The Chicago Section of the Institute of Food Technologists
Leadership Team Handbook

2025-2026

IFT® | **Chicago Section**
Institute of Food Technologists

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Introduction

The Chicago Section of the Institute of Food Technologists (CSIFT) was the first Section of IFT, is the largest, and most active Section of the Institute of Food Technologists (IFT). The Section boundaries encompass the northern part of the State of Illinois and include the Illinois postal zip codes 600-619, 623, 625-627, 463, and 464. However, the Chicago Section IFT accepts local membership from any interested person from any other location who pays a full Member's annual dues.

The Section was officially formed on January 15, 1941, 2 years after the Institute of Food Technologists was founded. The International IFT organization is headquartered in Chicago, Illinois.

The Section is widely known for its active and dedicated leadership. The Chicago Section often hosts the IFT Annual Meeting and Food Expo when it is in Chicago.

The Section also initiated the annual Tanner Lecture Series and Suppliers' Night Expo. The Section awards several scholarships annually.

In 2015 CSIFT founded the Chicagoland Food Science Foundation as the "scholarship giving arm" of CSIFT. CSIFT supports the Foundation with donations and with members of their Board of Directors.

We are proud of our accomplishments and are eagerly looking forward to the future of our Section and our role in its success.

In an effort to record and document the activities of the Section, this Handbook has been prepared to outline Section leader responsibilities and Section activities.

This document will be updated from time to time, and the new issuance date will be recorded on the cover. It will be produced in an adobe.pdf format, published on the Section website, and maintained in digital format by the Section's Business Office.

Section Vision and Mission

Vision: A world where science and innovation are universally accepted as essential to a safe, nutritious, and sustainable food supply for everyone.

Mission: Cultivating a community where professionals and students aspire to enrich the Chicagoland food industry through collaboration, education, and networking**.**

Strategic Promises

1. **Develop: Advance and Promote Careers in the Science of Food**
   Enhance and promote the knowledge of CSIFT members and prospective members worldwide
   - Provide educational opportunities and leadership development that can be leveraged for individual career goals propelling food industry professionals
   - Recognize, promote and elevate exceptional volunteer and academic accomplishments in the science of food through CSIFT sponsored awards
   - Support students and future professionals through the Chicagoland Food Science Foundation with scholarship awards and donations to programs that foster education in food science

2. **Network: Establish productive and interactive communities**
   Engage and convene relevant stakeholders to debate, create, and transfer knowledge, and communicate the latest information affecting the science of food.
   - Provide an essential regional network and source of scientific and industry content to deliver local member value and strengthen connections to IFT
   - Cultivate collaborative relationships with industry, academia, and other food related organizations to articulate the value of CSIFT and IFT engagement
   - Sponsor outreach activities to promote professional development in the food industry

3. **Innovate: Promote the Application of Science and Technology**
   Be a source of influence and thought leadership for the development, application and communication of the science of food.
   - Create access to the Chicagoland food industry through events such as the Annual Supplier's Expo and Symposium and regular technical programs.
   - Unite with industry partners to add value and broaden our avenues for the distribution of educational information

4. **Include: Enable Diversity, Inclusion, and Equity**
   Leverage diversity and inclusion within CSIFT to advance our mission and the science of food.
   - Embrace an inclusive culture where all CSIFT members and volunteers experience an elevated sense of community, belonging and opportunities to succeed
   - Promote understanding and alignment to IFT's Diversity and Inclusion definition and related mission and vision
   - Demonstrate awareness that CSIFT serves a diverse population within its membership and professionals in food science and nutrition

Section Officers & Executive Committee

The Chicago Section of IFT has a leadership team that consists of the Section's Officers and the Executive Committee

No individual may hold more than one elected position at a time and all Officers and Executive Committee members must be current IFT members in good standing during her/his entire term of office. Each of the Officers serves a one-year term with the exception of the Treasurer who serves a three-year term.

Section Officers are elected annually by the membership in February-March and serve from September 1st of the current year through August 31st of the following year. Officers and members of the Executive Committee may be removed for cause or they can resign. The Section By-laws and Conflict of Interest / Code of Conduct Policy provide more information concerning this process.

The current Officers, Executive Committee Members, and Committee Chairs for the Chicago Section are listed on the Section website. The duties of each of the Section Officers and the Executive Committee elected members are identified in the By-Laws of the Section and are summarized with additional detail on the following pages of this document.

