

Minnesota Section IFT



Section Handbook

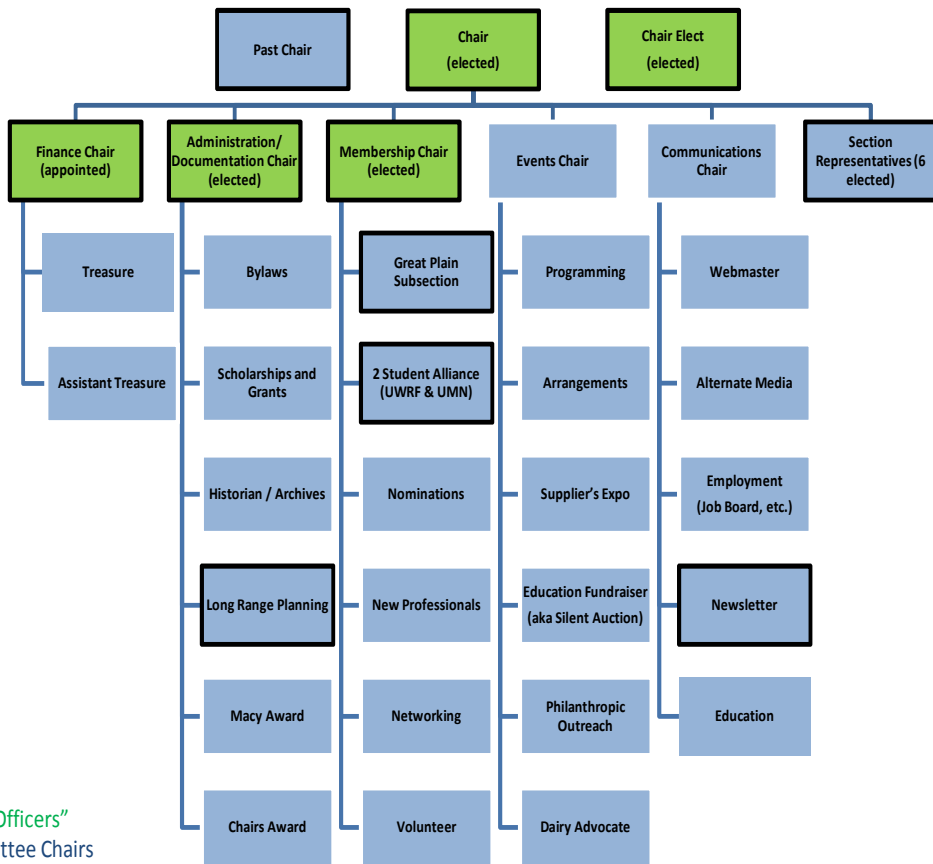
Committee Descriptions



June 2012



Minnesota IFT – Executive Committee Organizational Chart May 2012



Green Boxes: By-Law "Officers"
 Blue Boxes: Sub Committee Chairs
 Black Outlines: Voting Members (17)

**FINANCE
CHAIR**

Treasure

Assistant
Treasure

FINANCE Committee

Committee Purpose:

To advise MNIFT as to all financial matters, as well as:

- Management of investment and general operating fund accounts
- Coordination of tax return submission & financial review
-

Membership & Term:

4 members

Treasurer

Assistant Treasurer

2 additional committee members

No term limit for committee members

Annual Activities:

June

- submit a proposed budget for GOF for coming year (Assistant Treasurer)
- transfer funds from GOF to Investments account as appropriate (Treasurer/Assistant Treasurer)

July/August

- finalize budget for upcoming year

September

- submit documentation for MNIFT tax return from previous fiscal year (Treasurer)
- request section finance review (every other year) (Treasurer)
- Support Supplier's Expo as needed (Assistant Treasurer)
 - o Provide funding & collect & deposit income into GOF

