



Institute of Food Technologists  
**Student Association**

# Operations Manual

*Revision: July 2024*



## TABLE OF CONTENTS

Executive Office .....	5
PRESIDENT .....	5
PRESIDENT-ELECT .....	7
PAST PRESIDENT .....	9
FACULTY & INDUSTRY ADVISOR .....	10
Board Of Directors .....	11
VICE PRESIDENT OF DIGITAL AND SOCIAL MEDIA .....	11
VICE PRESIDENT OF MEMBERSHIP ENGAGEMENT .....	13
VICE PRESIDENT OF EVENTS AND EXPERIENCES .....	14
VICE PRESIDENT OF CHAPTER ENGAGEMENT .....	16
VICE PRESIDENT OF COMPETITIONS .....	18
MEMBER AT LARGE .....	21
Coordinator Roles .....	22
REGIONAL COLLEGE BOWL COORDINATOR .....	22
REGIONAL COLLEGE BOWL COORDINATOR CHECKLIST .....	24
SELECTION OF REGIONAL COLLEGE BOWL (RCB) LOCATION AND REGIONAL COLLEGE BOWL COORDINATOR (RCBC): .....	25
Competition and Award Chairs .....	26
CHAIR OF THE IFTSA AND MARS WRIGLEY PRODUCT DEVELOPMENT COMPETITION .....	26
CHAIR OF THE DEVELOPING SOLUTIONS FOR DEVELOPING COUNTRIES COMPETITION .....	28
CHAIR OF THE IFTSA SMART SNACKS FOR KIDS COMPETITION .....	30
CHAIR(S) OF THE COLLEGE BOWL COMPETITION .....	31
CHAIR OF THE UNDERGRADUATE RESEARCH COMPETITION .....	34
CHAIR OF THE GRADUATE RESEARCH VIDEO COMPETITION .....	36
Other Chair Positions .....	38
SOCIAL MEDIA MANAGER .....	38
Standing Subcommittees .....	39
NOMINATING COMMITTEE .....	39
RULE CHANGE SUBCOMMITTEE .....	41
STRATEGIC PLANNING COMMITTEE .....	42
IFTSA Organizational Chart .....	44
IFTSA Task Force Protocol .....	46
Accountability Process .....	48
<i>APPENDICES</i> .....	<i>51</i>
APPENDIX A – Common Abbreviations & Terms .....	52
APPENDIX B – IFT Member Code Of Professional Conduct .....	55



## IFTSA NONDISCRIMINATION STATEMENT

The Institute of Food Technologist Student Association does not discriminate against any individual or group on the basis of but not limited to, gender, ethnicity, creed, race, religion, disability, sexual orientation, gender expression, gender identity, age, national origin, veteran status, or any emerging marginalized groups. It is the policy of this organization to be open and welcoming to all students.

Membership and all privileges, including voting and officer positions, must be extended to all students without regard for, but not limited to, gender, ethnicity, creed, race, religion, disability, sexual orientation, gender expression, gender identity, age, national origin, veteran status, or any emerging marginalized groups. Where possible IFTSA will provide reasonable accommodations for medical and religious reasons.

Harassment, whether verbal, physical, or visual, based on any of these characteristics is a form of discrimination. Any behaviors in violation of this statement or that create a non-welcoming environment for other students are not condoned and may result in termination of the volunteer role or removal from the Institute of Food Technologist Student Association volunteer programs indefinitely.



# **IFTSA LEADERSHIP**

## **KEY RESPONSIBILITIES AND DEADLINES**



## Executive Office

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### PRESIDENT

#### Mission of Position:

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

#### Key Responsibilities:

- Serve as an ex officio; voting member of the IFT Board of Directors.
- Serve as a voting member of the IFTSA Board of Directors (BoD) in the case of a tie vote.
- Convene and preside over all meetings of the IFTSA BoD and other general meetings of the IFTSA.
- See that all legally adopted resolutions and motions of the IFTSA BoD are carried out and implemented by the appropriate representatives.
- Work with the IFT staff and the Executive Office to prepare the annual goals and budget and ensure that they are in line with the strategic direction of the IFT and the IFTSA.
- Work with IFT staff to keep IFTSA leadership informed of student leadership activities at chapter, division, and section levels.
- 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 IFTSA BoD.
- Maintain a list of all active Task Forces and send reminders for reports & updates, as needed.
- Prepare an agenda for all IFTSA Board meetings in cooperation with the IFT Staff Liaison and ensure that it is properly communicated to the IFTSA BoD and all IFTSA volunteers in a timely manner.
- Assist the IFT Staff Liaison with the schedule of events for the IFT annual meeting and upon approval from the BoD, disseminate the schedule to all IFTSA leadership.
- Organize and implement the Student Association-sponsored sessions at the IFT annual meeting.
- 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
- Prepare the IFTSA Annual Report upon request of the IFT Staff Liaison.
- Prepare updates on the state of the association three times annually in coordination with the Executive Committee. Attend all relevant meetings and conference calls of the IFTSA BoD.
- Complete an End of Year (EoY) report prior to the end of the volunteer term (August 31st) with all information and updates from the term serving in the role.
- Make sure that volunteers, members, and student representatives fully understand their responsibilities and deadlines.
- Assist the President-Elect in assuming the duties of IFTSA President.
- Attend all required meetings and calls for the IFTSA BoD and relevant task forces and work groups.
- Adhere to the IFT Code of Conduct.



### **Important Deadlines:**

#### September:

- Confirm the MYM date and location and communicate this to the IFTSA BoD.
- Begin working on the IFTSA-sponsored sessions for the IFT annual meeting (due in December) May:
- Send a memo to both outgoing and incoming IFTSA leadership; congratulate and welcome newly elected candidates and invite all to attend the IFTSA Board meeting at the IFT annual meeting. Pre-Annual Meeting:
- Develop a budget and annual plan with President-Elect; communicate it to BoD at the IFT annual meeting.

#### June:

- Coordinate the invitation of the IFT Presidents and Executive Vice President to the IFTSA Mixer and Closing Ceremony at the IFT annual meeting and communicate the State of the Student Association.
- Initiate End of Year Reports and Board Transition process.

### **Funding:**

The president is fully funded to the mym and fully funded to the IFT annual meeting. *See Appendix A for definition of partially and fully funded experiences.*



## **PRESIDENT-ELECT**

### **Mission of Position:**

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

### **Key Responsibilities:**

- Serve as an ex officio; voting member of the IFT Board of Directors.
- Serve as a voting member of the IFTSA Board of Directors (BoD).
- Assist IFT Staff Liaison with the development of the IFTSA annual goals, revised objectives (if necessary), and budget for the following fiscal year for approval by the IFTSA BoD.
- Recommend new Student Association leadership in consultation with staff, the Executive Office, and the IFTSA Nominating Committee for the following year for approval by the IFTSA BoD.
- Serve as Chair of the IFTSA Strategic Planning Committee (see Strategic Planning Committee section).
- Coordinate the program assessment process by collecting records from all IFTSA programs and provide a snapshot of program assessment to the IFTSA BoD annually.
- Serve as a member of the Program Review Committee every three years when established.
- Serve as the strategic chair for in person for Fall IFTSA event, which typically occurs in September or October
- Assist the President with the development of the IFTSA-sponsored sessions at the IFT annual meeting.
- Work with the President and IFT Staff Liaison to plan the IFTSA Closing Ceremony.
- Attend all required meetings and calls for the IFTSA BoD and relevant task forces and work groups.
- Complete an EoY report prior to the end of the volunteer term (August 31st) with all information and updates from the term serving in the role.
- Volunteer to help with other programs, initiatives, and working groups when necessary.
- Adhere to the IFT Code of Conduct.

### **Important Deadlines:**

#### **September:**

- Finalize plans for the in-person Fall IFTSA Event.
- Initiate process for program assessment. October:
- Implement in-person Fall IFTSA Event.
- Work with the President on the development of the IFTSA-sponsored sessions at the IFT Annual Event.

#### **December:**

- Initiate planning process for in-person Fall IFTSA Event.

#### **January:**

- Serve on the IFTSA Nominating Committee.

#### **February:**

- Serve on the IFTSA Nominating Committee.

#### **March:**

- Recruit and approve members of the Strategic Planning Committee.



April/May:

- Appoint students to IFTSA leadership positions following the announcement of IFTSA election results.

Pre-IFT Annual Meeting:

- Work with staff and the IFTSA Executive Office to prepare the following year's annual plan & budget for review and approval by the IFTSA Board of Directors.

IFT Annual Event:

- Work with President and IFT Staff Liaison to plan the IFTSA Closing Ceremony and coordinate the passing of the gavel by the IFT President.

**Funding:**

The President-Elect is fully funded to the MYM and fully funded to the IFT annual meeting. *See Appendix A for definition of partially and fully funded experiences.*





## PAST PRESIDENT

### Mission of Position:

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

### Key Responsibilities:

- Serve as an ex officio; voting member of the IFT Board of Directors.
- Serve as a voting member of the IFTSA Board of Directors (BoD).
- Serve as Chair of the IFTSA Nominating Committee (see Nominating Committee Section).
- Work with the current and incoming President to develop the annual goals and budget.
- Organize and implement the new Board Orientation during the IFT annual meeting with the IFT Staff Liaison.
- Attend all required meetings and calls for the IFTSA BoD and relevant task forces and work groups.
- Complete an EoY report prior to the end of the volunteer term (August 31st) with all information and updates from the term serving in the role.
- Volunteer to help with other programs, working groups, and developmental processes when necessary.
- Adhere to the IFT Code of Conduct.

### Important Deadlines:

September:

- Work with the IFTSA Staff Liaison to confirm all details of the Nominating Committee and nominations process.

October:

- Begin advertising IFTSA nominations and collecting nominations for all IFTSA positions. Be sure to include nomination methods within your communications. Reach out to IFTSA volunteers and other students to nominate individuals; continue this throughout the year.

January/February:

- Lead review of nominations and interview process.
- Notify those selected and those not of the nominations process.
- Send names to the IFT Staff Liaison and IFTSA Board of Directors for review and approval and to the VP of Digital and Social Media to post online. April/May:
- Work with the Executive Office/Committee and IFT Staff Liaison to appoint the volunteer leaders for the following year.
- Work with IFT Staff Liaison to implement new Board Orientation.