Chair of the Section

Term of Office: One year commencing on September 1st (second year of three-year commitment).

Duties:

- Manage the affairs of the Section.
- Act as Chair and voting member of the Executive Committee.
- Serve on the Chicagoland Food Science Foundation Board and attend monthly meetings – serve on Governance Committee.
- Serve as member of the Finance Committee.
- Preside at all meetings and ceremonies of the members.
- Write a monthly article for the newsletter.
- Appoint Committees, including Committee Chairs, no later than September 1.
- Interface with National IFT staff.
- Draft and send letters of response from the Section on various issues.
- Communicate with all Committee Chairs to ensure completion of events.
- Work with the Business Office, Committee Chairs, Treasurer and Finance Committee to set the budget.
- Communicate with the Finance Committee to understand the investment strategy as well as funds available.
- Set up regularly scheduled meetings with the Business Office to plan Section meetings, monthly agendas, and manage any issues.
- Request that CFSF leadership presents at least annually at an Executive Committee Meeting to share updates and to keep connection to between the organizations strong.
- Invite IFT Board Rep to all EXCOM meetings.

- Meet with Committee Chairs regularly throughout the year.
- Assemble monthly Executive Committee Meeting Agenda and Packet. Support provided by the Business Office.
- Perform annual review of Management Company and present to Executive Committee. Manage the contract renewal process the year of contract renewal.
    - Review due in April with report due in May.
- Coordinate the signing of the Conflict of Interest / Code of Conduct Policy with all new / incoming Committee Chairs, Executive Committee members, and Officers.
- Support the planning for the Tanner Lecture in May by helping the Events Committee Chair / Chair Elect for the search of a speaker of high caliber.
- Work with Chair-Elect and Past Chair to submit 2 volunteer recognition awardees to IFT in June annually for their Outstanding Service to the Section awards - Section Outstanding Volunteer Award and the Section Service Award.

Chair-Elect of the Section

Term of Office: One year commencing on September 1st (first year of three-year commitment). Official term starts in September but work begins as soon as elected.

Duties:

- Serve as a voting member of the Executive Committee.
- Coordination with the Section Chair**.** The role of the Chair Elect is to support the Section Chair doing the work of the Section. The Business Office will cc the Chair Elect on all email communications with CSIFT leadership in order to ensure that the Chair Elect is aware of any issues or concerns. Meetings can be scheduled with the Business Office at the convenience of the Chair Elect in order to plan the work and strategic direction of the Section.
- Serve as appointed Chair of the Events Committee to plan and execute the Cultivating Learning speaker programs with the support of other committee members. The Chair-Elect is responsible for coordinating with the speaker to gather the speaker bio and topic information for marketing purposes. *See Events Committee section of the Handbook for further guidance and requirements including budgetary considerations, Leadership Training event, and Business Office support*.
- Annual Leadership Training Workshop. The Chair Elect plans the Annual Leadership Training Workshop. The date and location of the Leadership Workshop should be determined no later than April 1 of each fiscal year. The date of the Leadership Workshop usually occurs early June, though this time is dependent upon when the IFT Annual Meeting is scheduled. The Leadership Workshop should occur no later than mid- August.

  The workshop schedule and content should be finalized approximately 30 days before hand. The Business Office will arrange for and sign the contract for the location of the event and will coordinate with the venue for food and beverage. The Business Office can also assist with managing the registrations for the workshop.

The purpose of the Annual Leadership Training Workshop is two-fold:

1) Provide a forum for discussion, planning, and execution of objectives for the upcoming year
2) Serve as a Thank You event for Leadership.

The event should always include the Executive Committee and Officers, and should also include Committee Chairs and Committee Volunteers.

- Preside at Section meetings in absence of the Chair and Past Chair
- Assist the Chair as required on special projects.
- Work with the Venue Committee to select meeting locations.
- Select meeting dates for the following year and submit to Business Office for publication in the Section Newsletter and on the website – by Sept. 1 if possible.
- Responsible for arranging hotels, flights, and transportation for event speakers. Recommend speakers book their own travel arrangements and the Section will reimburse them.
- Because the program for the year needs to be finalized before September, the Chair Elect / Event Chair will need to begin the work as Event Chair in March/April (or as soon as elected!).
- Plan Tanner Lecture. The Events Committee will assist in helping find a speaker of high caliber.
- Work with the Section Chair on all matters concerning the management of the Section.
- Work with Chair and Past Chair to submit 2 volunteer recognition awardees to IFT in June annually for their Outstanding Service to the Section awards - Section Outstanding Volunteer Award and the Section Service Award.