September thru May

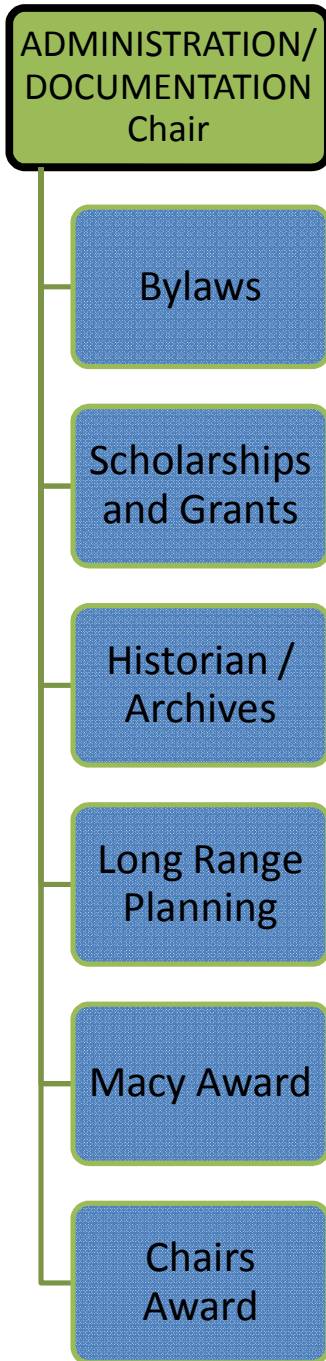
- Work w/ investments advisor to maintain appropriate investment mix (laddered strategy) as CDs/Bonds reach maturity (Treasurer/ Finance Chair)
- Reimburse individuals/pay facilities for activities/meetings as necessary from GOF (Assist Treasurer)
- Update GOF balance monthly (Assistant Treasurer)
- Update Investments Account funds balance monthly (Treasurer)

March

- Advise scholarship committee as to money available for scholarships (Treasurer/Finance Chair)

April/May

- Write checks for high school student scholarship winners (Assistant Treasurer)
- Write checks from investments account for Macy Award & undergrad/grad scholarships (Treasurer)



ADMINISTRATION/DOCUMENTATION CHAIR

Duties:

- Represent ByLaws, Scholarship/Grants, Historian/Archive, Long Range Planning, Macy Award, and Chairs Award committees at Minnesota Section Executive Committee meetings
- Assist Section Chair-Elect in identifying Committee Chairs for those committees responsible for
- Assist committee chairs in selecting section volunteers to populate committee
- Administrate committee chairs in creating annual tactical plans
- Administrate committee budget development and oversight by committee chairs

Term: 1 year

BYLAWS Committee

Committee Purpose:

The Bylaws Committee shall maintain continuing surveillance over the development of any conflicts between the MN Section Bylaws and the MN Section Constitution and Policies and Procedures Manual of the INSTITUTE. It shall review and make recommendations to the Executive Committee on all proposed amendments to the MN Section Bylaws and the Bylaws of the GPSS.

Membership & Term:

- 1 Committee Chair
- 2 Regional members
- No term limits

Annual Activities:

1. Monitor all National IFT governance activities that may impact the Section and keep the Executive Committee appraised.
2. Lead the development of items needing section membership voting in annual elections.
3. Maintain current version of approved By Laws

SCHOLARSHIPS AND GRANTS Committee

Committee Purpose:

Annual review and selection process for the award of annual Minnesota Section Scholarships and Grants to award eligible applicants for a pool of Minnesota Section regional student nominations. The purpose of these awards is to support the development of next generation Food Scientist and Nutritionist as well as reward to the students for their scholarship, IFT involvement and volunteerism.

Membership & Term:

6 Members:

- Committee Chair – no more than 2 consecutive year terms
- 4 Section Chairs – 2 year term, revolving 2 on/2 off each year
- 1 – Section Chair Elect – 1 year

The Chair who shall be appointed for a one year term, and shall normally and wherever practicable be appointed from among those persons who have previously served a regular two year term as a committee member.

Annual Activities:

- Place advertisements in Dec and Jan newsletters
- Get scholarship applications on website no later than January 3rd
- Appoint “champions” at each university to facilitate scholarship distribution and promotion (U of M, UWRF, SDSU, NDSU, and Food Science club presidents – first week of January).

Travel and Scholarship Awards

1. Applications and supporting letters due to committee chair by February 20 - send all materials to committee by February 27th
2. Committee scores applicants according to score sheet (provided to committee members) - scores returned to committee chair by March 20th.
3. Decisions as to awards made first week of April – date and time to be determined (chair will send tabulated data to committee and arrange conference call to discuss selection)

Caldwell Award

1. Nominations due to committee chair by February 27th
2. Applications due to committee chair by March 7th, (committee chair to send to committee by March 10)
3. Applicant scores by committee returned to committee chair by March 20th
4. Decisions as to award first week of April – date and time to be determined (committee chair will send tabulated data to committee and have conference call to discuss selection)
5. Notify recipients of awards April 10th, 2009 (by letter and phone call)
6. Award given at Recognition Night meeting – April

HISTORIAN/ARCHIVIST Committee

Committee Purpose:

The Bylaws Committee shall maintain continuing surveillance over the development of any conflicts between the MN Section Bylaws and the MN Section Constitution and Policies and Procedures Manual of the INSTITUTE. It shall review and make recommendations to the Executive Committee on all proposed amendments to the MN Section Bylaws and the Bylaws of the GPSS.