### Funding:

The Past President is fully funded to the MYM and fully funded to the IFT annual meeting. *See Appendix A for definition of partially and fully funded experiences.*



## **FACULTY & INDUSTRY ADVISOR**

### **Mission of Position:**

The Faculty/Industry Advisor is responsible for guiding the IFTSA 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. They are a member of the IFTSA Executive Office. Advisors are requested to serve a three-year term.

### **Key Responsibilities:**

- Guide IFTSA Board meetings and conference calls by sharing academic and industry perspectives.
- Attend BoD meeting at MYM and IFT annual meeting.
- Provide guidance and assistance, as requested, by IFTSA leadership.
- Assist IFTSA Staff Liaison in identifying and reaching out to potential corporate donors.
- Assist staff and IFTSA OOP with outreach to industry, department heads, and other university stakeholders.
- Attend all relevant meetings and conference calls of the IFTSA BoD and IFTSA Executive Office.
- Complete an EoY report prior to the end of the volunteer term (August 31st) with all information and updates from the term serving in the role.
- Volunteer to help with other programs, working groups, and developmental processes when necessary.
- Adhere to the IFT Code of Conduct.



## Board Of Directors

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### VICE PRESIDENT OF DIGITAL AND SOCIAL MEDIA

#### **Mission of Position:**

The VP of Digital and Social Media is responsible for overseeing and controlling all social media platforms and digital footprint related to IFTSA. The role of the vice president of digital and social media is to strategically develop a digital content plan accompanied by a content calendar that aligns with the goals of IFTSA. This VP will be responsible for the operational aspects of running the social media platforms including content creation and posting of the content according to a set content calendar.

#### **Key Responsibilities:**

- Oversee the coordination of content across all IFTSA digital and social media platforms including Instagram, LinkedIn, and emerging platforms. Use web analytics to inform content strategy and anticipate community needs. Keep content calendars and regularly communicate with other IFTSA leadership regarding the performance of scheduled media content.
- Work closely with the social media manager to ensure the content aligns with IFTSA goals through regularly scheduled check-ins.
- Work with other VP's to create opportunities for content generation.
- Help other VP's to promote upcoming events and to communicate results of ongoing events and competitions (eg. announcement of College Bowl regional winners).
- Maintain the brand identity of the IFTSA, in conjunction with IFT staff.
- Liaise with IFT marketing staff to cross-promote relevant IFTSA content.
- Change and update the password for all media platforms monthly. Inform the IFT Staff Liaison and other appropriate IFT staff of the change.

#### **General Board Responsibilities**

- Complete an EoY report prior to the end of the volunteer term (August 31<sup>st</sup>) with all information and updates from the term serving in the role.
- Adhere to the IFT Code of Conduct.
- Recruit, train, and support additional volunteers if the need arises.
- Attend all required meetings and calls for the IFTSA BoD and relevant task forces and work groups.

#### **Important Deadlines:**

##### Monthly:

- Change and update permissions and passwords for all IFTSA social media pages. Design a monthly content calendar, and execute or delegate social media postings for the calendar year.

##### Quarterly:



- Assemble updates from IFTSA Chapters for social media posts regarding chapter activities and present to IFTSA.
- Report the performance of social media posts to the IFTSA board.

**Funding:**

*Vice Presidents are fully funded to the MYM and partially funded to the IFT Annual Meeting. See Appendix A for definition of partially and fully funded experiences.*



## **VICE PRESIDENT OF MEMBERSHIP ENGAGEMENT**

### **Mission of Position:**

The VP of Membership Engagement is a position responsible for supporting, communicating with, and exploring new virtual program ideas to meet the needs of the entire IFTSA membership, regardless of chapter affiliation.

### **Key Responsibilities:**

- Serve as a designated representative for members independent from a chapter.
- Plan virtual engagement events for students both independent and affiliated with a chapter including but not limited to social and professional development events/programs and regular communication.
- Prepare and present IFTSA First Timers' presentation at the IFT Annual Meeting in collaboration with the VP of Events and Experiences
- Assemble and distribute a directory of contact information for potential volunteers for IFTSA leadership and IFT Staff Liaison to be used when volunteers are needed.
- Serve as a member of the Program Review Committee every three years when established.
- Adhere to the IFT Code of Conduct.

### **General Board Responsibilities**

- Complete an EoY report prior to the end of the volunteer term (August 31st) with all information and updates from the term serving in the role.
- Adhere to the IFT Code of Conduct.
- Recruit, train, and support additional volunteers if the need arises.
- Attend all required meetings and calls for the IFTSA BoD and relevant task forces and work groups.

### **Important Deadlines:**

#### Monthly:

- Develop, plan, and execute regularly scheduled virtual experiences.

#### October:

- Create a directory of IFTSA volunteers and disseminate it to IFTSA leadership.
- IFT Annual Event: Recognize student leaders at the Closing Ceremony.

#### August:

- Conduct annual programmatic evaluation of all IFTSA programs including virtual events and chapter leader sessions. Communicate results to IFTSA BoD.

### **Funding:**

Vice Presidents *are fully funded to the MYM and partially funded to the IFT Annual Meeting. See Appendix A for definition of partially and fully funded experiences.*



## **VICE PRESIDENT OF EVENTS AND EXPERIENCES**

### **Mission of Position:**

The VP of Events and Experiences is a position responsible for supporting, communicating with, and exploring new in-person program ideas to meet the needs of the entire IFTSA membership, regardless of chapter affiliation. The VP of Events and Experiences cannot compete in College Bowl during their term.

### **Key Responsibilities:**

- Serve as IFTSA lounge chair at IFT Annual Meeting.
  - Work with the IFT Staff Liaison to plan, set up, manage, maintain, and take down the IFTSA congregation areas (booth, lounge), utilizing a work group if necessary.
  - Set up shifts for board members and other members of the IFTSA leadership team to staff the lounge and engage with members at the annual event.
- Collaborate with IFT Staff Liaison and VP of Chapter Engagement and VP of Digital and Social Media to advertise and manage onsite logistics at the Closing ceremony.
- Develop scripts and PowerPoint presentations.
- Work closely with the meetings team to determine competition schedules and assist with any other events involving students at the annual event.
  - Serve as the logistic chair for the in-person Fall event hosted by IFTSA, which typically occurs in September or October.
- Serve as a member of the Regional College Bowl Events Committee. Work with IFT Staff Liaison to train and ensure Regional College Bowl Coordinators are executing the logistics of each in-person event.

### **General Board Responsibilities**

- Complete an EoY report prior to the end of the volunteer term (August 31st) with all information and updates from the term serving in the role.
- Adhere to the IFT Code of Conduct.
- Recruit, train, and support additional volunteers if the need arises.
- Attend all required meetings and calls for the IFTSA BoD and relevant task forces and work groups.

### **Important Deadlines:**

September:

- Work closely with the President-Elect to finalize plans for the in-person Fall IFTSA event

October-November:

- Execute in-person Fall IFTSA event

December:

- Compile feedback from in-person fall event and begin the planning process for subsequent year's in-person Fall IFTSA event.

December- February



- Plan IFT annual event

March-April:

- Request Regional College Bowl Competition bids for the following year
- Regional College Bowl Competitions take place
- Collect all host agreements and bids for the competition year

April & June:

- Work with IFT staff to finalize logistics surrounding the IFTSA closing ceremony and IFTSA student lounge at the IFT Annual Meeting.
- Finalize volunteer schedule for the IFT Annual Meeting.

July

- Manage operation and staffing of IFTSA congregation areas at the IFT Annual Meeting:

**Funding:**

*Vice Presidents are fully funded to the MYM and partially funded to the IFT Annual Meeting. See Appendix A for definition of partially and fully funded experiences.*



## **VICE PRESIDENT OF CHAPTER ENGAGEMENT**

### **Mission of Position:**

The VP of Chapter Engagement is responsible for chapter leader training, coordination, engagement with, and communication with all IFTSA Chapters throughout the year.

### **Key Responsibilities:**

- Collaborate with the IFT Staff Liaison to plan, promote, and manage the Chapter Leaders Workshops and Meet-ups throughout the year.
  - These workshops should familiarize future chapter leaders with the fundamentals of IFT and IFTSA and how to recruit and support new members within their chapter.
  - The workshop should focus on leadership development and provide an environment for leaders to foster relationships and share and learn best practices from other chapter leaders and current and future officers of the IFTSA.
- Communicate necessary information (IFTSA updates, competition deadlines, etc.) with all IFTSA Chapters.
  - Includes answering frequently asked questions via email and sending weekly emails highlighting current events or items of interest.
- Review and assess Chapter Health data with the assistance of the IFT Staff Liaison.
  - Give feedback and make recommendations based on the data to the IFTSA board.
  - Use data to engage with chapters more effectively. (Eg by providing chapter leader workshops that address common stumbling points/ highlighting best practices for success)
- Develop presentations for potential chapters requesting an IFTSA informational session.
- Communicate and enforce minimum chapter requirements
  - If a chapter fails to complete minimum chapter requirements by June 1st, begin the process of contacting and communicating with them about missing items.
  - When applicable, bring the inactive status of chapters to the board for voting.
  - If a chapter does not turn in the necessary information within 60 days of this notice, place the chapter on probation.
  - Communicate conditions of probationary status to the last known Chapter President and Chapter Advisor.
  - If no representatives can be reached, investigate whether the chapter exists as a student organization as recognized by its respective school.
  - If a chapter remains on probation for two or more years, make a recommendation to the IFTSA BoD to sunset the chapter.
  - Organize the Festive Foodie event (Chapter gift exchange in December):
- Update registration and rules document to distribute to chapter leaders.
  - Organize and facilitate the exchange of packages between chapters.
  - Create a publishable output from the event.

### **General Board Responsibilities**

- Complete an EoY report prior to the end of the volunteer term (August 31st) with all information and updates from the term serving in the role.
- Adhere to the IFT Code of Conduct.





- Recruit, train, and support additional volunteers if the need arises.
- Attend all required meetings and calls for the IFTSA BoD and relevant task forces and work groups.

