from student chapters in the area and reach out to inactive or potential chapters to offer support from the SA.
- Plan Area Meeting/College Bowl Competition. Location, date, judges and moderator should be arranged by the MYM of that year. *(see Area Rep. Checklist, Appendix B)*
- Collect 40 new college bowl questions from each participating team and submit them to the Director of the CBC prior to the Area Competition and in accordance with the submission guidelines.
- Following the Area College Bowl, reviewed and modified questions from judges should be confidentially sealed and sent to the SA Director of the College Bowl Competition for updating.
- Publicize and encourage participation for all SA events (Competitions, Area Meetings, AMFE).
- Send monthly communications to the student chapters and members within your area (and to the VP of Development & Communication (D&C) for posting online) including upcoming events, deadlines and competition rules and regulations; In addition, highlighting an individual chapter or member and/or sharing chapter "best practices" is recommended.
- Provide additional support for newly chartered or prospective chapters.
- Assist the N&E Subcommittee by providing names of eligible and interested candidates for appointed and elected SA leadership positions.
- Facilitate the staffing of the student booth during the Annual Meeting upon request of the VP of Membership Experiences.
- Moderate and update any online content pertaining to your area at the request of the VP of D&C.
- Attend all relevant meetings and conference calls of the SA BoD.
- Update any pertinent information regarding the position before your term ends.
- Volunteer to help with other programs, initiatives and working groups when necessary.

**Important Deadlines (see also Area Rep checklist):**

- |             |  |
|-------------|--|
| September   | Establish contact with student chapter presidents, advisors, and department heads.   |
| Oct. – Nov. | Begin looking for a location, moderator, judges and industry sponsors for your area meeting.   |
| Dec./Jan.   | Confirm location and judging panel and request buzzer (if needed) prior to MYM.<br><br>Submit candidates for SA leadership positions from your area to the N&E Subcommittee. |
| March/April | Hold area meeting and College Bowl Competition, preferably before May 1 <sup>st</sup> of that year.  |
| May         | Notify IFT staff liaison and VP of Competitions of Area College Bowl Competition winners.  |

**Funding:**

Area representatives are fully funded to the MYM and partially funded to the AMFE; they receive a \$375 travel grant and are reimbursed for their transportation costs to and from the meeting (flight, mileage).

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## AREA REPRESENTATIVE CHECK LIST

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### IFT Annual Meeting June-July (incoming Area Representative)

- Attend Chapter Leaders Workshop to meet the chapter presidents in your area exchange contact information.
- Meet with current area rep to review meeting, newsletter and communication challenges and best practices.

### Sept-December

- With the help of the chapter president, where the meeting is being held, begin looking for sponsors, judges and a moderator for your area meeting. Look for food companies in your Section, as well as in the Section where the meeting is taking place. (*ongoing*)
- Ask the chapter presidents for the contact of their universities college bowl captain, product development chair, faculty advisor and department head.
- Send all of the required information, about all of the SA competitions, to the chapter presidents and the respective chairs (product dev, college bowl).
- Get updates and pictures from chapter presidents to include in the first or second newsletter.
- Send the first newsletter with scholarship information, links, deadlines and area meeting information.
- Remind the college bowl teams to send their questions to the SA College Bowl Chair, as required for entry into the competition.

### January February

- Finalize the sponsors/ judges/moderator for your meeting; send the names to the College Bowl Chair.
- Send the college bowl rules to the judges and moderator. Send them the information about the College Bowl conference call.
- Thank the sponsors, judges, moderator for their agreeing to participate
- Remind the college bowl teams to send their questions to the SA College Bowl Chair.
- Finalize the hotel reservation for the teams.
- Finalize the location of the dinner, breakfast and lunch during. Make reservations and set the budget.
- Develop the area meeting program and send it to the chapter presidents to share with their chapter.
- Double check on all reservations, equipments, directions, laptops, personnel, arrivals contracts (Send to Kristen Flesch at IFT (kflesch@ift.org) to be thorough)

### March

- Remind the college bowl teams about their questions required for entry.
- Make sure everybody received the schedule and is aware of the date and time and location of the meeting (include directions).
- Finalize your own travel and double check your program for any changes, additions or modifications.
- Travel to the school a day before to double check everything.

### April

- Send the report of your area meeting to Kristen Flesch at IFT.
- Send a final report and thank you letter to the judges, moderator and all sponsors (cc: Kristen Flesch). *Optional: include some pictures and a thank you note signed by you and all the chapter presidents.*

### **Where to look for Funding and Sponsors:**

- Bring it up at your local IFT Section meeting and talk to your local IFT Section Chair; he/she will be of great help.
- Talk to the officers in your local Section, they know the companies that usually sponsor student activities.
- Talk to the local IFT Sections of the chapters participating in the area meeting.
- Look at the list of sponsors form the last area meeting.
- Look at food companies based in the same state/city/region as the area meeting.
- Talk to graduates from the university where the meeting is held. Alums are more motivated to get (or give) funding for local IFT events.

# Advisors

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## **FACULTY & INDUSTRY ADVISOR**

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**Mission of Position:**

The Faculty/Industry Advisor is responsible for guiding the SA leadership in their strategic direction. They are present to confirm that current and developing programs fit within the mission of the organization and will reflect positively on its professional image among food professionals. Advisors are requested to serve a three-year term.

**Key Responsibilities:**

- Provide guidance during SA Board meetings and conference calls by sharing academic and industry perspectives.
- Attend BoD meeting at MYM and AMFE.
- Provide guidance and assistance, as requested, by SA leadership.
- Assist VP of Finance in identifying and reaching out to potential corporate donors.
- Assist staff and SA presidents with outreach to industry, department heads and other university stakeholders.
- Serve as an unofficial officiate, or designate appropriate substitute officiate, for all SA competitions.
- Attend all relevant meetings and conference calls of the SA BoD.
- Update any pertinent information regarding the position before your term ends.
- Volunteer to help with other programs, working groups and developmental processes when necessary.

# Finance

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## VICE PRESIDENT of FINANCE

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**Mission of Position:**

The Vice President of Finance is an appointed position and is responsible for soliciting donations and sponsorships to fund current programs and new initiatives proposed by the SA Board of Directors. The VP of Finance works very closely with the IFT staff liaison on managing the budget and soliciting contributions and sponsorships.

**Key Responsibilities:**

- Work with IFT staff liaison to obtain contributions and sponsorships for IFTSA competitions, new and ongoing programs and events, and the SA general fund.
- Work cooperatively with the Fun Run Director to solicit contributions and sponsorships.
- Work with IFT staff liaison to advertise SA sponsorship opportunities in IFT communications.
- In cooperation with the Competition Directors and staff liaison, collect sponsor logos and organize signage during each of the AMFE events.
- Solicit door prizes for the Annual Meeting SA Welcome Assembly.
- Work with the staff liaison on the invoicing and collection of SA donations and sponsorships.
- Report on the status of donations and sponsorships at all SA Board meetings; prepare reports upon request.
- Keep SA leadership informed of sponsorship activity through quarterly communications.
- Attend all relevant meetings and conference calls of the SA BoD.
- Update any pertinent information regarding the position before your term ends.
- Volunteer to help with other programs, initiatives and working groups when necessary.