Membership & Term:

- 1 Committee Chair
- 2 Regional members
- No term limits

Annual Activities:

The goal is simply to save any material relating to the Minnesota section of IFT. These materials may be physical paper or electronic files.

LONG RANGE PLANNING Committee

Committee Purpose:

The LRP Committee shall review and evaluate existing activities, evaluate future SECTION needs, and make recommendations for changes or new activities.

Membership & Term:

5 Members:

- Committee Chair
- 2 Past Section Chairs
- 1 Member w/less than 3 years membership in IFT
- 1 General Member

No term limit for committee members

Annual Activities:

Survey: Opportunity to assess section needs/wants. Committee to submit requests for survey topics.

- Survey frequency as needed to support section activities.
- Process needed to select topic for survey. Survey focus/topic should be a collaboration of the executive committee.
- Execute Survey in March
- Results in May – to provide direction to committees in planning for upcoming year.

Plan Annual Retreat:

- Identify National & Section goals to ground and align committee/section work
- Create Agenda
- External Influences – review for impact on section and our goals
- Retreat to occur in Summer – June or July

HAROLD MACY FOOD SCIENCE AND TECHNOLOGY AWARD Committee

Committee Purpose:

Participate in the review and selection process of awardees from a pool of nationwide nominations.

Membership & Term:

Chair and five members:

- Chair who shall be appointed for a one year term, and who shall normally and wherever practicable be appointed from among those persons who have previously served a regular two year term as a committee member. The Chair of the Award Committee shall ***not serve more than two consecutive one year terms in this capacity.***
- Two members of which shall be appointed each year for a ***two year term***
- SECTION's Chair-Elect shall serve as the fifth member for a ***one year term***

Annual Activities:

1. Call for nomination in the IFT Food technology Magazine: **August 15 to Dec 31** (Chair send call for nominations by August 15)
2. Posting call for nominations on the MN-IFT website: **August 15** (Chair sent calls for nomination to the web manager by August 13)
3. Review of the section tools: **November/December** (Chair sends a draft to committee member for review)
4. Review of nomination: **January 01 to 15** (Chair compile the nomination document and send it out to committee members)
5. Award decision by the committee: **January 15** (Meeting or teleconferencing to discuss the award winner)
6. Notifying the award winner: **January 15 to 20th**
7. Planning and correspondence with the award winner: **January 15 to March** (The chair correspond with the award winner till the conference)
8. Ordering the plaque: **January 15 to March**
9. Create dinner meeting program: **February to March**
10. Award Dinner and presentation of the plaque: **March**
11. Post award activity: Travel reimbursement

Chair's Award

Purpose:

To recognize a member of the SECTION who has served the SECTION and the profession in an outstanding manner.

Award:

The award will consist of a suitably engraved plaque, citation for service, and expenses for the award meeting. The award will be presented at the first meeting of the SECTION program year.

Eligibility:

Current and past Regional Members, and Regional Associates of the Minnesota Section are eligible for this award.

Selection Committee:

The selection of the awardee shall be made by a committee composed of the current SECTION Chair and three (3), preferably immediate, past Chairs of the SECTION. The Committee will be chaired by the earliest elected member of the group, who will also be responsible for the award presentation.

Nominations:

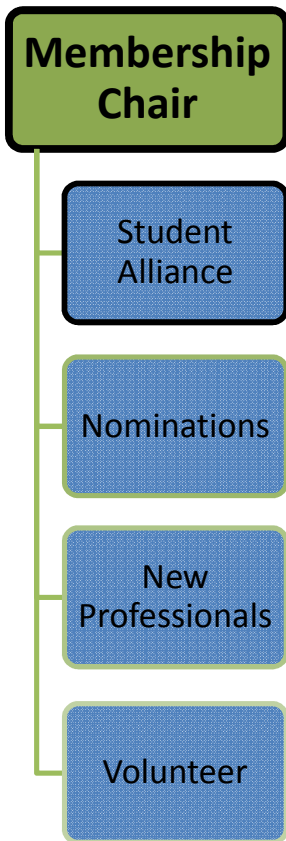
Nominations for the award may be made by any member of the SECTION and shall consist of no more than a two page description of the reasons for the nomination. The nomination shall be signed by no fewer than five (5) SECTION members in good standing. Nominations for the award may be received by the Committee Chair at any time during the program year, but must be received no later than sixty (60) days prior to the award presentation. Announcements of the award, deadline for nominations, and the procedure for nomination will be published at the appropriate times during the program year in the SECTION Newsletter. The Committee chair will establish deadlines for the nominations and call Committee meetings as needed. Nominations will not be carried over from one year to the next.