Past-Chair of the Section

Term of Office: One year commencing September 1st (third year of three-year commitment).

Duties:

- Serve as a voting member of the Executive Committee.
- Serve as appointed Chair of Awards Committee and Nominations Committee. *See Awards and Nominations Committee section of the Handbook for more information for further guidance for budgetary considerations and Business Office support.*
- Serve on CFSF Board and attend monthly meetings – serve on Governance Committee. See CFSF Handbook for more information.
- Serve on Finance Committee and attend meetings
- Draft and send letters of commendation to 50-yr. members of the Section and as an invite to the Tanner Lecture. Compile information collected and share out at Tanner Lecture. Sample invite text is included in the OneDrive files
- Preside at Section meetings in absence of the Chair.
- Work with the Business Office to create the ballot for elections to run in March. IFT needs to be notified of new officer and leadership roles by April 1. Submit ballot for annual elections

by January to National IFT.
- In August of each year request that the Business Office orders a gavel for the incoming Chair.
- Work with Chair-Elect and Past Chair to submit 2 volunteer recognition awardees to IFT in June annually for their Outstanding Service to the Section awards - Section Outstanding Volunteer Award and the Section Service Award.
- Serve as the Jury Chair for the Lifetime Achievement Award in honor of Nicholas Appert for National IFT
- Support the Chair and Chair-elect with any Section initiatives

Secretary of the Section

Term of Office: One year commencing on September 1st. Limit of 3 consecutive years.

Duties:

- Serve as a voting member of the Executive Committee.
- Record minutes of all meetings. Work with the Business Office to include in the agenda for the next month's meeting for approval at the Executive Committee meeting.
- Preside at Section meetings in absence of Chair, Past Chair, Chair Elect, and Treasurer.
- Serve as Secretary for the Chicagoland Food Science Foundation.

Treasurer of the Section

Term of Office: One year commencing on September 1st customarily filled for three (3) years).

Duties:

- Serve as a voting member of the Executive Committee.
- Serve as member of Finance Committee
- Serve as an active member of the management contract renewal committee; provide financial implications to budget, assets, and cash flow.
- Prepare / Work with Finance Chair to prepare annual budget and its implications to assets and investments for approval by the Executive Committee. Final budget due no later than the June Executive Committee meeting.
- Provide Board with financial implications of assets and cash flow when the Board is discussing the addition of a non-budgeted expense.
- Supervise Business Office to receive Section funds and deposit them in the name of the Section.
- Supervise Business Office to make an account of all disbursements of the Section.
- Coordinate the transfer of signature cards annually.

- Supervise Business Office to issue all checks. Approve all checks for reimbursements using the Expense Reimbursement Form signature line.
- Work with Business Office for preparation of financial reports including Balance Sheet, Income Statement, and Budget Report (or Profit & Loss Statement) at minimum on a quarterly basis.
- Work with Finance Committee on management of Investment Accounts designated for Scholarships / Donations. Report balances and performance of Investment Accounts to the Executive Committee on a quarterly basis at minimum. Act as primary authorized representative of the Section in making investment transactions (i.e. bond purchases and sales).
- Submit a copy of the annual Section budget to National IFT as requested. May be officially submitted by the CSIFT Business Office.
- Submit monthly and audited final financial reports to the Executive Committee and to National IFT by the required dates. May be officially submitted by CSIFT Business Office.
- Preside at Section meetings in absence of Chair, Past Chair and Chair Elect.
- Supervise the Tax & Accounting Company that prepares the Section Income Tax Returns on annual basis alongside the Audit Committee.
- Review the annual Audit with the Audit Committee.

Executive Committee

The Executive Committee meets from September through June of each year in a business meeting held prior to the monthly dinner meeting or as scheduled. Additional meetings may be scheduled with at least ten (10) days' notice before the meeting and may be in person or electronic meeting via conference telephone or other communications equipment.

Each member of the Executive Committee is requested to serve on one Section Committee during each year of his/her term, providing direction to committee leadership and participating in committee reporting during the Executive Committee meetings.

Each member is also required to attend the expected minimum number of Executive Committee meetings as documented in the bylaws missing less than 3 consecutive meetings.