### **Important Deadlines:**

September:

- Send IFTSA presentation to all chapter leaders.
- Work with IFT Staff Liaison to ensure all chapters complete the Officer Report Form. October:
- Plan and begin executing the Festive Foodie event.

November:

- Send the first half of the Chapter Health Survey.

April/May:

- Finalize Chapter Leaders Workshop program and agenda; Send invitations to all newly elected chapter leaders explaining the funding structure, schedule, and expectations for the workshop at the IFT Annual Meeting. Send out a sign-up sheet for Student Lounge volunteers.

May:

- Send the second half of the Chapter Health Survey.
- Plan Chapter Leaders Orientation to be executed by the end of the term

June:

- Evaluate the Chapter Health Survey and share results with the IFTSA Board of Directors.

July:

- Create engagement opportunities for Chapter Leaders in attendance at the IFT Annual Event.

August

- Execute Chapter Leaders Workshop.

### **Funding:**

*Vice Presidents are fully funded to the MYM and partially funded to the IFT Annual Meeting. See Appendix A for definition of partially and fully funded experiences.*



## **VICE PRESIDENT OF COMPETITIONS**

### **Mission of Position:**

The Vice President of Competitions is a position responsible for overseeing all IFTSA competitions and awards throughout the year and during the IFT Annual Meeting. They should act as a resource for the competition chairs, assisting them with the execution of their competitions and guiding them through any complications or rule changes. The VP of Competitions may assist the Nominating Committee in appointing competition chairs for the year following their term. The VP of Competitions may not compete in any competitions or awards during their term.

### **Key Responsibilities:**

- Oversee correct planning and implementation of all IFTSA competitions and guide competition chairs throughout the year and at the IFT Annual Meeting.
- Frequently answer questions, check-in and communicate with competition chairs and judges via email.
- Coordinate the judge's recruitment program with the IFT Staff Liaison and competition chairs to recruit and appoint appropriate judges for the prelim and final rounds of each competition.
- Coordinate with competition chairs and IFT Staff Liaison for judge recruitment
  - Conduct prelim round and final round judges training as well as college bowl judges and moderator training.
  - Work with IFT Staff Liaison and competition chairs to arrange for appropriate recognition of competition judges on behalf of the IFTSA.
- Keep IFTSA leadership and membership informed of competition details including deadline reminders, competition updates, and submission numbers.
  - Communicate any suggestions for improvement to the Student Association's competitions to the President before the end of the term.
- Assist the President, VP of Events and Experiences, and IFT Staff Liaison in the planning and coordination of the IFTSA Closing Ceremony at the IFT Annual Meeting, specifically concerning the announcement of the competition winners.
- Convene Regional College Bowl Event Committee and ensure successful planning and execution of Regional College Bowl Events.
  - Ensure that a location has been identified and judges have been confirmed for all Regional College Bowl Competitions.
- Attend all required meetings and calls for the IFTSA BoD and relevant task forces and work groups.
- Complete an EoY report prior to the end of the volunteer term (August 31st) with all information and updates from the term serving in the role.

### **General Board Responsibilities**

- Complete an EoY report prior to the end of the volunteer term (August 31st) with all information and updates from the term serving in the role.
- Adhere to the IFT Code of Conduct.
- Recruit, train, and support additional volunteers if the need arises.
- Attend all required meetings and calls for the IFTSA BoD and relevant task forces and work groups.



## **Important Deadlines:**

### September:

- Welcome Competition Chairs and communicate annual goals and objectives.
- 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.

### October:

- Plan and execute competition promotion by generating innovative content by coordinating with competition chairs and the VP of Digital and Social Media.
- Open up judges' recruitment on Volunteer Central and announce in the IFT Divisions.

### November/December:

- Judges' recruitment and assignment to respective competitions and rounds according to their professional expertise and experience.
- Confirm that College Bowl Competitions judges have been identified for Regional Coordinators prior to the Mid-Year Meeting.
- Confirm the 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 IFT Annual Meeting.

### January/February:

- Request from the IFT Staff Liaison that buzzer systems be sent to Regional Competitions.
- Confirm that judges for Product Development Competitions have been identified.
- Coordinate and organize judges' training for the preliminary round of judges.
- Coordinate and organize college bowl judges and moderator training.
- Submit the IFT Annual event competition photo requests to the VP of Membership Engagement and the IFT Staff Liaison.

### April/May:

- Contact competition chairs to confirm competition finalists and offer assistance for their IFT Annual Meeting.
- Confirm that all chairs have submitted their competition finalists to the IFT Staff Liaison for travel grant and award purposes.
- Work with competition chairs on competition brochures and PowerPoint slides for competition finals

### June/July:

- Coordinate and organize the final round judges training.
- Work with the President and the IFT Staff Liaison to organize the IFTSA Closing Ceremony.
- Make sure appropriate competition chairs are aware of their role in the IFTSA Closing Ceremony.
- IFT Annual Event: ensure successful execution of all the IFTSA competitions.

### Post IFT Annual Meeting:

- Ensure that the IFT Staff Liaison has all the information needed to distribute awards and monetary rewards.
- Assist the future VP of Competitions with making additions or modifications to competition rules for the next year.

## **Funding:**

*Vice Presidents are fully funded to the MYM and partially funded to the IFT Annual Meeting. See Appendix A for definition of partially and fully funded experiences.*





## MEMBER AT LARGE

### **Mission of the Position:**

Provide flexibility to the IFTSA Board of Directors (BoD) to engage in new endeavors and to provide additional voices/opinions to the Board. The Member at Large may be designated as a strategic voice to the IFTSA Board of Directors and assist in developing the organization's holistic strategy and will have a variety of responsibilities related to IFTSA programming and strategy throughout the year.

### **Key Responsibilities:**

- Represent the interests of the IFTSA members, especially those of underrepresented groups, in BoD discussions.
- At least one of the Members at Large will be responsible for the implementation of an environment that encourages justice, equity, diversity, and inclusion at the IFTSA events and experiences.
- Specific tasks of the Member at Large will vary year to year due to the dynamic nature of strategic initiatives but may include developing programs and working with chapters, IFTSA members, and/or other IFTSA volunteers.
- Lead, support, and provide direction to strategic initiatives as needed.
- Actively participate in work groups, task forces, and committees.
- Attend all required meetings and calls for the IFTSA BoD and relevant task forces and work groups.
- Onsite management of Student Food Innovators (SFI). Includes:
  - Leading presentations and discussions, being present or delegating other SFI work group members to be present at all SFI events, and serving as the main point of contact onsite to mentors and participants.
  - Participating in planning calls and providing feedback during the planning process.
- Complete an EoY report prior to the end of the volunteer term (August 31st) with all information and updates from the term serving in the role.
- Recruit, train, and support additional volunteers if the need arises
- Adhere to the IFT Code of Conduct.

### **Important Deadlines:**

*Important dates are dependent on the specific task assigned to each Member at Large.*

January-April:

- Initiate planning for the Student Food Innovators program at the IFT Annual Event.

IFT Annual Event:

- Execute programming.

### **Funding:**

Members at Large *are fully funded to the MYM and partially funded to the IFT Annual Meeting. See Appendix A for definition of partially and fully funded experiences.*



## Coordinator Roles

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### REGIONAL COLLEGE BOWL COORDINATOR

#### Mission of Position:

Regional College Bowl Coordinators (RCBC) are responsible for organizing their Regional College Bowl (RCB) among their constituent institutions once during the academic year. The RCBC cannot compete in College Bowl during their term. They receive \$500 per year from the IFTSA for expenses related to the Regional College Bowl Competition. Additional funds are provided to the area that won the national college bowl competition the previous year. Soliciting donations from local companies and alumni is recommended. (Before soliciting, please inform the IFT Staff Liaison. Often departments will help defray the costs of printing and mailing: don't be afraid to ask!)

#### Key Responsibilities:

- Plan their Regional College Bowl Competition including, but not limited to: securing appropriate funding and facilities, advertising to chapters and members in the area, recruiting College Bowl judges, and organizing any related social activities.
- Work with the College Bowl Chair to establish and maintain close contact with representatives (chapter presidents, department heads, and advisors) from student chapters in the area.
- Provide feedback from your College Bowl Competition including successes and challenges to your successor and the College Bowl Chair.
- Work with the Vice President of Chapter Engagement to provide additional support for newly chartered or prospective chapters.
- Assist the Nomination Committee by providing names of eligible and interested candidates for appointed and elected IFTSA leadership positions.
- Attend all relevant meetings and conference calls with the College Bowl Chair
- Complete an EoY report prior to the end of the volunteer term (August 31st) with all information and updates from term as Regional College Bowl Coordinator
- Conduct the College Bowl Bid & Host Agreement process as follows:
  - RCBCs will be provided with their area's Host Agreements to determine their status:
    - Rotation: the chapter set to host the next RCB will be contacted to submit a bid
    - No rotation: all chapters are contacted to submit a bid
  - RCBC will receive a scripted email to share with their chapters, this email will invite the chapters to submit bids for the next RCB, and it will include a blank copy of the Bid Form.
  - Interested chapters or those set to go next in the rotation will fill out the Bid Form completely and email it to their respective RCBC, College Bowl Chair, and IFT Staff Liaison.
  - Bids need to be submitted at least one week prior to the RCB but can also be accepted on-site.
  - During the RCB, prior to the start of College Bowl:
    - Facilitate a discussion on the upcoming RCB and incoming RCBC by reading out the Bid Script.
    - Invite chapters that submitted bids to make a pitch or invite all chapters to submit bids.
    - Coordinate an unofficial vote to determine the next RCBC and RCB host. The vote must be unanimous.



- Fill out and sign the Host Agreement form completely. The form must be completed and signed by a representative from each University present (an Advisor is recommended, however, if not present the next in line is the Chapter President, followed by the College Bowl captain). Immediately, photocopy and send the form to the College Bowl Chair and IFT Staff Liaison. An updated host agreement must be signed prior to the start of College Bowl
- The College Bowl competition shall not start until the Regional College Bowl Bid & Host Agreement process has been completed.
- After the RCBC:
  - Ensure that all chapters receive a link to an online survey to submit their vote.
  - Regularly remind chapters to submit their vote prior to the deadline (May 1st).
- Adhere to the IFT Code of Conduct.