Selection:

- a. Selection of the awardee will be made by the Committee prior to the first meeting of the governance year, with sufficient lead time so that the announcement of the award will be made in the first SECTION Newsletter for that year.
- b. If no suitable recipient is nominated, the Committee may elect either to not give the award for the year or to select an awardee based on its own observations.
- c. The manner in which the awardee is selected by the Committee will be at the discretion of the Committee Chair for the year.

Expenses:

Any appropriate expenses incurred for this award, such as the plaque and citation, and the award dinner expenses, shall come from the Chair's Award Committee's budget for the program year involved.



MEMBERSHIP CHAIR

Duties:

- Represent Student Alliance, Nominations, New Professionals, & Volunteer committees at Minnesota Section Executive Committee meetings
- Assist Section Chair-Elect in identifying Committee Chairs for those committees responsible for
- Assist committee chairs in selecting section volunteers to populate committee
- Administrate committee chairs in creating annual tactical plans
- Administrate committee budget development and oversight by committee chairs

Term: 1 year

STUDENT ALLIANCE (UWRF & UMN) Committee

Committee Purpose:

The Student Alliance Committee provides student perspective and needs to the Minnesota Section IFT work. The committee also ensures that UMN and UWRF Food Science student membership in the section is meaningful and relevant.

Membership & Term:

Chair –

- Two (2) Co-Chairs: University of Minnesota Twin Cities, and University of Wisconsin River Falls
- Term – 1 year

Committee Members -

- 2 student members
- Term – 1 year

Activities:

- Sponsor Monthly Section Meeting Raffle
 - Solicit raffle donations from section membership and regional companies
 - Conduct raffle at meetings
- Organize volunteers to assist in the Annual Minnesota Section IFT Suppliers Expo
- Inform section members of relevant student activities and events for support and participation by section professional and regional members
- Facilitate mentoring and networking activities within the section professional and regional membership
- Support annual Student Night and “Industry vs. Student Mock College Bowl”
- Communicate IFT Scholarship opportunities to section student membership
- Co-Chairs of the Student Alliance Committee are voting members of the MN Section IFT Executive Committee and are required to attend the Executive Committee meetings to provide representation and a quorum for issues which require voting
- One co-chair is a member of the Newsletter committee

NOMINATIONS Committee

Committee Purpose:

The Nomination Committee shall develop and present the slate of candidates for elected positions in accordance with the regulations in the MN Section Bylaws.

Membership & Term:

Chair and two members:

- Chair and committee members will be regional members, one of whom shall be elected by the Executive Committee each year for a three (3) year term.
- Chair
 - shall be from among 3
 - appointed for a one year term
 - and who shall normally be from those elected from those elected by the Executive Committee each year for a 3 year term
 - shall be from among those persons who have previously served on the committee
- Committee members
 - On or before September 15,:
 - Section Chair shall propose three (3), but not fewer than two (2) regional members for membership on the nominating committee
 - Nominations for membership on the Nominating Committee may also be made by petition of the three (3) member of the Executive Committee submitted prior to October 1. Any Regional Member so nominated shall have their names included on the ballot.
 - Committee members shall be elected by secret ballot by the Executive committee not later than December 1
 - One shall be elected for a three (3) year

Annual Activities:

- Oct 1 – Established nominating committee to identify elected positions to be filled
- By Nov 15
 - Committee review to determine open offices for election
 - Communication of open positions to the membership (newsletter, email push, meeting announcement, etc.)
 - Review membership roster to identify potential candidates
 - Committee divides list and contact potential candidates
 - Compile list of all volunteer candidates and their office of interest
 - List will be reviewed by the Membership Chair for eligibility
 - Pictures and biographies will be requested from candidates
- By January 15
 - Ballot will be created with Candidate's picture and biography under office running for
 - Ballot will be submitted to Nation IFT for online elections

NEW PROFESSIONALS Committee

Committee Purpose:

The New Professionals Committee exists to promote learning, networking and engagement in the Minnesota section for new professionals by planning activities to this end. New professionals are defined as anyone who has recently graduated, or who has been in the food profession for less than 10 years.