Section Business Office

The Section Executive Committee may employ a contracted Business Office. The duties of the Business Office will vary depending on contractual or volunteer agreements, but shall in general be as follows:

1. **Technical Support**
   a. Dedicated phone line with answering service.
   b. Computer system hosted offsite and accessible at any location.
   c. Information and cyber security systems to protect data.
   d. Committee work files available via SharePoint
   e. Insurance coverage / dishonesty bond at a minimum of $100,000.
   f. Use of IAMI laptops, badge printers, LCD projectors, conference call speakers, etc. at CSIFT events.

2. **General Office Support**
   a. Answering phone calls and emails within 48 hours.
   b. Collecting mail at PO Box 1-2x per week. Mailing documents within 5 days of receipt.
   c. Arranging for packages to be delivered at the IAMI office address.
   d. Being available as a meeting place for leadership as requested.
   e. Storing and maintaining physical assets (laptop, screen, printer, banner(s), etc.) in office and storage locker as appropriate.
   f. Collaborate with committees to document and make digitally available historical activities, notes, and records via SharePoint.

3. **Executive Board and Committee Support**
   a. At least one staff member attends board and committee meetings as invited.
   b. Setting up virtual meetings using the virtual meeting platform of choice.
   c. Providing reports (as scheduled) on IAMI activities.
   d. Providing administrative support to document the agenda and meeting minutes for Executive Committee meetings. The reports included in the agenda and the actual agenda is determined by the Section Chair.
   e. Providing administrative support for in-person Executive Committee meetings by ensuring the Secretary has access to the meeting agenda/minutes and that those attending virtually can participate.
   f. Providing data and information on specific issues within 7 days as requested so decisions can be made by leadership. Examples include event reports, survey results, and financial reports, etc.
   g. Meeting regularly with the Chairs, Treasurer, Finance Chair and other leaders to discuss strategy, meeting agendas, financial reports, or anything else to keep communications open.
   h. Supporting the annual Leadership Training by attending and participating as requested by the leadership team.

i. Writing a monthly report included in the board meeting agendas that provides updates on ongoing projects and issues. The report is of high quality and meets the needs of leadership.
j. Submitting out-of-scope work requests to the board for review before initiating or executing.
k. Providing data and information to committee leaders or board members within 5 days of request.
l. Soliciting marketing for volunteers as requested by committee chairs within 5 days of request.
m. Managing CRM to ensure accurate records.
n. Providing administrative support for scheduled updates to the bylaws, policies, and Officer and Committee Handbook.
o. Volunteer recruitment support via emarketing, social media, and slide decks at events, etc.
p. With written authorization from at least one Chicago Section IFT Officer, sign Memorandums of Understanding (MOU's) with potential industry partner organizations on behalf of the Chicago Section
q. Maintaining an historical record of the Section's activities including pictures taken at events, video-recordings, and other social media.

Chicago Section IFT's current Business Office is:

International Association Management, Inc. (IAMI) 207 Ash Street, Lombard, IL 60148

Chicago Section IFT Telephone #: (630) 916-4960
Chicago Section IFT Mailing Address: P.O. Box 926, Lombard, IL 60148

Emails:
Executive Director: BusinessOffice@ChicagoIFT.org
Managing Director: Katy@ChicagoIFT.org
Website / IT / Registration: Claire@IAMI411.org
Membership / Registration: Members@ChicagoIFT.org
Suppliers' Day: SuppliersDay@ChicagoIFT.org

Membership Responsibilities

The Section includes a Membership Committee to conduct ongoing activities to retain current members and to recruit new members. However, the responsibility for attracting new members and retaining current members is a responsibility for all Section Officers, Section Members, and Committee Chairs.

We all should be actively involved with representing the positive features of being a member of the Chicago Section IFT and promoting the benefits of membership to this organization to others and to encourage their participation in Chicago Section IFT.

The annual goals identified by our Membership Committee include five main areas of activity:

1. Recruiting new members.
2. Retaining current members.
3. Improving accuracy of our Mailing Lists (and use these for mailings).
4. Recruiting Student Members to IFT.
5. Managing Mentor Program.

Membership in CSIFT is limited to individuals in good standing of the IFT who are in compliance with the IFT's rules and regulations and who have paid membership dues to the CSIFT. Revocation or suspension of membership by the IFT shall automatically constitute revocation or suspension of membership in the SECTION.

There are six (6) membership categories: Member, Student Member, and Emeritus Member.