**Important Deadlines:**

October	Communicate annual goals, sponsorship plan and fundraising ideas to Director of Fun Run and BoD.
Nov. – Apr.	Work with IFT staff liaison to solicit companies for donations, sponsorships and door prizes. Donations should be made payable to the IFT Student Association and sent to the attention of the IFT staff liaison. Be sure to send hand-written thank you cards for all contributions!  Be aware of other solicitations being made by the Fun Run Committee and Area Reps.
pre-AMFE	Contact IFT staff liaison for instructions on shipping door prizes to the Annual Meeting and transmit information to sponsor companies.  Be sure staff liaison is aware of all sponsorships and donations made to the SA so all checks can be accounted for, companies can be properly recognized, and company logos can be requested and obtained.
post-AMFE	Send thank you letters to companies that sponsored events or donated money and/or door prizes during the AMFE.

**Funding:**

Vice Presidents are fully funded to the MYM and partially funded to the AMFE; they receive a \$375 travel grant and are reimbursed for their transportation costs to and from the meeting (flight, mileage).

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## Co-DIRECTORS of the FUN RUN

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**Mission of Position:**

The Fun Run Co-Directors, with the help of the IFT Foundation Coordinator, are responsible for organizing and conducting the IFTSA Fun Run. The Fun Run raises money for the IFT Foundation in support of student scholarships annually.

**Key Responsibilities:**

- Work with Foundation Coordinator to identify a Fun Run Committee of student volunteers.
- Obtain sponsorships and contributions for the event with help from the IFT Foundation Coordinator and Fun Run Committee. Be sure to keep the SA VP of Finance abreast of efforts.
- Promote the Fun Run via the IFTSA website, listserv, newsletter and area representatives. IFT Foundation Coordinator will advertise the event through IFT channels, including Food Technology magazine and electronic resources.
- Design, or have a contest to create a design for the Fun Run T-shirt. Work with IFT Foundation Coordinator to order shirts for participants and volunteers.
- Investigate auxiliary methods to increase awareness and participation in the event (chapter competition, industry teams, costume contests, etc.).
- Announce Fun Run results, sponsors and levels of sponsorship, and total monetary amount raised at the SA Welcome Assembly with the IFT Foundation Board Chair.
- Update any pertinent information regarding the position before your term ends.
- Volunteer to help with other programs, working groups and developmental processes when necessary.

**Important Deadlines:**

August	Contact IFT Foundation Coordinator to arrange first conference call.
September	<p>Hold conference call for Fun Run Committee to debrief on previous Fun Run and discuss goals for this year's Fun Run; be sure to always take meeting notes and distribute them to the committee after the call.</p> <p>Work with IFT Foundation Coordinator and IFTSA VP of Finance and IFTSA staff liaison to coordinate annual sponsorship goals and align your solicitation objectives and procedures.</p>
October	Send save-the-date and sponsorship letters to companies, IFT Divisions and Sections as a reminder to become a sponsor for the Fun Run. Send Corporate Team Challenge Flyers to companies, IFT Sections and Divisions.
November	Call meeting for Fun Run Committee to follow-up with corporate contacts and to make sure you're on pace to meet your contribution goal.
January	<p>Submit article for IFTSA winter newsletter.</p> <p>Confirm with VP or D&amp;C that the link on IFTSA website to sign up as a volunteer for the Fun Run is working.</p>
February	<p>Call meeting for Fun Run Committee to discuss status of goal, timeline, and logistics for race day. IFT Foundation staff will confirm the race management company.</p> <p>IFTSA Fun Run website updated by VP of D&amp;C with the following: event info, course, participant perks, team challenge, awards, volunteer info, registration, support, sponsors, training, past winners, top fundraisers and fun run flyer.</p>

- March Website launched (IFT and IFTSA) with registration information and pledge forms.
- April Chose t-shirt printing company.
- Send out letters to companies, IFT Divisions and Sections to remind them to become a sponsor for the upcoming Fun Run.
- May Send letter and volunteer pledge form to IFTSA Area Reps via email to recruit more volunteers.
- Work with t-shirt designers to design Fun Run and t-shirt.
- Submit article for spring IFTSA newsletter.
- Communicate to the IFT Board of Directors that their support is needed on the day of the run. As leaders in this organization everyone should participate in the Fun Run or consider volunteering on race day.
- Invite IFT Foundation Board Chair to present Fun Run results at the SA Welcome Assembly.
- Submit t-shirt design to IFT Foundation and Marketing staff to receive approval. Upon their approval, order t-shirts.
- AMFE Ensure that IFTSA Fun Run t-shirts are delivered to IFTSA booth.
- Manage the Fun Run on-site with help of IFT Foundation Coordinator.
- Post AMFE Send thank you notes to company sponsors and goodie bag donors.

**Funding:**

The Directors are partially funded to the IFT AMFE; they receive a \$300 travel grant and are reimbursed for their transportation costs to and from the meeting (flight, mileage).

# **Membership Experiences**

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## VICE PRESIDENT of MEMBERSHIP EXPERIENCES

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**Mission of Position:**

The VP of Membership Experiences is an appointed position responsible for communicating the benefits of current SA programs and exploring new program ideas to meet the ever-changing needs of membership.

**Key Responsibilities:**

- Work with IFT staff to promote the SA in the beginning of the academic year, focusing on membership recruitment and retention and identifying inactive chapters and reaching out to new chapters.
- Manage the IFTSA Excellence in Leadership Award (ELA), sponsored by Campbell's, presented at the AMFE Awards Celebration and SA Welcome Assembly. With a sponsor representative, present the ELA winners with plaques at the SA Welcome Assembly.
- Set up, manage, maintain, and take down the SA congregation areas (booth, lounge) at the AMFE.
- Work with, or designate an appropriate proxy to work with, the photographer during the AMFE to ensure that all competitions, events and SA meetings are covered. Be sure to write down names of all award winners in the order in which they are photographed. The two primary events will be the Welcome Assembly and Phi Tau Sigma Awards Celebration.
- Work with Area Reps to identify inactive student chapters and investigate engagement opportunities.
- Work with Area Reps to provide a valuable and welcoming experience for new student chapters.
- Work with staff liaison to plan and promote the student party and graduation celebration at the AMFE.
- As needed, manage the *ad hoc* Director of Strategic Initiatives.
- Attend all relevant meetings and conference calls of the SA BoD.
- Update any pertinent information regarding the position before your term ends.

**Important Deadlines:**

September	Discuss membership recruitment and retention plan with SA BoD.
October	Send announcement and applications for the Excellence in Leadership Award to department heads, chapter presidents and chapter advisors.
February	Deadline for submission of applications for the Excellence in Leadership Award.  Begin work on the SA party and graduation celebration at the AMFE. Determine budget from staff liaison and work with the presidents to establish objectives and venue possibilities.
April	Contact SA leadership and chapter presidents to request volunteers to staff the student congregation areas at the AMFE.  Finalize details and location for SA party and graduation celebration. Be sure to let the staff liaison know so it can be properly publicized in AMFE promotional materials.
May	Contact ELA sponsor representative about their role in the SA Welcome Assembly at AMFE.  Finalize volunteer schedule and SA graduation celebration logistics for the AMFE.
AMFE	Manage operation and staffing of SA congregation areas.  Assist IFT photographer to ensure pertinent SA events are covered and key photos are taken.