Membership & Term:

5 Members, term within committee is not limited:

Committee Chair
4 general members

Annual Activities:

Goals

- Achieve high attendance (25+ per event)
- Be cost neutral on event expenses
- Foster engagement in new professionals as well as other section activities and events

Annual Events

- Annual Service event in the Fall
 - Ex: Food Science Fair, Feed My Starving Children, etc.
- Annual “learning” event in the Spring
 - Ex: Wine Tasting, Coffee 101, etc
- Annual Networking event in late Summer
 - Happy Hour, Bowling, Twins Game, etc.

Cater 1 event per year to engage new members

VOLUNTEER Committee

Committee Purpose:

This committee will serve other committees in sourcing and coordinating volunteers for MN IFT events and activities.

Membership & Term:

4 Members, term within committee is not limited:

2 Committee Co-Chair
2 General members

Annual Activities:

Goals:

- Create a “volunteer request form”
- Develop, field, summarize survey to identify volunteer interest and availability
- Create a “volunteer Coordinator” mailbox on Website – to receive & reply to requests for volunteers

Annual Events:

- Coordinate May Golf Event
- Holiday Party
- Trivia Event



EVENTS CHAIR

Duties:

- Represent Programming, Arrangements, Supplier Expo, Silent Auction, Philanthropic (Education) Outreach, & Dairy Advocate committees at the Minnesota Section Executive Committee meetings
- Assist Section Chair-Elect in identifying Committee Chairs for those committees responsible for
- Assist committee chairs in selecting section volunteers to populate committee
- Administrate committee chairs in creating annual tactical plans
- Administrate committee budget development and oversight by committee chairs

Term: 1 year

PROGRAMMING Committee

Committee Purpose:

Create a slate of dinner meeting speakers that are relevant and compelling for Minnesota Section Membership.

Membership & Term:

Chair Elect

4 Section Members; one to be chair of Dairy Advocate Committee and one Section Representative

Annual Planning Logistics:

Goal:

The program committee is responsible for planning the program for the CALENDAR YEAR following the election of the chair. This would include the spring program during his/her term as chair elect and the fall program during his/her term as chair.

Activities:

- By August - Determine section meeting dates for year (September – May)
- By August – Secure Monthly Section Meeting Program speakers for the following year January through December

ARRANGEMENTS Committee

Committee Purpose:

The arrangements committee is in charge of determining the locations that the monthly MN section IFT meetings will be held and the scheduling of those locations. The committee is also in charge of reservations from meal choices to ensuring the location and meal choices are in the monthly newsletter to taking reservations and checking people in. In addition, the committee will also coordinate other events as deemed necessary.

Membership & Term:

Capacity of 6 people

No term limit for committee members

Annual Planning Logistics:

- Location/Venue
- Directions/Parking
- Presentation and AV equipment set-up
- Speaker Contracts
- Networking Event
- Registration (online & on-site)
- Name Tags
- Food Menu
- Budget
- Newsletter Meeting Announcement
- Survey Feedback Card
- Attendance Tracking
- Documentation Record of Past Events

ARRANGEMENTS Committee (cont.)

Responsibilities:

1. Schedule meeting locations
 - 4-5 PM** - Exec Committee Meeting (If possible check if venue has a separate room with water provided for 10-20 people) Check with chair or chair elect if there will be a meeting that night
 - 5-6 PM** - Social/Hour Check In - Cash Bar if possible, table for check in with a couple chairs, coat rack
 - 6-7 PM** -Dinner
 - 7-8 to 8:30 PM** – Speaker
Request a table for check in and for AV equipment.
2. Cost considerations
 - Arrangements Budget \$25,000-30,000
 - Regular Meeting Member/Guest/Student contribution per meeting
 - Members' \$30-40
 - Retired/displaced \$13 -15
 - Students' \$5-10
 - Student Night
 - Sponsors \$45
 - Non Sponsor and Retired/Dislocated \$30-35
 - Students and chaperones are free
 - Verify with venue when final meal count numbers are due.

Check if venue will require a deposit, if full or partial payment is needed in advance and by what date, and if they accept payment in the form of a check. Many will ask for a credit card/check card to hold the date. MN IFT does not have a credit card/check card at this time. They will accept a deposit or prepayment in place of a credit card. Work with assistant treasurer to make sure venue receives payment by due date.

Note: Based on survey and Ex Comm. discussion would like more diverse/fun venues and was OK to increase the budget

Other costs –room rental- negotiate, cash bar, Service/gratuity (usually around 18-20 %)
Ask about parking options at venue.
3. Choose entrees-recommend two meat choices and one vegetarian, salad and dessert
4. Give meeting information to newsletter committee and webmasters by the monthly deadlines.
5. Record the reservations from website/webmaster- Anand sends the final registration list after registration closes. Last year reservations were automatically emailed to the chair for the check- in list. Chair emailed list to committee members doing check-in. Anand is sending an Excel spreadsheet periodically during the registration and a final registration list. Verify with venue on when final counts and payment are needed.