**Important Deadlines (see also Regional College Bowl Coordinator Checklist):**

September:

- Assemble a volunteer team and designate a Co-Coordinator (if needed).
- Draft a sponsorship letter and have it approved by the IFT Staff Liaison
- Create a proposed budget for the Regional College Bowl Competition.
- Determine a date to host the Regional College Bowl with consideration of schedules from all institutes within the area.

October-November:

- Begin looking for a location, moderator, and judges for your College Bowl Competition.
- Begin soliciting donations for Regional College Bowl (keeping the end of the industry fiscal year in mind: October, January, and March timelines). Set date for the last sponsorship deadline before March.
- Confirm location and request buzzers (if needed) prior to the November Board of Directors Meeting.

January-February:

- Confirm judges and the moderator for your event.

March-April:

- Hold College Bowl Competition, preferably between March 15th and April 15th. Notify the VP of Chapter Engagement, IFT Staff Liaison, and VP of Competitions of Area College Bowl Competition winners.



## REGIONAL COLLEGE BOWL COORDINATOR CHECKLIST

### June-July:

- Communicate with the current Regional College Bowl Coordinator (RCBC) to review communication challenges and best practices.

### September-December:

- Form a group to assist in the planning of the Regional College Bowl Competition.
- With the help of the chapter president, determine where the meeting is being held, and begin looking for sponsors, judges, and a moderator for your competition.
- Prepare a sponsorship letter and have it approved by the IFT Staff Liaison.
- Create a proposed budget for the competition.
- Ask chapter presidents to supply contact information for their chapter's college bowl captain and advisor(s).
- Provide the necessary information regarding the College Bowl Competition to schools in the area.

### January-February:

- Finalize the sponsors/ judges/moderator for your meeting; send the names to the College Bowl Chair.
- Thank the sponsors, judges, and the moderator for agreeing to participate, and start looking for appreciation gifts to give them.
- Finalize the hotel reservation for the teams.
- Finalize the location of the dinner, breakfast, and lunch during the competition.
- Develop the Regional College Bowl program and send it to the chapter presidents to share with their chapter on all reservations, equipment, directions, laptops, personnel, arrivals contracts.

### March:

- Make sure everybody receives the schedule and is aware of the date time and location of the meeting (include directions).
- Finalize your own travel and double-check your program for any changes, additions, or modifications.
- Ensure that you have ample volunteers to assist with logistics setting up and during the meeting.

### April:

- Send the signed host agreement and bid to host the following Regional College Bowl to IFT Staff Liaison.
- Send a final report and thank you letter to the judges, moderator, and all sponsors (cc: IFT Staff Liaison).  
Optional: include some pictures and a thank you note signed by you and all the chapter presidents.

### Where to look for Funding and Sponsors:

- 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 from 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. Alumni are more motivated to get (or give) funding for local IFT events.
- \*\*Creating an expected budget (expenses, items needed) to provide potential sponsors when requesting support might help secure monetary or in-kind donations.



## SELECTION OF REGIONAL COLLEGE BOWL (RCB) LOCATION AND REGIONAL COLLEGE BOWL COORDINATOR (RCBC):

The host chapter and chair of the next RCB will be determined by the following process:

1. Chapters interested in hosting will submit a bid.
  - **What?**
    - Bids must include, at a minimum, the name of the proposed RCBC and the host chapter.
  - **How?**
    - Bids will be submitted via e-mail to the current RCBC.
  - **When?**
    - Bids should be submitted at least one week prior to the RCB unless exceptions are granted by the current RCBC.
  - **What if?**
    - If an area has an established rotation system, the next chapter in the rotation will submit a bid.
  - **What if?**
    - If no bids are submitted by the end of the RCB, the VP of Chapter Engagement will work with area leaders to implement a rotation system.
2. The current RCBC will compile and send all bids to the VP of Chapter Engagement and the IFT Executive Office.
3. At the RCB, the RCBC will facilitate a discussion about the next RCB, and chapters that have submitted a bid can make a pitch for their bid.
4. Following the RCB, chapters will vote on which bid to select for the next RCB
  - **How?**
    - Each Chapter President will receive a link from the IFT Executive Office to an online survey and will cast one vote on behalf of their chapter. Chapters do not have to send representatives to the RCB in order to vote.
  - **When?**
    - The survey will open at or immediately after the RCB and close 2 weeks later. All votes must be finalized by May 1<sup>st</sup>
  - **What if?**
    - If an area with a rotation system receives multiple bids, a challenger bid that receives more votes can trump the bid of the next chapter in the rotation. The IFTSA Executive Office and VP of Chapter Engagement will tally the votes and announce the next Area Meeting host chapters and RCBCs.



## Competition and Award Chairs

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### CHAIR OF THE IFTSA AND MARS WRIGLEY PRODUCT DEVELOPMENT COMPETITION

#### **Mission of Position:**

The Chair of the IFTSA and Mars Wrigley Product Development Competition is responsible for managing all aspects of the competition, from promotion to execution at the IFT Annual Meeting, while upholding its integrity and prestige. The Chair of IFTSA and Mars Wrigley Product Development Competition cannot compete in this competition during their term.

#### **Key Responsibilities:**

- Publicize the competition through the IFTSA website, IFTSA communications, and university department heads.
- Submit an announcement to IFTSA leadership with competition deadlines, any pertinent rule changes, and your contact information for dissemination to their respective groups and publication.
- Check the competition email account regularly and respond to student questions.
- Confirm judges (for both preliminary and final rounds) remaining on the panel and coordinate to select replacement judges for those rotating off the panel (judges may serve three-year terms and are not allowed to serve consecutive terms).
- Work with judges to facilitate the 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 IFTSA Closing Ceremony Program and other IFT Annual Meeting publications.
- In cooperation with the IFT 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 IFT Annual Meeting and send them the contact information of the IFT Staff Liaison for travel grant information.
- Assist VP of Competitions and IFT Staff Liaison in coordinating the training of judges.
- Coordinate with the IFT Staff Liaison and VP of Competitions to schedule rooms for all events at the IFT Annual Meeting, including the team meeting, oral presentation, and product sampling.
- Determine preparation facilities needed by teams and confirm availability with the IFT Staff Liaison.
- Organize and manage the competition finals during the IFT Annual Meeting.
- Verify that release forms are signed by all judges prior to tasting the products.
- Recognize participating teams and announce finalists at the IFTSA Closing Ceremony during the IFT Annual Meeting.
- Create innovative content and coordinate with VPs of Competitions and Digital and Social Media for timely promotion of the competition.
- Contact IFT Staff Liaison with competition results for publication.
- Submit any proposed competition rule changes to the VP of Competitions for approval through the Rule Change Subcommittee and final approval by the IFTSA BoD.
- Submit any changes in the Rules and/or Procedures to the sponsor company for their review.
- Send judges' comments to competition participants following the IFT Annual Meeting.



- Thank judges.
- Update any pertinent information regarding the position before your term ends.
- Adhere to the IFT Code of Conduct.

### **Important Deadlines:**

#### September:

- Send competition information and rules to the VP of Digital & Social Media for promotion of the competition.
- Confirm competition information on the IFTSA website is correct.

#### October:

- Execute the competition promotion by coordinating with the VP of Competitions and the VP of Digital and Social Media.

#### November/December:

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

#### February:

- Deadline for preliminary proposals – confirm eligibility of proposals and send proposals to judges (February 15).
- Assist VP of Competitions and IFT Staff Liaison in coordinating prelim round judges' training. March:
- Notify finalists and provide their contact information to the IFT Staff Liaison for travel grant information.
- Send a confidential list of finalists to the IFT Staff Liaison, VP of Competitions, IFTSA Presidents, and IFT communications staff.
- Confirm schedule of events for competition with VP of Competitions including room request information and set up information.

#### May:

- Deadline for final written proposals.
- Assist VP of Competitions and IFT Staff Liaison in coordinating final round judges' training. May/June:
- Notify the VP of Competitions of any special equipment needs for finalists. Confirm the competition schedule and room assignment with the IFT Staff Liaison and send this information to judges, finalists, and sponsor companies.
- Provide IFT Publications staff with competition information (finalist and product info, etc.) prior to the IFT Annual Meeting for publication and promotion.
- Circulate information and invitations to the closing ceremony to the finalists and judges.

#### IFT Annual Event:

- Ensure successful execution of the IFTSA Product Development Competition. • Announce winners at the IFTSA Closing Ceremony.

#### Post-IFT Annual Meeting:

- Ensure that the IFT Staff Liaison has all the information needed to distribute awards and monetary rewards.

### **Funding:**

The Chair is partially funded to the IFT Annual Meeting; *See Appendix A for definition of partially funded experiences.*



## **CHAIR OF THE DEVELOPING SOLUTIONS FOR DEVELOPING COUNTRIES COMPETITION**

### **Mission of Position:**

The Chair of the IFTSA Developing Solutions for Developing Countries Competition (DSDC) is responsible for managing all aspects of the competition, from promotion to execution at the IFT Annual Meeting, while upholding its integrity and prestige. The Chair of Developing Solutions for Developing Countries Competition cannot compete in this competition during their term.

### **Key Responsibilities:**

- Work with Feeding Tomorrow on the selection of the yearly competition theme.
- Publicize the competition through the IFTSA website, IFTSA communications, and university department heads.
- Check the competition email account regularly and respond to student questions.
- Create innovative content and coordinate with VPs of Competitions and Digital and Social Media for timely promotion of the competition.
- Work with the IFT Staff Liaison to publicize the competition internationally.
- Submit an announcement to IFTSA leadership with competition deadlines, any pertinent rule changes, and your contact information for dissemination to their respective groups and for publication.
- Confirm judges (for both prelim and final rounds) remaining on the panel and coordinate to select replacement judges for those rotating off the panel (judges may serve three-year terms and are not allowed to serve consecutive terms).
- Work with judges to facilitate the 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 IFTSA Closing Ceremony Program and other IFT Annual Meeting publications.
- In cooperation with the IFT 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 IFT Annual Meeting and send them the contact information of the IFT Staff Liaison for travel grant information.
- Coordinate with the IFT Staff Liaison and VP of Competitions to schedule rooms for all events at the IFT Annual Meeting.
- Determine preparation facilities needed by teams and confirm availability with the IFT Staff Liaison.
- Organize and manage the competition finals during the IFT Annual Meeting.
- Recognize participating teams and announce finalists at the IFTSA Closing Ceremony during the IFT Annual Meeting.
- Contact IFT Staff Liaison with competition results for publication.
- Submit any proposed competition rule changes to the VP of Competitions for approval through the Rule Change Subcommittee and final approval by the IFTSA BoD.
- Submit any changes in the Rules and/or Procedures to the sponsor company for their review.
- Send judges' comments to the competition participants following the IFT Annual Meeting.
- Thank judges.
- Update any pertinent information regarding the position before your term ends.
- Adhere to the IFT Code of Conduct.