**Funding:**

Vice Presidents are fully funded to the MYM and partially funded to the AMFE; they receive a \$375 travel grant and are reimbursed for their transportation costs to and from the meeting (flight, mileage).

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## Ad Hoc DIRECTOR of STRATEGIC INITIATIVES

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**Mission of Position:**

The *ad hoc* Director of Strategic Initiatives is a temporary position appointed on an as-needed basis and is responsible for implementing new programs, events, and/or organizational initiatives approved by the SA BoD.

**Key Responsibilities:**

- Obtain goals and objectives of proposed initiatives from the SA President.
- Communicate an implementation plan to the SA BoD for approval.
- Communicate needs and implement initiative(s) using the proper channels of communication (room requests for AMFE to staff liaison, general communications to VP of Development & Communications (D&C), website postings to VP of D&C).
- Update any pertinent information regarding the position before your term ends.
- Volunteer to help with other programs, working groups and developmental processes when necessary.

**Important Deadlines** (flexible depending on initiative):

September Obtain objectives for proposed initiative(s) from President.

November Communicate implementation plan to SA BoD.

TBD Implement initiative.

**Funding (when applicable):**

The Director is partially funded to the IFT AMFE; if funded, they receive a \$300 travel grant and are reimbursed for their transportation costs to and from the meeting (flight, mileage).

# **Development & Communications**

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## VICE PRESIDENT of DEVELOPMENT & COMMUNICATIONS

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**Mission of Position:**

The VP of Development & Communications is responsible for all communications within the IFTSA and in ensuring that all communication (website, newsletter) to membership is professional, timely and accurate. The VP of D&C is also responsible for the content, appearance and usability of the IFTSA website (<http://www.iftsa.org>).

**Key Responsibilities:**

- Prepare meeting packets for all meetings of the SA BoD and distribute them in a timely manner to all participants; packets should include the agenda and all supporting information & materials.
- Ensure there is an accurate listing of SA leadership on [ift.org](http://ift.org) and [iftsa.org](http://iftsa.org) throughout the year.
- Update website, as necessary, with timely information, revised content or procedures, new programs or opportunities and upcoming IFT events and/or deadlines.
- Act as the content manager and moderator, in conjunction with the staff liaison, for the IFTSA student community area on the website.
- Contact area representatives to ensure that all area-specific content on the website is timely and accurate (chapter president's info, chapter and department website links).
- Contact competition directors to ensure that the information and critical dates for each competition are accurate, sponsors have been recognized and previous winners have been acknowledged.
- Work with Presidents, Vice Presidents and Directors to keep SA membership informed of upcoming programs, events and deadlines through monthly communication (via listserv).
- Prepare N&E website with relevant content, critical dates and an online nomination form. *(Note: The online submission form should be taken down following the election.)*
- Post announcements about Division, Section or other IFT sponsored programs.
- Gather content for each newsletter. Once content has been collected and edited, send to IFT staff liaison for assembly and distribution.
- Work with the staff liaison to plan, promote and execute student webcast(s) annually.
- Manage, as needed, the Director of *ad hoc* Global Relations.
- Attend all relevant meetings and conference calls of the SA BoD.
- Update any pertinent information regarding the position before your term ends.
- Volunteer to help with other programs, initiatives and working groups when necessary.

**Important Deadlines:**

September     Confirm there is an accurate listing of SA leadership online at [ift.org](http://ift.org) (SA area) and [iftsa.org](http://iftsa.org).

Transmit newsletter content deadlines& issue dates to all SA leadership.

October        Begin working with Past President on N&E website.

Quarterly      Collect content for newsletter, edit material and send to staff liaison for assembly and distribution.

Feb/March     Begin content updates to the IFTSA AMFE section of the website.

**Special Notes:**

A complete backup and mirror of the website should be kept at all times. Backup for the previous term should be obtained from the outgoing chair. Backup can be saved on the IFT website in the IFTSA folder.

**Funding:**

Vice Presidents are fully funded to the MYM and partially funded to the AMFE; they receive a \$375 travel grant and are reimbursed for their transportation costs to and from the meeting (flight, mileage).

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## Ad Hoc DIRECTOR of GLOBAL RELATIONS

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**Mission of Position:**

The *ad hoc* Director of Global Relations is a temporary position appointed on an as-needed basis and is responsible for implementing new global outreach programs, events, and/or organizational initiatives.

**Key Responsibilities:**

- Obtain goals and objectives of proposed initiative from the SA President.
- Communicate implementation plan to the SA BoD for approval.
- Communicate needs and implement global initiative(s) using the proper channels of communication (room requests for AMFE to staff liaison, general communications & website postings to VP of Development and Communications).
- Update any pertinent information regarding the position before your term ends.
- Volunteer to help with other programs, working groups and developmental processes when necessary.

**Important Deadlines** (flexible depending on initiative):

September Obtain objectives for proposed initiative(s) from President.

November Communicate implementation plan to SA BoD.

TBD Implement initiative.

**Funding (when applicable):**

The Director is partially funded to the IFT AMFE; if funded, they receive a \$300 travel grant and are reimbursed for their transportation costs to and from the meeting (flight, mileage).

# **IFT Relations**

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## VICE PRESIDENT of IFT RELATIONS

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**Mission of Position:**

The VP of IFT Relations is an appointed position responsible for representing, guiding and communicating with all student representatives on IFT divisions and workgroups.

**Key Responsibilities:**

- Work with IFT staff to keep SA leadership informed of IFT division activities through monthly communication that includes reminders of deadlines and competition updates.
- Foster communication and provide guidance to student representatives on IFT divisions and workgroups.
- Assemble and distribute directory of contact information for student representatives on IFT divisions to SA leadership and staff liaison.
- Plan, promote and manage the Chapter Leaders Workshop at the AMFE. The workshop should familiarize future chapter leaders with the fundamentals of IFT and IFTSA and how to recruit new members and leaders into their chapter. The workshop should focus on leadership development and provide an environment for them to foster relationships and to share and learn best practices from other chapter leaders and from current and future officers of the SA.
- Obtain the contact information for all chapter leaders and disseminate this information to the staff liaison, area representatives and VP of D&C.
- Find speakers, develop the program and execute the workshop at the AMFE.
- Request travel grants from the staff liaison for all eligible workshop participants.
- Manage the Chapter Leaders Challenge (CLC) following the AMFE. Chapter Leaders are encouraged to take what they learn at the workshop and apply it at the chapter-level for a chance to win a spot to attend the IFT Strategic Leadership Forum (SLF).
- Proactively seek volunteers to be student representatives on IFT workgroups for the following year; advertise through IFTSA newsletter, area newsletters and via the listserv.
- Work with President-Elect to plan and execute the Area Representatives Development Orientation at the AMFE.
- Twice throughout the year, collect status reports from student representatives on IFT workgroups and divisions about their progress, comments, challenges, etc.
- Attend all relevant meetings and conference calls of the SA BoD.
- Update any pertinent information regarding the position before your term ends.
- Volunteer to help with other programs, initiatives and working groups when necessary.

**Important Deadlines:**

September	Create directory of student representatives to IFT divisions and workgroups and disseminate to SA leadership.
	Remind chapter presidents about the Chapter Leaders Challenge (entry essays due in January).
October	Communicate with student representatives on IFT workgroups about expectations for the IFT October Leadership Meetings (be sure to emphasize the importance of their contributions to the workgroups and how essential it is to speak up!)
December	Confirm schedule of events for the workshop and communicate needs to the VP of Membership Experiences for scheduling at the AMFE.
January	Communicate the details and benefits of the workshop to current chapter leaders and familiarize them with the registration process, procedures and deadlines.