1. **Premier Member:** The fullest membership with all of the benefits
2. **Networking and Engagement:** Member benefits that focus on networking.
3. **Student Member:** Any graduate student or person matriculated in an educational institution as a full-time student pursuing a degree (Associate or higher) in the field of food science and technology or in one or more of the sciences or branches of engineering concerned with advancing food science and technology shall be eligible for membership as a Student Member. All Student Members shall be members of the IFT Student Association.
4. **Emeritus Status:** Any current IFT Member who has retired from professional life in a remunerative capacity and has been a member of the IFT for at least twenty (20) years shall be eligible for Emeritus status. Individuals with Emeritus status receive similar benefits as Premier members.
5. **ASN Join Membership:** IFT's Joint Membership with the American Society of Nutrition (ASN) enables members to take advantage of the benefits of both organizations for one low price.

Members are eligible to vote in the annual elections.

Role of Committees / Sub-Committees

A Committee can be one of the most productive tools with which the Section has to work. Committee members are faced with the challenge of getting involved in the work the Committee was formed to accomplish. Each member's contribution and participation on the Committee will determine the success or failure of the Committee.

Functions of a Committee

The primary function of a Committee is to contribute to the efficient operation of the Section. In most cases, Committees are concerned with communicating information and assisting Section leaders in the decision-making process.

The findings of a Committee have a direct impact on the decisions made by officers and the Executive Committee of the Section. Committee work can directly influence the direction of the Section. In the cases of subcommittees, the Committee Chair shall be responsible for monitoring and reporting on the activities of the subcommittee.

Committee Chairs

Even with capable members, a Committee without strong leadership is at a disadvantage. Responsibilities of Committee Chairs are defined in relation to each specific Committee. The Chair's role will normally change as the work of the Committee changes.

There are general responsibilities that are common for all Committee Chairs, which include:

- Developing the Committee organization and structure.
- Scheduling meetings. The Section has a GoToMeeting subscription. All conference call committee meetings should use this subscription. Every meeting should invite the following people:
    1. Committee members
    2. Business Office
    3. Section Chair

  If requested, the Business Office will support your meetings by taking minutes and setting up the meeting invites.
- Submitting a monthly report to be included in the monthly Executive Committee meeting.
- Attending the monthly Executive Committee meeting to represent and report on your committee.
- Preparing and/or approving agendas. Presiding at meetings.
- Making Committee and individual assignments.
- Reviewing and approving meeting minutes.
- Overseeing the activities of the Committee.
- Preparing the Committee's **budget**. Chairs of each Committee shall have budgeting responsibility and accountability for each event. Each chair should be responsible for:
    - Developing the event budget for the following year with adequate detail.
    - Calculating the net surplus or loss for the event.
    - Informing the incoming Chair of the budget and expectations for the event.

- Presenting significant changes (like adjustment of fees) to the Executive Committee.
- Providing a financial summary of any event activity.
- Non-budgeted items must be approved by the Board of Directors.

- Preparing **financial reports** at the conclusion of each event.
  - Maximum spending for meetings is no more than $50 per person including tax and tip. Use the **Expense Reimbursement Form** to get reimbursed. You can download the form from OneDrive, complete the form, and upload it with your name and date.
- **Events**: Providing information for use on the Section website before and after an event.
  - Providing information for use in the Section Newsletter before and after an event.
  - Bring in new members to Committee to get more individuals involved.
  - Coordinate with the Business Office to support the needs of the Committee.

The success achieved as a Committee Chair will depend largely upon that person's ability to preside over meetings and guide the Committee toward its defined goal. When the Section's Chair is selecting Committee Chairs, he/she should clearly discuss expectations for the Committee, the time commitment necessary to achieve success and execute the specific duties required during the year.

To assist with achieving success the Committee Chair should:

- Establish goals and schedules and monitor these throughout the year
- Always begin meetings on time.
- Conduct meetings from an agenda.
- Briefly and clearly state the reason for the meeting at the beginning.
- Review the Committee's objectives relative to the Section's objectives.
- Assure that adequate minutes are maintained and distributed.
- Report the activities of the Committee to the Executive Committee.
- Attend Executive Committee meetings.
- Invite a representative of the Business Office to attend meetings. The Business Office can assist with meeting scheduling, the taking of minutes, and keeping a historical record of the work done by each committee annually.

The **composition** of each Committee is specific to the needs of the Committee. It is likely that the incoming Section Chair will work with the selected Committee Chair to appoint Section Committees.