### **Important Deadlines:**

#### September:

- Send competition information and rules to the VP of Digital & Social Media for promotion of the competition.
- Confirm competition information on the IFTSA website is correct.

#### October:

- Execute the competition promotion by coordinating with the VP of Competitions and VP of Digital and Social Media.

#### November/December:

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

#### February:

- Deadline for preliminary proposals – confirm eligibility of proposals and send proposals to judges (February 15).
- Assist VP of Competitions and IFT Staff Liaison in coordinating prelim round judges' training. March:
- Notify finalists and provide their contact information to the IFT Staff Liaison for travel grant information.
- Send a list of finalists to the IFT Staff Liaison, VP of Competitions, and IFTSA Presidents.
- Confirm schedule of events for competition with VP of Competitions including room request information and set up information.

#### May:

- Deadline for final written proposals.
- Assist VP of Competitions and IFT Staff Liaison in coordinating final round judges' training. May/June:
- Notify the VP of Competitions of any special equipment needs for finalists. Confirm the competition schedule and room assignment with the IFT Staff Liaison and send this information to judges, finalists, and sponsor companies.
- Provide IFT Publications staff with competition information (finalist and product info, etc.) prior to the IFT Annual Meeting for publication and promotion.
- Circulate information and invitations to the closing ceremony to the finalists and judges.

#### IFT Annual Event:

- Ensure successful execution of the IFTSA Product Development Competition.
- Announce winners at the IFTSA Closing Ceremony.

#### Post-IFT Annual Meeting:

- Ensure that the IFT Staff Liaison has all the information needed to distribute awards and monetary rewards.

### **Funding:**

The Chair is partially funded to the IFT Annual Meeting; *See Appendix A for definition of partially funded experiences.*



## **CHAIR OF THE IFTSA SMART SNACKS FOR KIDS COMPETITION**

### **Mission of Position:**

The Chair of the IFTSA Smart Snacks for Kids Product Development Competition (SSFK) is responsible for managing all aspects of the competition, from promotion to execution at the IFT Annual Meeting, while upholding its integrity and prestige. The Chair of the IFTSA Smart Snacks for Kids Competition cannot compete in this competition during their term.

### **Key Responsibilities:**

- Publicize the competition through the IFTSA website, IFTSA communications, and university department heads.
- Submit an announcement to IFTSA leadership with competition deadlines, any pertinent rule changes, and your contact information for dissemination to their respective groups and for publication.
- Check competition email account regularly and respond to student questions
- Confirm judges (for both prelim and final rounds) remaining on the panel and coordinate to select replacement judges for those rotating off the panel (judges may serve three-year terms and are not allowed to serve consecutive terms).
- Work with judges to facilitate the 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 IFTSA Closing Ceremony Program and other IFT Annual Meeting publications.
- In cooperation with the IFT 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 IFT Annual Meeting and send them the contact information of the IFT Staff Liaison for travel grant information.
- Coordinate with the IFT Staff Liaison and VP of Competitions to schedule rooms for all events at the IFT Annual Meeting, including the team meeting, product sampling, and oral finals.
- Determine preparation facilities needed by teams and confirm availability with the IFT Staff Liaison.
- Organize and manage the competition finals during the IFT Annual Meeting.
- Verify that release forms are signed by all judges prior to tasting the products.
- Recognize participating teams and announce finalists at the IFTSA Closing Ceremony during the IFT Annual Meeting.
- Create innovative content and coordinate with VPs of Competitions and Digital and Social Media for timely promotion of the competition.
- Contact IFT Staff Liaison with competition results for publication.
- Submit any proposed competition rule changes to the VP of Competitions for approval through the Rule Change Subcommittee and final approval by the IFTSA BoD.
- Send judges' comments to the competition participants following the IFT Annual Event
- Update any pertinent information regarding the position before your term ends.
- Adhere to the IFT Code of Conduct.

### **Important Deadlines:**

September:

- Send competition information and rules to the VP of Digital & Social Media for promotion of the competition.



- Confirm competition information on the IFTSA website is correct.

October:

- Execute the competition promotion by coordinating with the VP of Competitions the and VP of Digital and Social Media.

November/December:

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

February:

- Deadline for preliminary proposals – confirm eligibility of proposals and send proposals to judges (February 15).
- Assist VP of Competitions and IFT Staff Liaison in coordinating prelim round judges' training.

March:

- Notify finalists and provide their contact information to the IFT Staff Liaison for travel grant information.
- Send a list of finalists to the IFT Staff Liaison, VP of Competitions, and IFTSA Presidents.
- Confirm schedule of events for competition with VP of Competitions including room request information and set up information.

May:

- Deadline for final written proposals (May 15).
- Assist VP of Competitions and IFT Staff Liaison in coordinating final round judges' training. May/June:
- Notify the VP of Competitions of any special equipment needs for finalists. Confirm the competition schedule and room assignment with the IFT Staff Liaison and send this information to judges, finalists, and sponsor companies.
- Provide IFT Publications staff with competition information (finalist and product info, etc.) prior to the IFT Annual Meeting for publication and promotion.
- Circulate information and invitations to the closing ceremony to the finalists and judges.

IFT Annual Meeting:

- Ensure successful execution of the IFTSA Product Development Competition. • Announce winners at the IFTSA Closing Ceremony.

Post-IFT Annual Meeting:

- Ensure that the IFT Staff Liaison has all the information needed to distribute awards and monetary rewards.

### **Funding:**

The Chair is partially funded to the IFT Annual Meeting; *See Appendix A for definition of partially funded experiences.*

## **CHAIR(S) OF THE COLLEGE BOWL COMPETITION**

### **Mission of Position:**

The Chair(s) of the IFTSA College Bowl Competition (CBC) is responsible for managing all aspects of the competition, from promotion to execution at the IFT Annual Meeting, while upholding its integrity and prestige. The Chair of the College Bowl Competition cannot compete in this competition during their term.

### **Key Responsibilities:**

- Participate in the Regional College Bowl Event Committee.



- Manage Regional College Bowl Coordinator on all aspects of the Competition; Coordinate with VP of Events & Experiences to ensure logistics execution by Regional College Bowl Coordinator.
- Publicize the competition IFTSA website, IFTSA communication, and university department heads.
- Submit an announcement to IFTSA 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.
- Check the competition email account regularly and respond to student questions.
- Work with IFT Staff Liaison to recruit volunteers to work with teams that do not have a faculty coach.
- 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 IFT Staff Liaison the contact information of the finalists for travel grant information.
- Create innovative content and coordinate with VPs of Competitions and Digital and Social Media for timely promotion of the competition.
- Solicit, categorize, and record questions as stated in the rules and guidelines of the competition.
- Ensure the screening of submitted college bowl questions and maintain the integrity of the question bank.
- Revise questions sent back from area competition judges, as needed and where appropriate.
- Coordinate with the IFT Staff Liaison and VP of Competitions to schedule rooms for CB events at the IFT Annual Meeting.
- Confirm judges (for both prelim and final round) remaining on the panel and coordinate to select replacement judges for those rotating off the panel (judges serve may three-year terms and are not allowed to serve consecutive terms).
- Organize and manage all aspects of the competition during the IFT Annual Meeting.
- Following the finals at the IFT Annual Meeting, 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 IFTSA Closing Ceremony during the IFT Annual Meeting.
- Contact IFT Staff Liaison with competition results for publication.
- Submit any proposed competition rule changes to the VP of Competitions for approval through the Rule Change Subcommittee and final approval by the IFTSA BoD.
- Update any pertinent information regarding the position before your term ends.
- Adhere to the IFT Code of Conduct.

### **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.
- 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 the competition information on the IFTSA website is correct.

#### October:

- Request submission of 25 new CB questions from all participating teams to be submitted by January 31.





- Execute the competition promotion by coordinating with the VP of Competitions and VP of Digital and Social Media.

**December:**

- Confirm the schedule of competition with the VP of Competitions including room request information and other modifications to the setup.

**March:**

- Assist VP of Competitions and IFT Staff Liaison in coordinating judges' and moderator training.

**April:**

- Collect the contact information of team members from the winners of each area competition and disseminate information to the VP of Competitions and IFT Staff Liaison.
- Contact the incoming competition chair; discuss duties of the position and review upcoming responsibilities to be shared during the IFT Annual Meeting.

**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. Schedule conference calls for judges, moderators, and the VP of Competitions to review questions in detail.

**May/June:**

- Receive changes from competition judges, revise questions, and prepare for the IFT Annual Meeting.
- Provide IFT Publications staff with finalist's information prior to the IFT Annual Meeting for publication and promotion.
- Circulate information and invitations to the closing ceremony to the finalists and judges.

**IFT Annual Meeting:**

- Ensure successful execution of the IFTSA College Bowl Competition.

**Post-IFT Annual Meeting:**

- Ensure that the IFT Staff Liaison has all the information needed to distribute awards and monetary rewards.

**Funding:**

The Chair is partially funded to the IFT Annual Meeting; *See Appendix A for definition of partially funded experiences.*



## CHAIR OF THE UNDERGRADUATE RESEARCH COMPETITION

### **Mission of Position:**

The Chair of the IFTSA Undergraduate Research Competition (URC) is responsible for managing all aspects of the competition, from promotion to execution at the IFT Annual Meeting, 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. The Chair of the Undergraduate Research Competition cannot compete in this competition during their term.