Chapter Leaders Challenge essays due from chapter presidents.

- February Remind student reps on divisions to work with their division chairs to find their replacement for the following year.
- Notify the chapter presidents that won the CLC and inform staff so they can be properly invited to the SLF.
- March Send invitation to all newly elected chapter leaders explaining the funding structure, schedule and expectations for the workshop at the IFT AMFE.
- April/May Finalize Chapter President's Workshop program and agenda.
- AMFE Manage Chapter Presidents Workshop.
- post-AMFE Work with staff liaison to ensure that all travel grants are sent to the chapter presidents that participated in the workshop.

**Funding:**

Vice Presidents are fully funded to the MYM and partially funded to the AMFE; they receive a \$375 travel grant and are reimbursed for their transportation costs to and from the meeting (flight, mileage).

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## STUDENT MEMBER on IFT WORKGROUP

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**Mission of Position:**

Students on IFT Workgroups are responsible for representing the views and strategic initiatives of the SA BoD, as well as bringing a student perspective to the business meetings of these individual IFT groups. It is imperative that the student representative maintain close contact with the VP of IFT Relations to receive information from the SA BoD and communicate it to the IFT groups and vice versa.

**Key Responsibilities:**

- Attend all meetings of respective IFT workgroups.
- Represent a student perspective at business meetings of respective IFT workgroup.
- Represent the views and strategic initiatives of the SA BoD at meetings of respective IFT workgroup.
- Maintain constant communication with VP of IFT Relations to keep updated on SA BoD activities.
- Update any pertinent information regarding the position before your term ends.
- Volunteer to help with other programs, working groups and developmental processes when necessary.

**Important Deadlines:**

September Introduce yourself to your workgroup chair and the SA VP of IFT Relations.

October If necessary, request pertinent information from the VP of IFT Relations to be taken to the fall meeting of the IFT workgroup (please note: not all IFT workgroups meet in October, you will receive an invitation from IFT or your workgroup chair if you are meeting).

IFT October Leadership Meetings.

AMFE If your workgroup is meeting, plan to attend this event.

**Funding:**

Student members on IFT workgroups receive \$500 to attend the AMFE (if their workgroup is meeting) and are fully funded to the October Leadership Meetings in Chicago (if their workgroup is meeting).

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## STUDENT REPRESENTATIVE to IFT DIVISIONS

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**Mission of Position:**

Student representatives on IFT divisions are responsible for representing the views and strategic initiatives of the SA BoD, as well as bringing a student perspective to the business meetings of these individual IFT groups. It is imperative that the student representative maintain close contact with the VP of IFT Relations to receive information from the SA BoD and communicate it to the IFT groups and vice versa.

**Key Responsibilities:**

- Attend all meetings of the IFT division.
- Represent a student perspective at business meetings of the IFT division.
- Represent the views and strategic initiatives of the SA BoD at meetings of the IFT division.
- Maintain constant communication with VP of IFT Relation to keep updated on SA BoD activities.
- Update any pertinent information regarding the position before your term ends.
- Volunteer to help with other programs, working groups and developmental processes when necessary.

**Important Deadlines:**

September     Introduce yourself to the IFT division chair and the SA VP of IFT Relations.

October        Request pertinent information from the VP of IFT Relations to be taken to all meetings of your division.

**Funding:**

Student representatives to IFT divisions may receive funding to the AMFE by their individual division. The IFTSA does not provide funding to division student representatives and questions about reimbursement should be handled through the division chair.

# Competitions

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## VICE PRESIDENT of COMPETITIONS

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**Mission of Position:**

The Vice President of Competitions is an appointed position responsible for overseeing all IFTSA competitions throughout the year and during the AMFE. They should act as a resource for the competition directors, assisting them with the execution of their competitions and guiding them through any complications or rule changes. The VP of Competitions chairs the SA Rule Change Subcommittee and is integral in the consideration and implementation of any modifications to current competition rules and regulations and adoption of new competitions.

**Key Responsibilities:**

- Serve as chair of the SA Rule Change Subcommittee. This Subcommittee is responsible for reviewing, implementing and communicating all rule changes for IFTSA competitions.
- Assist the President and staff liaison in the planning and coordination of the IFTSA Welcome Assembly at the AMFE, specifically with respect to the announcement of the competition winners.
- Oversee correct planning and implementation of all SA competitions (College Bowl, Chapter of the Year, Product Development and Undergraduate Research Paper Competition) and provide assistance throughout year and at the AMFE.
- Work with competition directors to arrange for appropriate recognition of competition judges on behalf of the IFTSA. Gifts should be presented at the AMFE or sent following the AMFE. The cost per gift should average \$30-40. Reimbursement will be handled by the IFT staff liaison; save your receipts.
- Ensure that a location has been identified and judges have been confirmed for all area meetings and College Bowl Competitions prior to the MYM.
- Coordinate shipment of buzzers through the IFT staff liaison to each area meeting when applicable.
- Keep SA leadership and membership informed through monthly communication that includes deadline reminders and competition updates.
- Evaluate SA competitions and make recommendations for improvement to the Rule Change Subcommittee and SA BoD.
- Inform the VP of Membership Experiences of specific photos that need to be taken of all competitions and competition winners during the AMFE.
- Coordinate collection of Phi Tau Sigma tickets from staff liaison, and distribute tickets to appropriate competition directors, winners and SA leadership.
- Prepare final report (names, winners, attendance, suggestions for improvement, complications) on the Student Association's competitions and submit it to the President before the end of term.
- Assist with any research and planning for new IFTSA competitions.
- Attend all relevant meetings and conference calls of the SA BoD.
- Update any pertinent information regarding the position before your term ends.
- Volunteer to help with other programs, initiatives and working groups when necessary.

**Important Deadlines:**

September	Confirm that any additions or modifications to competition rules for the current year have been posted online and updated in the rules section for the respective competition.  Communicate annual goals and objectives to competition directors.
Nov/Dec	Confirm that CBC judges have been identified for area meetings prior to the MYM.
December	Confirm schedule of events for the competitions with their respective chairs and communicate room request information and specific needs to the IFT staff liaison for scheduling at the AMFE.
January	Request from the staff liaison that buzzer systems are sent to area meetings.

- April Contact competition directors to confirm competition finalists and offer assistance for their AMFE event.
- April/May Confirm that all directors have submitted their competition finalists to the staff liaison for travel grant and award purposes.
- May Work with President and staff liaison to organize the SA Welcome Assembly.
- Contact Phi Tau Sigma Chair to remind them of the competitions which will be recognized at the PTS Student Awards Reception and to obtain tickets for competition finalists, directors and the SA BoD.
- Make sure appropriate competition directors are aware of their role in the SA Welcome Assembly.
- Submit competition photo requests to VP of Membership Experiences and staff liaison.
- AMFE Ensure successful execution of all SA competitions.
- post AMFE Ensure that IFT staff liaison has all the information needed to distribute awards and monetary rewards.

**Special Notes:**

At the October, 1995, Student Association MYM it was moved that any Competition Rule change, approved by the IFTSA Board of Directors, but not submitted to the IFT office by July 15, will not take affect until September 1 of the following year.