ARRANGEMENTS Committee (cont.)

6. Confirm that the speakers/ award winners and their guests are all on the reservation lists and what their entree choice is. MN IFT will pick up the cost for the speakers meal and sometimes the guest of the speaker. This is important to verify for the Student Recognition Meeting that everyone needs to register even if there is no payment that includes students and parents or chaperones.
7. Confirm dinner numbers with location site and meeting logistics such as table for raffles, AV equipment-microphone, speakers, video screen, computer, AV equipment table; Arrangements brings the MN IFT Computer Projector. Overbook meals by about 5-10 meals depending on how far out you have to give the final numbers.
8. Print name badges prior to meeting if possible; Have approval from exec committee to purchase permanent name badges lanyard style in the future.
9. Meeting night bring IFT tote/ Book Bag and computer projector. Check people in, take payments, have name tags, and give receipts as needed. Collect colored meal choice tickets after meetings if not provided by the restaurant/caterer.
We accept credit cards the night of the event. System accepts only Visa and Master Card. System DOES NOT accept American Express at this time due to added costs involved to process. Make sure venue receives any final payments due.
10. Complete Dinner Meeting Summary; copy to assistant treasurer along with money collected that evening or following day;keep a copy of summary.
Follow-up with any people who reserved a space but did not pay after the deadline. The online credit card system should minimize the number of people in this category. Cash and checks to assistant treasurer night of the meeting. Credit charges mailed to Anand Rao or designated person.
Exec follow-up- Get meeting schedule /budget from Executive committee to determine location and budget for the year. If possible check for other events that might conflict with attendance.
11. Student Recognition Meeting- the Arrangements Committee does the program. Collect information from Food Science Club presidents at each of the schools. Get award winners names from Education and Scholarship committee chairs. Will need tables or a stand to display 4 Science Fair winner projects.
12. Silent Auction Night – Make sure sufficient space is available and extra tables are available for set up of auction items. Help with onsite payments.
13. Use vouchers if supplies are needed to purchase supplies such as name badges, receipt book, markers etc.

SUPPLIER'S EXPO Committee

Committee Purpose:

The purpose of the Supplier's Expo is three-fold:

1. Organize an event that offers a meaningful interaction between supplier and customer.
2. Provide revenue for the Minnesota Section IFT Programs and objectives.
3. Continue to increase supplier participation through the increase in booth registrations.

Membership & Term:

Chair –

- One (1) chairperson
- Two (2) co-chairpersons
- Term - minimum one year, no maximum duration in position

Committee Members -

- 5 to 8 Members
- Term – minimum one year, no maximum tenure

Volunteer Time Commitment -

- Jan- March 1-2 hours
- April- May 2-3 hours
- June- 2-3 hours
- July 2-3 hours
- August 2-4 hours
- Sept- 3-10 hours
- Oct 3-10 hours
- Nov- 1-2 hours

Annual Expo Key Activities & Responsibilities:

Chair (1-2 people):

- gather registrations and payments
- arrange finances and budget
- schedule meetings
- assist in assigning booths
- main point of contact

SUPPLIER'S EXPO Committee (cont.)

Co Chair (1-2 people):

- Manage vendors- MCC
- decorator (Hubbell Tyner)
- Kebler Catering
- City of Minneapolis
- Assist in assigning booths
- attend meetings
- support chair
- 2nd point of contact

Directory (1-2 people):

- gather, organize and document registration information to be used in the directory
- design directory
- arrange for directory printing

Communications (1-2 People):

General Communications-

- Communicate registration dates (opening, closing, sample) information to all exhibitors
- Send email to potential exhibitor list once registration is open
- Communicate any updated information
- Communicate Expo dates to local industries

Broker Communications-

- work with brokers to estimate needs
- communicate booth assignments
- confirm broker directory lists

Advertising (1 person):

- Communicate and obtain ads from interested exhibitors
- Coordinate and stage advertising pages for directory
- Work with directory leads to incorporate ads into directory

Web Master (1 person plus support staff):

- Manage website for registrations, payments and communications

Support (1-3 people):

- coordinate volunteers (industry and U of M students) for Expo
- coordinate transportation
- help assign booths
- support other members of committee especially in Aug, Sept and Oct as volunteer hours increase

SILENT AUCTION Committee

Committee Purpose:

The Silent Auction committee is responsible for planning and executing the annual MN Section Silent Auction to raise money for the IFT Foundation Scholarship Fund. The Silent Auction committee should have at least four members for planning, preferably including the MN Section Liaison to the IFT Foundation. The Silent Auction committee can recruit additional members, as needed, to carry out the necessary actions to execute the silent auction.