### **Key Responsibilities:**

- Send competition information and rules to the VP of Digital & Social Media for promotion of the competition.
- Check the competition email account regularly and respond to student questions.
- Confirm judges (for both prelim and final rounds) remaining on the panel and coordinate to select replacement judges for those rotating off the panel (judges may serve three-year terms and are not allowed to serve consecutive terms).
- In cooperation with the IFT Staff Liaison, ensure that judges are confirmed for the competition finals during the IFT Annual Meeting. 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.
- Create innovative content and coordinate with VPs of Competitions and Digital and Social Media for timely promotion of the competition.
- Direct, manage, and serve as the session moderator for the oral competition during the IFT Annual Meeting.
- Recognize competition finalists and winners during the IFTSA Closing Ceremony during the IFT Annual Meeting.
- Submit any proposed competition rule changes to the VP of Competitions for approval through the Rule Change Subcommittee and final approval by the IFTSA BoD.
- Send judges' comments to the competition participants following the IFT Annual Meeting. • Thank judges.
- Update any pertinent information regarding the position before your term ends. • Adhere to the IFT Code of Conduct.

### **Important Deadlines:**

#### September:

- Send competition information to department heads for distribution and include a reminder in the SA fall communication.
- Confirm competition information on the IFT website is correct.

#### December:

- Confirm IFT members to serve as judges and review/evaluate the submitted abstracts.

#### January:

- Execute the competition promotion by coordinating with the VP of Competitions and VP of Digital and Social Media. February:
- Assist VP of Competitions and IFT Staff Liaison in coordinating prelim round judges' training.



**March:**

- Final deadline for abstracts. 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.
- Screen abstracts for compliance with competition rules and immediately upload abstracts for judges to review. Ensure the name of the author is deleted. April:
- Deadline for receipt of abstract scores from judges. Email list of finalists to all contestants, the IFT Staff Liaison, VP of Competitions, and IFTSA Presidents.

**May:**

- Advise finalists to email the IFT Staff Liaison with their contact information for travel grant purposes.
- Request preparation of certificates, for finalists and participants, from the IFT Staff Liaison to be presented at the IFT Annual Meeting.
- Assist VP of Competitions and IFT Staff Liaison in coordinating final round judges' training.

**May/June:**

- Inform finalists, with cc to their Department Head, of competition logistics: include a) the date, time, and room of the URC 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.
- Circulate information and invitations to the closing ceremony to the finalists and judges

**IFT Annual Event:**

- Ensure successful execution of IFTSA URC.
- Announce winners are the IFTSA Closing Ceremony.

**Post-IFT Annual Event:**

- Ensure that the IFT Staff Liaison has all the information needed to distribute awards and monetary rewards.

**Funding:**

The Chair is partially funded to the IFT Annual Meeting; *See Appendix A for definition of partially funded experiences.*



## **CHAIR OF THE GRADUATE RESEARCH VIDEO COMPETITION**

### **Mission of Position:**

The Chair of the IFTSA Graduate Research Video Competition (GRVC) is responsible for managing all aspects of the competition, from promotion to execution at the IFT Annual Meeting, while upholding its integrity and prestige. The focus of the competition is to provide graduate students the opportunity to share their research in a fun, creative way. The Chair of the Graduate Research Video Competition cannot compete in this competition during their term.

### **Key Responsibilities:**

- 
- Publicize the competition through IFTSA communication channels. Work with the VP of Competitions and VP of Volunteer Development to determine strategy, including the potential use of videos from past competition finalists.
- Check competition email account regularly and respond to student questions
- In cooperation with the IFT Staff Liaison, verify the eligibility of all participating students at the time of their abstract submission.
- Coordinate competition judges with IFT Staff Liaison, VP of Competitions, and Campden BRI
- Recognize competition finalists and winners during the IFTSA Closing Ceremony during the IFT Annual Meeting.
- Submit any proposed competition rule changes to the VP of Competitions for approval through the Rule Change Subcommittee and final approval by the IFTSA Board of Directors.
- Send judges' comments to the competition participants following the IFT Annual Meeting.
- Thank judges.
- Update any pertinent information regarding the position before your term ends.
- Adhere to the IFT Code of Conduct.

### **Important Deadlines:**

#### September:

- Send competition information to department heads for distribution and include a reminder in the IFTSA fall communication.
- Confirm competition information on the IFT website is correct.

#### January:

- Execute the competition promotion by coordinating with the VP of Competitions and VP of Digital and Social Media.

#### February:

- Confirm competition judges.

#### April:

- Final deadline for submissions.
- Notify IFT Staff Liaison of all participants to confirm their IFT membership status.
- Screen abstracts for compliance with competition rules and immediately upload abstracts for judges to review (be sure the name of the author is deleted).

#### Mid-April:

- Deadline for receipt of abstract scores from judges. Email list of finalists to all contestants, the IFT Staff Liaison, VP of Competitions, and IFTSA Presidents. May:

- The final proposal is due from all finalists.
- Advise finalists to email the IFT Staff Liaison with their contact information for travel grant purposes.
- Request preparation of certificates, for finalists and participants, from the IFT Staff Liaison to be presented at the IFT Annual Meeting.
- Inform finalists, with cc to their Department Head, of competition logistics: include a) the date, time, and room of the GRVC 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.

**IFT Annual Meeting:**

- Ensure successful execution of IFTSA GRVC.
- Announce winners are the IFTSA Closing Ceremony.

**Post-IFT Annual Meeting:**

- Ensure that the IFT Staff Liaison has all the information needed to distribute awards and monetary rewards. Follow up to determine what needs to be done to arrange travel for the winner to the UK and pass along information to the incoming chair as appropriate.

**Funding:**

The Chair is partially funded to the IFT Annual Meeting; *See Appendix A for definition of partially funded experiences.*



## Other Chair Positions

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### SOCIAL MEDIA MANAGER

#### Mission of Position:

The Social Media Manager is responsible for overseeing the operational activities involved with the social media platforms used by the IFTSA in partnership with the VP of Digital and Social Media and reinforcing the brand identity of the IFTSA throughout all channels.

#### Key Responsibilities:

- 
- Maintain ongoing social media postings in coordination with the VP of Digital and Social Media to support the mission of the IFTSA.
- Build community across all social media platforms through regular engagement with readers and followers.
- Work together with the VP of Digital and Social Media to use web analytics (Google Analytics, Hootsuite Analytics, etc.) to develop social media strategies for improving engagement based on quantitative metrics.
- Share relevant marketing content for promotion with the IFT marketing staff.
- Attend Digital and Social Media team bimonthly meetings and maintain regular communication with the team.
- Adhere to the IFT Code of Conduct.

#### Important Deadlines

##### September:

- Obtain login rights and permissions for all IFTSA social media pages, IFTSA Gmail accounts, Google Analytics, and future social media tools.
- Utilize Hootsuite to plan social media postings for the calendar year.
- Liaise with IFT Staff Liaison to develop a social media strategy for the year. Clarify what role the IFT staff plays and what roles the Social Media Chair and VP of Digital & Social Media play in managing our social media platforms. Quarterly:
- Receive updates disseminated from the VP of Digital and Social Media regarding IFTSA Chapters for social media regarding chapter activities.

#### Funding

The Social Media Manager will receive up to a \$500 stipend to attend the Annual Event and receive on-site training during the Annual Event for the year preceding their term.



## Standing Subcommittees

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### NOMINATING COMMITTEE

#### Mission of Group:

The Nominating Committee (NC) is responsible for selecting the slate for the IFTSA Board of Directors. Their goal is to ensure a diverse and capable pool of candidates, strengthening the breadth of representation by the Student Association. Ensuring the inclusion and willingness to advocate for underrepresented groups, including but not limited to race, ethnicity, age, gender identity, sex, sexual orientation, major, geographic area, and other categories.

#### Committee Composition:

- IFTSA Immediate Past President (Chair, non-voting)
- IFTSA President-Elect
- IFT Staff Liaison
- Two IFT student members
  - Outgoing IFTSA Board of Directors member
  - IFTSA General Member
- Two IFT Members
  - Possible options include IFTSA Advisor, IFT Division Leader, IFT Board of Directors member, etc.

#### Key Responsibilities:

- Seek nominations for all IFTSA slated leadership positions.
- Promote the nomination on the IFTSA website, in all IFTSA communications. Communicate the benefits of getting involved and all the volunteer opportunities available in the IFTSA.
- Confirm the online nomination 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 the 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 IFTSA President, notify all winners and IFTSA membership of the nomination results.
- In the event of a slate petition, will validate the petitioning members and coordinate the election

#### Important Deadlines:

##### August:

- Nominating Committee appointments made by the IFTSA Office of the President for the Nominating Committee are submitted to the IFT Office of the President September:
- Communicate the action plan and important deadlines for the Nominating Committee to all members of the committee.

##### October:



- Send announcement and updated Nomination information to the VP of Digital and Social Media and IFT Staff Liaison for distribution.
- Contact current IFTSA volunteers and student chapter presidents inviting them to self-nominate or nominate a peer for a volunteer position. January:
- Deadline for receiving nominations. Report to IFTSA BoD and IFT Staff Liaison the tentative slate of candidates and list of potential volunteers. Have the IFT Staff Liaison check the eligibility of all candidates.

Mid-February:

- The final slate (with bios and photos of candidates) is due to the IFT Staff Liaison.

End-February/Mid-March:

- Advertise the slate to the general membership.

April:

- Report confidential election results to IFTSA Presidents and advisors. Report general election results to all candidates and the VP of Digital and Social Media for public announcement.





## **RULE CHANGE SUBCOMMITTEE**

### **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 confuse contestants and competition chairs. 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.

### **Committee Composition:**

- All Competition Chairs
- Two at-large members
- Vice President of Competitions, who serves as the Chair
- Incoming Vice President of Competitions

### **Key Responsibilities:**

- The Subcommittee will meet, as needed, to consider proposed rule changes to the IFTSA Competition.
- Suggested changes can be accepted by IFTSA members, IFTSA task forces, IFTSA competition chairs, and/or the IFTSA Board of Directors (BoD). Once considered, the subcommittee will recommend (by majority vote) to the IFTSA BoD whether the rule change should be accepted.
- If the vote is not unanimous, a minority report can accompany the recommendation.
- The IFTSA 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 Competitions and IFT Staff Liaison for historical purposes.