**Funding:**

Vice Presidents are fully funded to the MYM and partially funded to the AMFE; they receive a \$375 travel grant and are reimbursed for their transportation costs to and from the meeting (flight, mileage).

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## DIRECTOR of the PRODUCT DEVELOPMENT COMPETITION

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**Mission of Position:**

The Director of the IFTSA Product Development Competition is responsible for managing all aspects of the competition, from promotion to execution at the AMFE, while upholding its integrity and prestige.

**Key Responsibilities:**

- Publicize the competition by sending a letter and copy of the rules to area representatives for distribution to their respective chapters in the early fall.
- Submit announcement to SA leadership with competition deadlines, any pertinent rule changes and your contact information for dissemination to their respective groups and for publication in the newsletter and posting on the Web.
- Confirm those judges remaining on the panel and select replacement judges for those rotating off the panel (judges serve three year terms and are not allowed to serve consecutive terms). The IFT Product Development Division or competition sponsor will assist with finding judges when needed.
- Work with judges to facilitate timely distribution and evaluation of entries.
- Send IFT staff liaison and VP of Competitions list of finalists for travel grant purposes, award purposes and for inclusion in the SA Welcome Assembly Program and other IFT AMFE publications.
- In cooperation with the staff liaison, verify the eligibility of all team members at the time of their preliminary proposal submission.
- Notify finalists two and a half months prior to the AMFE and send them the contact information of the IFT staff liaison for travel grant information.
- Coordinate with IFT staff liaison and VP of Competitions to schedule rooms for all events at the AMFE, including the team meeting, oral presentation, product sampling, and poster presentation.
- Determine preparation facilities needed by teams and confirm availability with the IFT staff liaison.
- Organize and manage the competition finals during the AMFE.
- Verify that release forms are signed by all judges prior to tasting the products.
- Recognize participating teams and announce finalists at the SA Welcome Assembly and Phi Tau Sigma Awards ceremony during the AMFE.
- Provide IFT Publications staff with competition information (finalists, product information, etc.) prior to the AMFE for publication and promotion.
- Contact IFT staff liaison with competition results for publication in IFTLive.
- Submit any proposed competition rule changes to the VP of Competitions for approval through the Rule Change Subcommittee and final approval by the SA BoD.
- Submit any changes in the Rules and/or Procedures to the sponsor company for their review.
- Send score cards to the competition participants following the AMFE.
- Update any pertinent information regarding the position before your term ends.

**Important Deadlines:**

September	Send competition information and rules to the area reps for distribution and to the VP of D&C for inclusion in the fall communication.  Confirm competition information on IFTSA website is correct.
October	Confirm judges and alternate judges for the competition and send them the competition rules.
December	Confirm schedule of events for competition with VP of Competitions including room request information and set up information.
February	Deadline for preliminary proposals – confirm eligibility of proposals and send proposals to judges (February 15).

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- March Notify finalists and provide their contact information to IFT staff liaison for travel grant information.
- Send confidential list of finalists to IFT staff liaison, VP of Competitions, SA Presidents and IFT communications staff.
- May Deadline for final written proposals.
- Notify VP of Competitions of any special equipment needs for finalists. Confirm competition schedule and room assignment with IFT staff liaison and send this information to judges, finalists, area reps, and sponsor company.
- AMFE Ensure successful execution of SA Product Development Competition.
- Announce winners at SA Welcome Assembly.
- post-AMFE Ensure that IFT staff liaison has all the information needed to distribute awards and monetary rewards.

### **Funding:**

The Director is partially funded to the IFT AMFE; they receive a \$300 travel grant and are reimbursed for their transportation costs to and from the meeting (flight, mileage).

## **DIRECTOR of the DEVELOPING SOLUTIONS for DEVELOPING COUNTRIES COMPETITION**

### **Mission of Position:**

The Director of the IFTSA Developing Solutions for Developing Countries Competition is responsible for managing all aspects of the competition, from promotion to execution at the AMFE, while upholding its integrity and prestige.

### **Key Responsibilities:**

- Publicize the competition by sending a letter and copy of the rules to area representatives for distribution to their respective chapters in the early fall.
- Work with the staff liaison to publicize the competition to all Department Heads and the International Division to encourage participation by International teams.
- Submit announcement to SA leadership with competition deadlines, any pertinent rule changes and your contact information for dissemination to their respective groups and for publication in the newsletter and posting on the Web.
- Confirm those judges remaining on the panel and select replacement judges for those rotating off the panel (judges serve three year terms and are not allowed to serve consecutive terms). The IFT International Division or competition sponsor will assist with finding judges when needed.
- Work with judges to facilitate timely distribution and evaluation of entries.
- Send IFT staff liaison and VP of Competitions list of finalists for travel grant purposes, award purposes and for inclusion in the SA Welcome Assembly Program and other IFT AMFE publications.
- In cooperation with the staff liaison, verify the eligibility of all team members at the time of their preliminary proposal submission.
- Notify finalists two and a half months prior to the AMFE and send them the contact information of the IFT staff liaison for travel grant information.
- Coordinate with IFT staff liaison and VP of Competitions to schedule rooms for all events at the AMFE.
- Organize and manage the competition finals during the AMFE.
- Recognize participating teams and announce finalists at the SA Welcome Assembly and Phi Tau Sigma Awards reception during the AMFE.
- Provide IFT Publications staff with competition information (finalists, product information, etc.) prior to the AMFE for publication and promotion.
- Contact IFT staff liaison with competition results for publication in IFTLive.
- Submit any proposed competition rule changes to the VP of Competitions for approval through the Rule Change Subcommittee and final approval by the SA BoD.
- Submit any changes in the Rules and/or Procedures to the sponsor company for their review.
- Send score cards to the competition participants following the AMFE.
- Update any pertinent information regarding the position before your term ends.

### **Important Deadlines:**

September      Send competition information and rules to the area reps, Department Heads and appropriate Divisions for distribution, and to the VP of D&C for inclusion in the fall communication.

Confirm competition information on IFTSA website is correct.

October          Confirm judges and alternate judges for the competition and send them the competition rules.

December        Confirm schedule of events for competition with VP of Competitions including room request information and set up information.

February        Deadline for preliminary proposals – confirm eligibility of proposals and send proposals to judges (February 15).

- March      Notify finalists and provide their contact information to IFT staff liaison for travel grant information.
- Send list of finalists to IFT staff liaison, VP of Competitions, SA Presidents.
- May         Deadline for final written proposals.
- Notify VP of Competitions of any special equipment needs for finalists. Confirm competition schedule and room assignment with IFT staff liaison and send this information to judges, finalists, area reps, and sponsor company.
- Provide IFT Publications staff with competition information (finalist and product info, etc.) prior to the AMFE for publication and promotion.
- AMFE        Ensure successful execution of SA Product Development Competition.
- Announce winners at SA Welcome Assembly.
- post-AMFE   Ensure that IFT staff liaison has all the information needed to distribute awards and monetary rewards.

**Funding:**

The Director is partially funded to the IFT AMFE; they receive a \$300 travel grant and are reimbursed for their transportation costs to and from the meeting (flight, mileage).