Membership & Term:

Chairperson –

- One - two (co-)chairpersons
- Term - minimum one year, no maximum term in position

Committee Members -

- 4 Members
- Term – minimum one year, no maximum term

Annual Activities:

- Kick off meeting - Aug/Sept
 - Confirm committee membership, add members as needed
 - Select Silent Auction Theme
 - Ideate on donation sources
 - Assign solicitation of donations to committee members
- Bi-weekly meetings
 - check status
 - highlight concerns/ideas
 - assign roles to committee members
 - determine other key factors of the Silent Auction event
- Timeline for Silent Auction planning and execution:
 - Aug/Sept: team kickoff, prepare announcement for Oct/Nov newsletter
 - Oct/Nov: solicit donations, work with arrangements committee on logistics, develop web site, prepare announcement for Jan/Feb newsletters
 - Dec/Jan: collect donations, prepare online auction site, hold online auction
 - Feb: finish online auction, hold live auction, prepare article for Mar or Apr newsletter
 - Mar/Apr: present check to recipient(s) at dinner meeting
- Notes:
 - Key Donators: General Mills and Cargill
 - Solicit Re-occurring “Experiences”
 - Determine if new “Experiences” are available

PHILANTHROPIC (Education) OUTREACH Committee

Committee Purpose:

The Education committee is to promote food science as a career opportunity for students in K-12. The education committee will partner with the local universities and community colleges in expanding and explaining the multiple career opportunities available in the food science industry.

Membership & Term:

6+ members

All members have a two year commitment

Annual Activities:

- Minnesota State Science Fair
 - Need four to six judges
 - Timing = Late March to early April
 - Owner = Chair and team members

- Pair up with Kelly Scientific Resources for recruiting at career fairs
 - Attend local career fairs with food science information
 - Timing: Fall and Spring
 - Owner: Membership committee and education

- Traveling Science Show
 - Visit local elementary, middle and high schools with suitable food science experiments with presentations
 - Timing: TBD (specific training for experiments and schools must be identified)
 - Owner: Education committee and MN IFT

DAIRY ADVOCATE Committee

Committee Purpose:

The Dairy Advocate Committee shall promote a closer relationship among members of Minnesota Section IFT to improve and benefit the dairy foods segment of the food industry and help broaden the scientific and practical knowledge base of its members.

Membership & Term:

Chairperson –

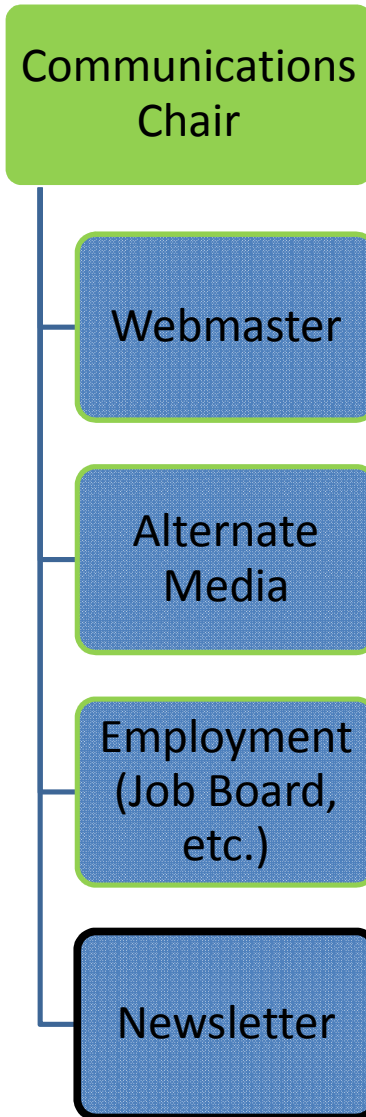
- Chair
- No maximum or minimum term

Committee Members -

- 2 Members
- No maximum or minimum term

Annual Activities:

- Chair to be a member of the Programming Committee
- Committee to collaborate on the identification of DAIRY ADVOCATE Committee sponsored speaker to be featured annually at selected Minnesota Section IFT meeting.