### **Membership:**

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

## STRATEGIC PLANNING COMMITTEE

### Mission of Group:

The Strategic Planning Committee (SPC) is responsible for reviewing and revising the IFTSA strategic plan, including the strategic promises and strategic objectives. The goal of the committee is to ensure that the IFTSA strategic plan reflects the current priorities of the Student Association and continues to align with the vision and mission of the organization.

### Committee Composition:

- IFTSA President-Elect (Chair)
- IFTSA President
- IFTSA Immediate Past President
- IFT Staff Member
- IFTSA Advisor
- Three IFT student members
  - One member of the current/outgoing IFTSA Board of Directors
  - Two members of the incoming IFTSA Board of Directors
  - One must be the President-Elect designate, the other may be any member of the incoming IFTSA Board of Directors

### Key Responsibilities:

- Review current IFTSA strategic objectives.
- Reflect on the current strategy of the IFT Student Association and provide suggestions to improve the strategic priorities of the organization.
- Suggest revisions to the strategic plan that will guide future strategic goals and work.

### Important Deadlines:

March:

- Appoint members to the Strategic Planning Committee and request approval from the IFT Office of the President. April – May:
- Review (and revise, if necessary) the current IFTSA Strategic Objectives.

May – June:

- Present revised strategic plan to the current IFTSA Board of Directors for their review and approval.

June – July:

- Presented the updated strategic plan to current and incoming IFTSA leadership and provided direction SMART goal ideation for the incoming Board of Directors.

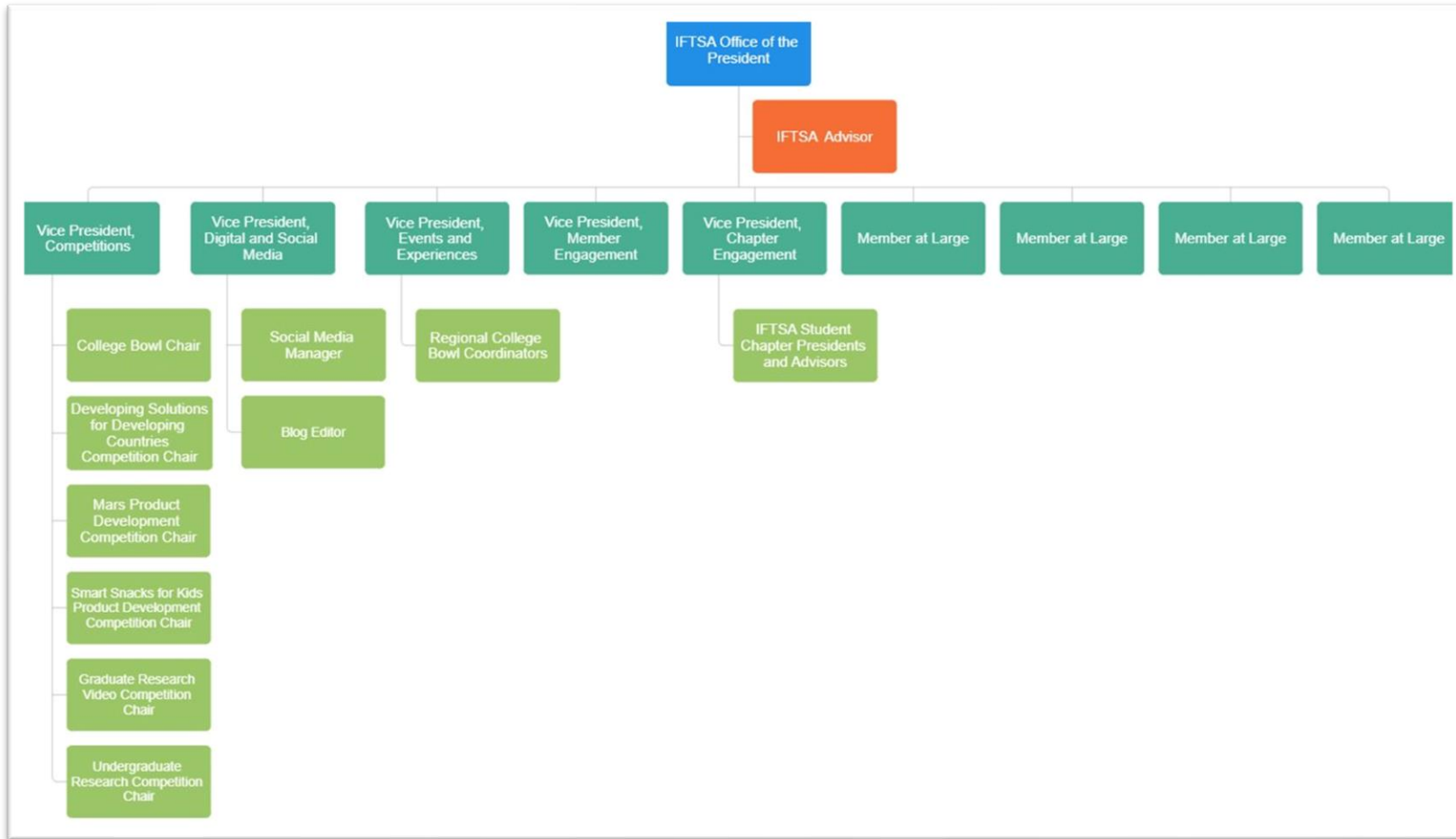


## **OPERATIONAL INFORMATION**



## IFTSA Organizational Chart

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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 IFTSA Board of Directors.
- A. If there is concurrence among the IFTSA 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 IFTSA President. The President will also appoint a Board member to serve as the IFTSA Board Liaison to the Task Force if the Task Force Chair is not a Board member. The charges may be amended by the IFTSA BoD. After a task force is approved by the IFTSA BoD, the IFT Board of Directors must approve the Task Force.

### 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 IFTSA President and Task Force Chair 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 IFTSA 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 IFTSA President appoints the Chair of the Task Force and IFTSA Board Liaison (if the Chair is not a Board member). The Chair and IFTSA President appoint Task Force members within 30 days of Board approval.
  - C A database of Task Forces, their charges, and progress reports will be maintained by the President. 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 Task Force Chair/IFTSA Board Liaison to the Task Force will be:

- A To be the primary IFTSA Board of Directors contact to the Task Force.
- B 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, review the reports, if any, determine if the Task Force is meeting the charges by the stated timelines, discuss the Task Force's progress with the Task Force Chair, and make recommendations to the IFTSA Board of Directors.
- D If the charges are unclear to the Task Force members as written, request the IFTSA President to redefine the work of 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.



- F By maintaining communication with the Task Force Chair to make recommendations to the IFTSA BoD on the status of the Task Force.

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

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

- A The IFTSA Board of Directors may disband a Task Force when:
  1. The charges have been completed. This is the expected 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 changes of a disbanded Task Force is necessary, the IFTSA Executive Office may assign this function to a new Task Force.



## Accountability Process

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### **Purpose:**

IFTSA is committed to creating a volunteer community where everyone feels safe and welcomed. We do this by ensuring every volunteer leader of IFTSA has accepted the responsibilities of their position with this organization, including, but not limited to, those found in the Bylaws, Operations Manual, and in the mission and vision statements. The accountability procedures outlined here ensure that each leader will uphold their fiduciary responsibilities including conducting themselves in a manner becoming of an IFT member. The accountability process is divided into a general procedure and a protocol for harassment or discrimination infractions. We follow all guidelines and applicable law related to harassment and discrimination. We believe that harassment doesn't just hurt the person being harassed, it also has a negative impact on our working environment, impairs open communication and degrades trust. In short, we won't tolerate it. We expect that all members of the IFTSA team are eager to avoid conduct that could be construed or considered as harassing.

### **A) Overall Accountability Process:**

When information of a potential infraction is received it should be reported to the IFTSA OOP. The members of the OOP will decide if an infraction occurred and if so whether the violation was major or minor. To the extent possible, the confidentiality of the party reporting an infraction will be protected. If the information is brought against a member of the OOP, that member will be disqualified from participating in this accountability process. If the potential infraction is minor, a three-step system will be implemented. Prior to this three-step system, a pre-warning from the OOP will give notice of violation and the proceeding process if an infraction occurs again. If the infraction is major, the information will be brought to the IFTSA Board of Directors (BoD) for a vote of removal.

#### **Three-Step System:**

- Step one: A verbal warning will be sent from the OOP to the individual responsible. In this warning, the violation will be presented to the individual responsible. It should contain a summary of events leading to the violation and the disciplinary actions that will occur if violations continue.
- Step two: A developmental conversation shall occur between the IFTSA OOP and the individual. In this meeting, the individual and the OOP will create an action plan. All members present will sign this plan.
- Step three: The information shall be brought to the IFTSA BoD. The BoD will hear from both the individual involved and the OOP. After deliberating, the BoD will vote on removing the individual from their volunteer position. Two-thirds (or a similar fraction based on numbers present) of the BoD must vote in favor of removal for the vote to pass. If the individual is a member of the BoD they must abstain from voting and will not count towards the two-thirds fraction of present voting members. If the vote to remove does not pass, the individual will remain in their volunteer position. Every violation following the third step shall be brought straight to the BoD for these proceedings.

#### **Major Violations:**

- Major violations, including, but not limited to, matters relating to ethics, harassment, and discrimination will be brought straight to the BoD.





- The BoD will hear from both the individual involved and the OOP. After deliberating, the BoD will vote on removing the individual from their volunteer position. Two-thirds (or a similar fraction based on numbers present) of the BoD must vote in favor of removal for the vote to pass. If the individual is a member of the BoD they must abstain from voting and will not count towards the two-thirds fraction of present voting members. If the vote to remove does not pass, the individual will remain in their volunteer position. Every violation following the third step shall be brought straight to the BoD for step-three proceedings.

## **B) Harassment & Discrimination Related Accountability Process:**

### **Zero Tolerance**

If we learn of alleged harassment—by any source—we'll put a stop to it quickly. Offending volunteers will face corrective action, up to and including, immediate termination. This policy also applies to off-site conduct, including during IFTSA sponsored meetings or events, and while traveling on business. Non-employees or volunteers (such as partners or vendors) allegedly harassing our volunteers will be handled with equal promptness.