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## DIRECTOR of the DISNEY: NUTRITIOUS FOOD for KIDS COMPETITION

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**Mission of Position:**

The Director of the IFTSA-Disney: Nutritious Food for Kids Product Development Competition is responsible for managing all aspects of the competition, from promotion to execution at the AMFE, while upholding its integrity and prestige.

**Key Responsibilities:**

- Work with staff liaison and sponsor company to publicize the competition by sending a letter and copy of the rules to Department Heads and area representatives for distribution in the early fall.
- Submit announcement to SA leadership with competition deadlines, any pertinent rule changes and your contact information for dissemination to their respective groups and for publication in the newsletter and posting on the Web.
- Confirm those judges remaining on the panel and select replacement judges for those rotating off the panel (judges serve three year terms and are not allowed to serve consecutive terms). The IFT Product Development Division or competition sponsor will assist with finding judges when needed.
- Work with judges to facilitate timely distribution and evaluation of entries.
- Send IFT staff liaison and VP of Competitions list of finalists for travel grant purposes, award purposes and for inclusion in the SA Welcome Assembly Program and other IFT AMFE publications.
- In cooperation with the staff liaison, verify the eligibility of all team members at the time of their preliminary proposal submission.
- Notify finalists two and a half months prior to the AMFE and send them the contact information of the IFT staff liaison for travel grant information.
- Coordinate with sponsor representative, IFT staff liaison and VP of Competitions to schedule rooms for all events at the AMFE, including the team meeting, product sampling, and oral finals.
- Determine preparation facilities needed by teams and confirm availability with the IFT staff liaison and sponsor representative.
- Organize and manage the competition finals during the AMFE.
- Verify that release forms are signed by all judges prior to tasting the products.
- Recognize participating teams and announce finalists at the SA Welcome Assembly and Phi Tau Sigma Awards reception during the AMFE.
- Provide IFT Publications staff with competition information (finalists, product information, etc.) prior to the AMFE for publication and promotion.
- Contact IFT staff liaison with competition results for publication in IFTLive.
- Submit any proposed competition rule changes to the VP of Competitions for approval through the Rule Change Subcommittee and final approval by the SA BoD.
- Submit any changes in the Rules and/or Procedures to the sponsor company for their review.
- Send score cards to the competition participants following the AMFE.
- Update any pertinent information regarding the position before your term ends.

**Important Deadlines:**

September	Send competition information and rules to the area reps and Department Heads for distribution and to the VP of D&C for inclusion in the fall communication.  Confirm competition information on IFTSA website is correct.
October	Confirm judges and alternate judges for the competition and send them the competition rules.
December	Confirm schedule of events for competition with VP of Competitions including room request information and set up information.
February	Deadline for preliminary proposals – confirm eligibility of proposals and send proposals to

- March      Notify finalists and provide their contact information to IFT staff liaison for travel grant information.
- Send list of finalists to IFT staff liaison, VP of Competitions, SA Presidents.
- May         Deadline for final written proposals.
- Notify VP of Competitions of any special equipment needs for finalists. Confirm competition schedule and room assignment with IFT staff liaison and send this information to judges, finalists, area reps, and sponsor company.
- Provide IFT Publications staff with competition information (finalist and product info, etc.) prior to the AMFE for publication and promotion.
- AMFE        Ensure successful execution of SA Product Development Competition.
- Announce winners at SA Welcome Assembly.
- post-AMFE   Ensure that IFT staff liaison has all the information needed to distribute awards and monetary rewards.

**Funding:**

The Director is partially funded to the IFT AMFE; they receive a \$300 travel grant and are reimbursed for their transportation costs to and from the meeting (flight, mileage).

**Note:**

All promotion and competition materials must be pre-approved by Disney's legal department. Work with staff liaison to ensure that all materials are properly reviewed and distributed.

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## DIRECTOR of the COLLEGE BOWL COMPETITION

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**Mission of Position:**

The Director of the IFTSA College Bowl Competition is responsible for managing all aspects of the competition, from promotion to execution at the AMFE, while upholding its integrity and prestige.

**Key Responsibilities:**

- Publicize the competition by sending a letter and copy of the rules to area representatives for distribution to their respective chapters in the early fall.
- Submit announcement to SA leadership with competition deadlines, any pertinent rule changes and your contact information for dissemination to their respective groups and for publication in the newsletter and posting on the Web.
- Send the confidentially sealed questions, to arrive at least five days prior to the area competitions, to each area representative.
- In cooperation with the IFT staff liaison, verify the eligibility of all members on the winning teams following the area meetings.
- Send finalists the contact information of the IFT staff liaison and send the staff liaison the contact information of the finalists for travel grant information.
- Solicit, categorize and record questions as stated in the rules and guidelines of the competition.
- Have new questions screened and edited by a panel of university faculty and industry and governments professionals.
- Revise questions sent back from area competition judges, as needed and where appropriate.
- Coordinate with IFT staff liaison and VP of Competitions to schedule rooms for CBC events at the AMFE.
- Confirm those judges remaining on the panel and select replacement judges for those rotating off the panel. The competition sponsor(s) will assist with finding judges when needed.
- Organize and manage all aspects of the competition during the AMFE.
- Following the finals at the AMFE, all equipment and materials should be packed up and moved to the designated place for pick-up and shipment back to the IFT office.
- Recognize participating teams and announce finalists at the SA Welcome Assembly and Phi Tau Sigma Awards reception during the AMFE.
- Contact IFT staff liaison with competition results for publication in the IFTLive.
- Submit any proposed competition rule changes to the VP of Competitions for approval through the Rule Change Subcommittee and final approval by the SA BoD.
- Update any pertinent information regarding the position before your term ends.

**Important Deadlines:**

**September**      Contact the department head and student chapter president of each university asking them to encourage participation at their institution. Recruit a panel of reviewers from different universities, governmental agencies, or members of the food industry to review and edit new questions, as well as update the existing database.

Send competition information and rules to area reps for distribution and include a reminder in the SA fall newsletter.

Begin establishing a system for gathering, reviewing and classifying questions. Send new questions to the panel of reviewers and revise the returned questions in the database.

Confirm that competition information on IFTSA website is correct.

**October**          Request submission of 25 new CBC questions from all SA leadership to be submitted by March 1.

November	Confirm that area representatives have decided on a location and date for their area meeting.
December	Confirm schedule of competition with VP of Competitions including room request information and other modifications to the set up.
April	Collect contact information of team members from the winners of each area competition and disseminate information to the VP of Competitions and staff liaison.  Contact the incoming competition director; discuss duties of the position and review upcoming responsibilities to be shared during the AMFE.
May	Confirm volunteers to help during the competition finals with timing and scorekeeping.  Supply judges and the moderator with a copy of the questions and answers that will be used during the competition finals. Ask for comments and collect copies of questions and notes from team tables.
June	Receive changes from competition judges, revise questions and prepare for AMFE.
AMFE	Ensure successful execution of SA College Bowl Competition.
post-AMFE	Ensure that IFT staff liaison has all the information needed to distribute awards and monetary rewards.

**Funding:**

The Director is partially funded to the IFT AMFE; they receive a \$300 travel grant and are reimbursed for their transportation costs to and from the meeting (flight, mileage).

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## DIRECTOR of the CHAPTER OF THE YEAR COMPETITION

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**Mission of Position:**

The Director of the IFTSA Chapter of the Year (COY) Competition is responsible for managing all aspects of the competition, from promotion to execution at the AMFE, while upholding its integrity and prestige.