COMMUNICATIONS CHAIR

Duties:

- Represent Webmaster, Alternative Media, Employment (Job Board, etc.) & Newsletter committees at the Minnesota Section Executive Committee meetings
- Assist Section Chair-Elect in identifying Committee Chairs for those committees responsible for
- Assist committee chairs in selecting section volunteers to populate committee
- Administrate committee chairs in creating annual tactical plans
- Administrate committee budget development and oversight by committee chairs

Term: 1 year

WEBMASTER Committee

Committee Purpose:

The website committee is responsible for the maintenance and growth of the MN Section IFT website, containing information vital to the function of the MN Section IFT.

Goals of the committee include:

- Increase traffic to the MN-IFT site
 - Provide links
 - Frequent reminders
 - Easy access
- Relevancy
 - Keep website fresh and up-to-date
- Allow Exec. Comm. direct access to the site in order to save/archive info.
- Reformat website

Membership & Term:

Chair – No minimum or maximum term

Committee Members – as needed

Annual Activities:

- Send monthly meeting notices (Outlook meeting)

- Send Monthly Newsletters

ALTERNATE MEDIA Committee

Committee Purpose:

Provide leadership to Minnesota Section IFT in leveraging alternate media to improve communication, access, and collaboration within the Section. Media innovation is dynamic, resulting in numerous venues that may be appropriate for IFT membership. This would include electronic, chat boards, Twitter, social networking, print media, etc.

Membership & Term:

Chair – No minimum or maximum term

Committee Members – as needed

Annual Activities:

- TBD

EMPLOYMENT Committee

Committee Purpose:

Assist Minnesota Section IFT members with job placement, displaced workers, professional skills development, and mentoring opportunities.

Membership & Term:

Chair – No minimum or maximum term

Committee Members – as needed

Annual Activities:

- Solicit and collect employment listings from companies and placement firms
- List postings on the Minnesota Section IFT website (mnift.org) and in the newsletter.
- Identify professional skills development workshops and seminars

NEWSLETTER Committee

Committee Purpose:

The Newsletter shall serve as an announcement of the time, place, and program of each meeting and may contain other information such as University news, chair's message, membership profiles, announcements, technical advancements, and other relevant information.

Membership & Term:

- Co-Chairs – two (2)
The co-chairs will serve as EDITORS of the Minnesota Section Newsletter
- Student Alliance Committee Chairs (UMN & UWRF) – Food Science Club presidents
- Additional support from members/academia as deemed appropriate

Tenure – no minimum or maximum tenure guidelines

Annual Activities:

- All committee leads on an accurate up-to-date database.
- Access to 1) Microsoft Publisher and 2) Adobe Professional Access.
- Accrue dates of all meetings from arrangements committee in regards to setting up a time line for the Newsletter. Then produce excel file that designates which editor will be working on.
- Follow standard format of past newsletters.
- Work closely with Website Editor.
- Archive of newsletter online.
- Open communication with all committee leads to gather accurate up-to-date information for the newsletter.
- Work with Food Science presidents, or student volunteers, to help with the 'Member Profile' within the newsletter.
- Innovation Corner

Section
Representatives
(6)

SECTION REPRESENTATIVES

(FKA: Councilors, Alt Councilors)

Purpose:

The role of Section representatives is to provide:

- volunteers with opportunity for development of leadership skills within IFT
- section a group of volunteers that can link mission and initiatives within National IFT to the Minnesota Section IFT
- section representation at National IFT meetings in the forum of the Annual Meeting and Expo “Town Hall Meeting”
- dedicated volunteers to work on critical committees (Program, Nominating, Long Range Planning, Membership, Harold Macy, Education, Scholarship)

Membership & Term:

Four (4) positions

Eligibility – “Regional Members who are Professional Members of the INSTITUTE, and must reside within the SECTION zip code areas when elected and for the duration of their terms of office”.

Term: (2) years

Activities:

- Attend Monthly Section meetings
- Attend Minnesota Section Executive Committee meetings - *Voting members of the Executive Committee*
- Mandatory participation on a committees – representative can select their committee
- Encouraged to Attend IFT National Annual Meeting & Food Expo and participate in the Town Hall Forum.

History:

The Section Representative is an evolution of the previous Councilor, Alternate Councilors and Member-At-Large positions. The roles comprised 14 positions within the Minnesota Section IFT: 2 Members at Large, 6 Councilors, & 6 Alternate Councilors.

The Councilor and Alternate-Councilor positions were elected positions, with the requirement that these individuals would represent the Minnesota Section at the Annual IFT Meeting and Expo **Councilors Meeting**. These Councilors were the governing body for National IFT, and as a result of the governance reorganization of National IFT to a Executive Board model, Section and Councilors were no longer necessary.

In 2007, the Minnesota Section IFT re-defined the councilor role and proposed the structure that is described above.