### **What is Discrimination?**

Volunteer discrimination generally exists where a volunteer treats an applicant, employee, or volunteer less favorably merely because of a person's race, color, religion, sex, sexual orientation, gender identity, national origin, disability or status as a protected veteran.

### **What Is Harassment?**

Harassment can take many different forms: an unwanted touch, a racial joke, or a misuse of power in order to retaliate. At times, some might dismiss this conduct as everyday behavior. Fundamentally, it is a lack of respect for other people's feelings and values. Harassment may include but is not limited to:

- Conduct that is disparaging or hostile toward an individual based on sex, sexual orientation, gender identity, color, race, creed, ancestry, religion, national origin, age, disability, genetic information, medical condition, pregnancy, childbirth or related medical conditions, marital status, parental status, veteran status, citizenship status, or another protect group status; or
- Unwelcome sexual advances, requests for sexual favors, and other physical, verbal or visual conduct based on sex.
- Conduct constitutes sexual harassment when:
  - Submission to the conduct is an explicit or implicit term or condition of volunteerism
  - Submission to or rejection of the conduct is used as the basis for a volunteer decision
  - It interferes with volunteer performance or creates an intimidating or offensive working environment or it offends a third party

Harassment is a serious issue and one that we don't take lightly. Here are some examples of behaviors that we do not condone or permit in our association under this policy. Note this is not an exhaustive list:

- Offensive physical actions, written or spoken, and graphic communication, including obscene hand or finger gestures or sexually explicit drawings
- Any time of physical contact that is unwelcomed by the recipient
- Jokes or comments that are racial in nature
- Written or verbal comments or abuse of a sexual nature—such as vulgar or degrading descriptions of an individual
- Displaying sexually suggestive objects or images



- Jokes that are belittling or offensive towards one's religious beliefs
- Slurs, posters, or cartoons (such as emojis, memes or gifs) that are offensive or disrespectful
- Comments about an individual's body, sexual prowess or sexual deficiencies
- Questions regarding sexual conduct
- Degrading comments or criticisms related to one's age
- Provocative or harassing communications (phone calls, voicemail messages, email messages or texts)
- Touching, leering, whistling, suggested contact, comments or gestures
- Demanding sexual favors in exchange for sexual treatment or coerced sexual acts

### **Complaint Process**

If you've experienced or witnessed anything that offends you or you believe is a violation of this policy, you should advise the offender that his or her conduct is unwelcome or offensive and that he or she should stop it. Whether you are comfortable discussing the situation with the offender or not, you should notify any leader, IFT Human Resources Department or IFT's 3rd party legal counsel immediately.

Reporting alleged harassment in good faith and participating in an investigation in good faith will not reflect adversely upon your volunteer status or affect future employment.

We will take an active role in assessing and responding to charges of alleged harassment:

- We will investigate each complaint promptly and do everything we can to ensure there will be no retaliation against anyone who reports alleged harassment or cooperates in an investigation.
- Anyone who engages in retaliatory behavior, makes a false claim of harassment, or intentionally gives false information in connection with a complaint investigation will be disciplined up to and including termination from IFTSA.
- We will keep each complaint as confidential as possible throughout the investigation process to the extent possible and appropriate. We will communicate the results of the investigation to the appropriate people involved.
- If an investigation confirms policy violation, we will take corrective action up to and including immediate termination. Leaders who have knowledge of harassment yet take no action to end it, will also receive disciplinary or corrective action.
- We can take action whether or not the conduct constitutes a violation of law.



## **APPENDICES**



## **APPENDIX A – Common Abbreviations & Terms**

### **Ad Hoc**

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

### **Annual (IFT Annual Event & Expo)**

The annual meeting of IFT is held in June or July.

### **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, five Vice Presidents, four Members at Large, Advisor(s), and an IFT Staff Liaison.

### **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.

### **DSDC (Developing Solutions for Developing Countries Competition)**

A product development competition where IFT Student Members create a product designed to address a substantial need/issue (varies yearly) in developing countries.

### **EiA (Excellence in Leadership Award)**

The award is given to top Graduate and Undergraduate students showing premier leadership qualities within their Chapter and IFT.

### **EoY (End of Year)**

Report that is provided by volunteers at the end of their term that outlines all of the activities, information, and updates accrued during their time serving in a role.

### **FT (Feeding Tomorrow)**

The foundation of IFT.

### **Fully Funded**

Where this document (IFTSA Operational Manual) designates an IFTSA member holding a specified position as being fully funded for event attendance, individuals will be reimbursed for expenses incurred in connection with airfare and airport transfers. Alternatively, mileage reimbursement shall be extended to those individuals who can commute to a meeting by motor vehicle. Additionally, when fully funded to attend the MYM the Institute of Food Technologists (IFT) will arrange accommodation on behalf of the IFT Student Association (IFTSA) member and shall furnish food and beverages onsite, during the course of the meeting. At the annual event, however, a reimbursement protocol for lodging will apply. All travel expenses (comprising airfare or mileage) surpassing \$350 necessitate prior written approval from the IFT Staff Liaison.

### **IFT (Institute of Food Technologists)**



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

**GRVC (Graduate Research Video Competition)**

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

**MAL (Member at Large)**

A voting position on the IFTSA Board of Directors that is appointed by the Nominating Committee; there are four (4) MALS on the IFTSA BoD.

**MYM (Mid-Year Meeting; also known as Joint Meeting)**

Business meeting of the Student Association occurring in November or December at IFT Headquarters; the meeting is held concurrently with both the IFT BoD and the FT Board of Trustees.

**NC (Nominations Committee)**

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

**OOP (Office of the President)**

A group of students appointed to serve in the SA's Executive Office that includes the IFTSA Immediate Past President, President, and President-Elect.

**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 IFT Annual Meeting.

**Partially Funded**

Where this document (IFTSA Operational Manual) designates an IFTSA member holding a specified position as being partially funded for event attendance, individuals will be reimbursed for expenses incurred in connection with airfare and airport transfers. Alternatively, mileage reimbursement shall be extended to those individuals who can commute to a meeting by motor vehicle. All travel expenses (comprising airfare or mileage) surpassing \$350 necessitate prior written approval from the IFT Staff Liaison. Additionally, individuals shall receive reimbursement through a travel grant of \$300 to partially offset their overall expenses.

**Regional College Bowl Coordinator (RCBC)**

The Regional College Bowl Coordinator is an appointed individual who is responsible for planning and hosting their region's College Bowl Competition.

**Rep (Representative)**

A student who is representing the SA on an IFT workgroup, task force, committee, etc.

**IFTSA or SA (Student Association of the Institute of Food Technologists) Group**

designated for student members within IFT.

**SFI (Student Food Innovators)**

Curated programming for first-time attendees that happen onsite at Annual.



**SPC (Strategic Planning Committee)**

A standing committee charged with reviewing and updating IFTSA's strategic plan.

**SSFK (Smart Snacks for Kids Competition)**

A product development competition where IFT Student Members create a healthy snack product for kids.

**TF (Task Force)**

Group approved by the IFTSA BoD and tasked with completing a specific charge for the SA.

**URC (Undergraduate Research Competition)**

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

## **APPENDIX B – IFT Member Code Of Professional Conduct**

IFT envisions world where science and innovation are connected and universally accepted as essential to improving food for everyone. IFT is guided by our vision, mission, promises, and core values. IFT members may serve as: scientists, technologists, manufacturers, policy makers, marketers, and more. These members come together to advance the science of food. To ensure our work continues to be mission-driven and to benefit the global community, all IFT members shall:

### **Work to ensure the health, safety, and well-being of the public and our environment**

- Employ the science of food for the benefit of society
- Ensure the safety of food and encourage its consumption as part of a healthy diet
- Consider the environmental ramifications of one's actions: make efficient use of resources in the food system; use non-renewable resources with consideration; minimize the production of waste
- Provide clear and accurate information to inform citizens' food choices in the marketplace
- Attempt to understand critical perspectives about the food system
- Respect the letter and spirit of applicable food laws and regulations
- Be aware of social consequences of food technologies

### **Uphold professional ethics**

Uphold professional ethics through our advocacy initiatives, memberships, personal and public representations, and contributions to the science of food.

- Confine activities and advocacy to areas of professional competence
- Support ethical activities of professional colleagues
- Consider the effect of actions on public confidence in the profession
- Support professional development, particularly for junior colleagues
- Contribute to a working climate that encourages science-based considered judgment
- Represent professional qualifications honestly
- Treat colleagues and co-workers with respect as individuals and for their expertise
- Give deserved credit to the work of others

### **Serve as trusted and informed representatives of our clients and employers**

- Recognize responsibility to those who rely on us for scientific and technical advice
- Satisfy contractual conditions of employment
- Respect confidences and confidential information
- Disclose all conflicts of obligation and conflicts of interest; avoid or manage severe conflicts
- Ensure understanding of the likely consequences of others not taking professional advice

### **Be committed to ensuring the accuracy of information and advancements that contribute to furthering the IFT vision**

- Consider potential benefits as well as potential harms of a food technology under consideration

- Be knowledgeable about the scientific basis for benefits to be claimed or possible harms
- Seek to ensure that information for consumers goes beyond being not-false and misleading, but is also true and accurate concerning both explicit and implicit claims

### **Maintain the highest degree of integrity in our research efforts**

- Report research results accurately and objectively and confine conclusions to what is supported by research performed
- Cite and credit the research and writing of others, including one's own, as appropriate
- In reviewing others' work, strive to maintain objectivity and employ only impersonal criteria
- Among scientists, value collective skepticism to avoid premature conclusions
- Strive to avoid sources of bias
- Disclose all conflicts of interest; avoid or manage severe conflicts

### **Support the positive advancement of IFT and the profession as a whole**

- Contribute to a deserved positive public reputation of the profession
- Support the advancement of knowledge in the science and technology of food
- Support continuing professional education of one's self and members in general
- Support fellow professional members who experience negative consequences from adhering to the Code
- Support IFT, not excluding constructive criticism
- Not misrepresent the position of the professional association
- Support students and junior professionals in the field
- Avoid exploitation of professional status to promote premature, misleading, exaggerated, or poorly supported scientific opinion to the public