**Key Responsibilities:**

- Publicize the competition through the area representatives, SA website, SA communication and university department heads.
- Confirm that area representatives have distributed the rules and score sheets needed for participation in the competition, to all of the student chapters in their area.
- Collect COY submissions, score them and compile the results of the competition.
- Results should be shared with the SA Presidents and the IFT staff liaison.
- Recognize participating chapters and announce winners at the SA Welcome Assembly.
- Submit any proposed competition rule changes to the VP of Competitions for approval through the Rule Change Subcommittee and final approval by the SA BoD.
- Update any pertinent information regarding the position before your term ends.

**Important Deadlines:**

September	<p>Contact the department head and student chapter president from each university asking them to encourage participation at their institution.</p> <p>Send competition information and rules to area representatives for distribution and make sure a reminder is included in the fall newsletter.</p> <p>Confirm competition information on IFT website is correct.</p>
October	Contact the area representatives to be sure they have distributed score sheets to all chapters.
March	Send reminder to competing chapters about May 1 deadline.
May 1	<p>Deadline for chapter submission.</p> <p>Contact IFT staff liaison with schools that are participating in the COY competition.</p>
mid- May	<p>Complete scoring and send names of finalists to IFT staff liaison so plaques and certificates for the finalists can be prepared.</p> <p>Inform the six finalists that they should prepare a table-top display for the SA Mixer at the AMFE.</p>
AMFE	Announce winners at SA Welcome Assembly.
post-AMFE	Ensure that IFT staff liaison has all the information needed to distribute awards and monetary rewards.

**Funding:**

The Director is partially funded to the IFT AMFE; they receive a \$300 travel grant and are reimbursed for their transportation costs to and from the meeting (flight, mileage).

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## DIRECTOR of the UNDERGRADUATE RESEARCH PAPER COMPETITION

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**Mission of Position:**

The Director of the IFTSA Undergraduate Research Paper Competition is responsible for managing all aspects of the competition, from promotion to execution at the AMFE, while upholding its integrity and prestige. The focus of the competition is to provide undergraduate students with an opportunity to develop their written and oral presentation skills.

**Key Responsibilities:**

- Publicize the competition through the area representative, SA website, SA communication and university department heads.
- Confirm three IFT members to serve as judges to review and evaluate submitted abstracts.
- In cooperation with the staff liaison, verify the eligibility of all participating students at the time of their abstract submission.
- In cooperation with the IFT staff liaison, ensure that judges are confirmed for the competition finals during the AMFE. Emphasize the need for judges to provide constructive feedback and advice on ways to improve their presentation skills.
- Send finalists the contact information of the IFT staff liaison for travel grant information and provide them with the location and time of the competition finals.
- Direct, manage and serve as the session moderator for the oral competition during the AMFE.
- Recognize competition finalists and winners during the Phi Tau Sigma Awards reception at the AMFE.
- Submit any proposed competition rule changes to the VP of Competitions for approval through the Rule Change Subcommittee and final approval by the SA BoD.
- Update any pertinent information regarding the position before your term ends.

**Important Deadlines:**

September	Send competition information to the area representatives and department heads for distribution and include a reminder in the SA fall communication.  Confirm competition information on IFT website is correct.
December	Confirm three IFT members to serve as judges and review/evaluate the submitted abstracts.
February	Contact Phi Tau Sigma liaison to arrange for judges during the finals at the AMFE.
March	Final deadline for "intent to enter" notices. Send procedures and rules to all prospective participants. Remind students of the letter needed from their department head.  Notify IFT staff liaison of all participants to confirm their IFT membership status.
late March	Deadline for receipt of four copies of the 500 word abstracts and letters from department heads. Screen abstracts for compliance with competition rules and immediately send a copy of each abstract to the judges (be sure the name of author is deleted).
May	Deadline for receipt of abstract scores from judges. Email list of finalists to all contestants, the staff liaison, VP of Competitions, SA Presidents, and Phi Tau Sigma Liaison.  Advise finalists to email the IFT staff liaison with their contact information travel grant purposes.  Request preparation of certificates, for finalists and participants, from Phi Tau Sigma liaison to be presented at AMFE.

- late May Inform finalists, with cc to their Department Head, of competition logistics: include a) the date, time and room of URPC Session; b) a reminder to number their slides in proper sequence; c) when and where to turn in their presentation; d) a copy of the session program; and e) a reminder to contact the IFT staff liaison for their travel grant if they have not already done so.
- AMFE Ensure successful execution of SA URPC.  
Announce winners at Phi Tau Sigma awards ceremony.
- post-AMFE Ensure that IFT staff liaison has all the information needed to distribute awards and monetary rewards.

**Funding:**

The Director is partially funded to the IFT AMFE; they receive a \$300 travel grant and are reimbursed for their transportation costs to and from the meeting (flight, mileage).

# **Standing Subcommittees**

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## NOMINATIONS & ELECTIONS SUBCOMMITTEE

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**Mission of Group:**

The Nominations and Elections (N&E) Subcommittee is comprised of the Past President (Chair), President-Elect, VP of Membership Experiences, and VP of IFT Relations, and is responsible for the nomination, election and appointment of Student Association leadership. Their goal is to ensure a diverse and capable pool of candidates, strengthening the breadth of representation by the Student Association.

**Key Responsibilities:**

- Seek candidates for the SA elected offices (President-Elect and area representatives); at least two candidates per office is required.
- Promote the election on the SA website, in all SA communications. Communicate the benefits of getting involved and all the volunteer opportunities available in the SA.
- Confirm the online N&E resources are updated and functioning properly.
- Collect photos and bios from each candidate, prepare the ballot and submit it to the IFT staff liaison.
- Work with IFT staff liaison to conduct the electronic election and promote it to the membership.
- Inform all non-winners of the other opportunities (appointed positions) available to them if they are interested.
- In conjunction with the SA President, notify all winners and SA membership of the election results.

**Important Deadlines:**

September	Communicate action plan and important deadlines for the N&E Subcommittee to all members of the Subcommittee.
October	Send announcement and updated N&E information to the VP of D&C and IFT staff liaison for distribution.  Contact current SA volunteers and student chapter presidents inviting them to self-nominate or nominate a peer for a SA elected or appointed position.
January	Deadline for receiving nominations. Report to SA BoD and IFT staff liaison the tentative slate of candidates and list of potential volunteers. Have IFT staff liaison check eligibility of all candidates.
mid-January	The final ballot (with bios and photos of candidates) is due to IFT staff liaison.
February	Notify members regarding electronic voting procedures and timeline.
March	Election opens for one month.
April	Report confidential election results to SA Presidents and advisors. Report general election results to all candidates and to the VP of D&C for public announcement.

**Special Notes:**

Number of votes received by candidates should be highly confidential. The N&E Subcommittee Chair, Presidents, Advisors and IFT staff liaison are the only individuals who should receive this information. Under no circumstances should the candidates be told the number of votes they (or any other candidate) received.

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## RULE CHANGE SUBCOMMITTEE

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**Mission of Group:**

The Rule Change Subcommittee is assembled as needed and responsible for considering all proposed rule changes to the IFT Student Association Competitions.

While changes in IFTSA Competition rules are sometimes necessary, frequent changes to the established rules can cause confusion to contestants and competition directors. This subcommittee provides a formal mechanism to consider IFTSA rule changes, especially considering the amount of financial support given by sponsors and organizational credibility leveraged through these competitions.

**Key Responsibilities:**

The Subcommittee will meet, as needed, to consider proposed rule changes to SA Competition. Suggested changes can be accepted from IFTSA members, IFTSA task forces, IFTSA competition chairs, and/or the SA BoD. Once considered, the subcommittee will recommend (by majority vote) to the SA BoD whether the rule change should be accepted. If the vote is not unanimous, a minority report can accompany the recommendation. The SA BoD will have the final vote on the proposal, which they can pass, fail, or send back to the Rule Change Subcommittee for further consideration. Rule change reports will be compiled by the IFTSA VP of D&C for historical purposes.

**Membership:**

The membership of the Rule Change Subcommittee is listed below. Members not specified will be appointed by the IFTSA President.

**Composition:**

The Rule Change Subcommittee is comprised of all competition chairs, two (2) at large members, and the Vice President of Competitions, serving as chair.

# **Operational Information**

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**IFTSA ORGANIZATIONAL CHART**

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to come.

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## IFTSA TASK FORCE PROTOCOL

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### I. Protocol for appointing Task Forces

A specific task is communicated by a requester to the IFTSA President who, in turn, presents the proposed task to the SA Board of Directors.

- A. If there is concurrence among the SA BoD, the President or Board member(s) appointed by the President, shall write the charges and recommend members for the Task Force. The requester may recommend members to the SA President. The proposed charges and members shall then be approved by vote from the SA BoD. The President will also appoint a Board member to serve as the SA Board Liaison to the Task Force. The charges may be amended by the SA BoD.

Written charges of the Task Force should include the following:

1. Name of the Task Force
  2. Members of the Task Force (leave blank for the SA President to complete)
  3. Date of appointment
  4. Historical Background with appropriate attachments, if necessary
  5. Charges of the Task Force with specific deadlines
  6. Expected outcomes with specific deadlines
  7. If there is no concurrence among SA BoD members, a reply or recommendation regarding the proposed task and charges will be communicated to the requester within 30 days of submission
- B. The SA President appoints the Chair of the Task Force, SA Board Liaison and its members within 30 days of Board approval. The SA Board Liaison presents and explains the charges to the Task Force Chair.
- C. A database of Task Forces, their charges and progress reports will be maintained by the President, in coordination with the VP of D&C. The President will issue reminders for the submission of required Task Force status summaries two months out from all BoD meetings.

### II. Appointing a liaison to the Task Force

The duties of the SA Board Liaison to the Task Force will be:

- A. To be the primary SA Board of Directors contact to the Task Force.
- B. To communicate with the Task Force Chair and determine if assigned tasks are clearly understood.
- C. If the charges are clear to the Task Force members as written, to review the reports, if any, determine if the Task Force is meeting the charges by the stated time lines, discuss the Task Force's progress with the Task Force Chair, and make recommendations to the SA Board of Directors.
- D. If the charges are unclear to the Task Force members as written, to request the IFTSA President to redefine the work to the Task Force. Follow the protocol for assigning Task Forces.
- E. To track the progress of the Task Force:
1. By reviewing the mid-year and annual status summary reports with the Task Force Chair.
  2. By maintaining communication with the Task Force Chair.
- F. To make recommendations to the SA BoD on the status of the Task Force.

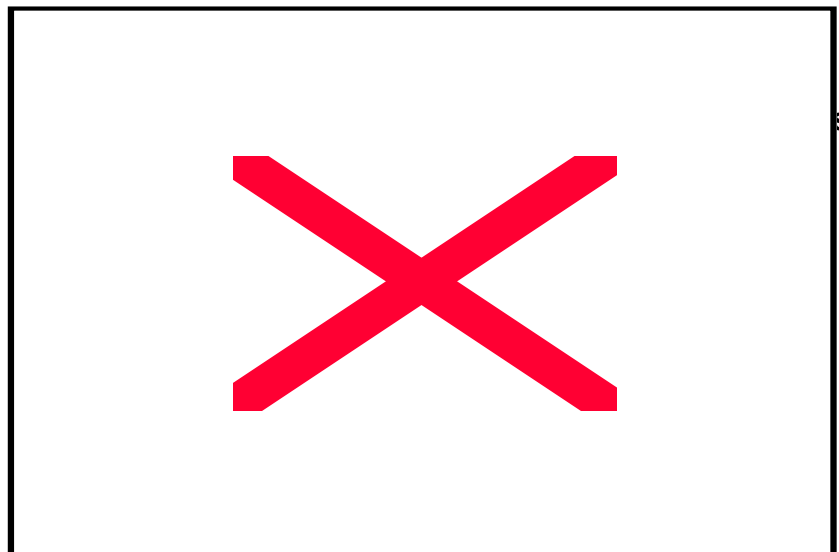
**III. Review and Disbanding of Task Forces**

The SA Board of Directors reviews all Task Force status summary reports. If necessary, the SA BoD may require other status reports, in addition to the scheduled mid-year and annual reports.

A. The SA Board of Directors may disband a Task Force when:

1. The charges have been completed. This is the expected end result of their effort.
2. The charges are not followed or have been changed without prior approval of the IFTSA President.
3. The required summaries and status reports are not submitted.
4. The activities of the Task Force are considered ongoing and should be reassigned to a standing committee.

B. If periodic oversight of the charges of a disbanded Task Force is necessary, the SA Executive Office/Committee may assign this function to a new Task Force.



# Appendix

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## APPENDIX A – COMMON ABBREVIATIONS & TERMS

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**Ad Hoc**

A group that is assembled for a specific project and disbanded following its completion.

**AMFE (Annual Meeting & Food Expo®)**

The annual meeting of IFT held in the summer.

**BoD or Board (Board of Directors)**

Can indicate both IFT and IFTSA Boards. These are the primary governing bodies of the Institute. The SA BoD includes the three Presidents, eight Area Reps, Advisor(s), IFT staff liaison and five non-voting Vice Presidents.

**CBC (College Bowl Competition)**

National quiz bowl tournament between University Food Science Chapter teams.

**CLW (Chapter Leaders Workshop)**

Training program for Chapter Leaders to gain knowledge of IFT and to develop leadership skills.

**COY (Chapter of the Year)**

Competition among food science chapters based on their level of activity and involvement over the year.

**ELA (Excellence in Leadership Award)**

Award given to top Graduate and Undergraduate student showing premier leadership qualities within their Chapter and IFT.

**IFT (Institute of Food Technologists)**

The preeminent organization for food scientists, parent organization of IFTSA.

**MYM (Mid-Year Meeting)**

Business meeting of the Student Association occurring in late fall or winter.

**N&E (Nominations and Elections)**

IFT & SA committee that is responsible for nominating and electing new officers annually.

**Ops (Operations)**

Name of this manual and the logistical guidelines for officers.

**PDC (Product Development Competition)**

National competition between food science chapter teams. Finals occur annually at the AMFE.

**Rep (Representative)**

A student who is representing either their geographic area or a workgroup on behalf of the SA.

**SA (Student Association)**

Group designated for student members within IFT.

**URPC (Undergraduate Research Paper Competition) –**

International competition for undergraduate students presenting their research in the field of food science.