As the role of the Section Chair is to appoint committee chairs, it is up to the discretion of each incoming Section Chair to make changes to committees and committee leadership. It is desirable to have Committee Chairs appointed in time to start functioning on September 1st.

Unless otherwise noted in the Section By-Laws or Committee organization, Committee Chairs and members are appointed for a term of one year. Committee Chair appointments are made by the incoming Chair generally in May to August for the following fiscal year.

Term Limits. Each committee chair has a maximum of a three-year term. It is recommended that in year 2 of your term that each committee chair identifies a co-chair and uses year 3 to mentor the co-chair as a potential future chair of the committee. It is recommended that the outgoing chair of the committee continues to serve as a committee member of the committee to ensure continuity in the committee and to support the incoming committee chair.

When selecting members, it is important to find individuals that are willing to serve and clearly understand what is expected of them. Filling Committees with individuals who do not clearly understand their role or the expectations of their role and commitment they are making will only result in a lack of success of the Committee.

To provide for continuity and for the development of future leaders, it is important that Committees are made up of a balance of successful, experienced members with members that are new to the Section. New members provide a fresh outside perspective, while experienced members provide guidance and history.

It is always to the Committee's benefit to appoint members who are knowledgeable and interested in the Committee's area of activity. The Chair should provide the Committee with background and leadership to help the Committee function successfully.

Section Standing Committees

- Finance Committee
- Nominating / Awards Committee

Section Committees

These Committees of the Chicago Section shall be appointed as needed:

- Audit Committee
- Awards / Nominating
- Student Engagement / Employment Committee
- Events & Venue Committee
- Host Section Committee
- Marketing Committee
- Membership Committee
- New Connections Committee (part of Events)
- Sergeant-at-Arms (includes By-Laws)
- Strategic Planning Committee
- Suppliers' Day Committee

Document Management

Chicago Section IFT stores documents that its leaders should have access in the CSIFT SharePoint. The Executive Committee and each committee that supports the work of Chicago Section IFT has its own folder.

Access is provided to the leadership team as per the Document Control Policy (in development). Leaders are expected to use their folders to store all committee work including meeting minutes.

Description of Committees/Subcommittees

Following the Work Plan and Annual Report is a summary of each of the Committees of the Chicago Section IFT. A specific summary page is provided for each of the Section's Committees / Subcommittees.

The incoming Committee Chairs should develop a Work Plan for the activities of their committee. Work Plans should be based on achieving the goals of the Section and are due by August 30.

The final duty of each Committee Chair is to submit a written report summarizing the activities of the Committee for the year to be included in the June meeting agenda. Information is provided below.

Committee Work Plan

The purpose of this form is to guide the goal setting exercises of each Committee of the Chicago Section IFT. Each Committee Chair is asked to lead their Committee in a planning exercise to determine their goals and timelines for accomplishing their plans through the year.

The work plan is to be completed and submitted to the Section Chair by **August 30th** for discussion at the September Executive Committee meeting.

The following information should be included in the report.

1. Committee Name
2. Committee Chair
3. List of Committee Members
4. Goals for the year
5. Committee Meeting schedule
6. Planned activities

Annual Committee Report

The purpose of this report is to provide a structure for the final report to be completed by each Committee of the Chicago Section IFT. This form is to be completed and submitted to the Section Chair no later than by **May 31** for inclusion in the Section Annual Report and presented at the June Executive Committee meeting. Committee Chairs may attach additional information that logs the activities and achievements of the Committee for the fiscal year.

The following information should be included in the report.

1. Committee Name
2. Committee Chair
3. List of Committee Members
4. Update on the goals for the year – measurement of those goals
5. Combined meeting minutes
6. Activities / events run – number of attendees and a description of each event.
7. Budget request for the next year

Chicago Section IFT Volunteer Code of Conduct & Conflict of Interest Policy

Section Vision and Mission

Vision: A world where science and innovation are universally accepted as essential to a safe, nutritious, and sustainable food supply for everyone.

Mission: Cultivating a community where professionals and students aspire to enrich the Chicagoland food industry through collaboration, education, and networking.

Volunteers will at all times abide by and conform to the following Code of Conduct in their capacity as a Chicago Section IFT Volunteer:

Terms / Definitions

- **CSIFT:** Chicago Section of the Institute of Food Technologists (IFT)
- **Volunteer:** An individual who freely offers to participate in the leadership activities of the Chicago Section of IFT
- **Section**: A Section of IFT. We are the Chicago Section of IFT
- **Leadership:** Those who participate in the Section as Officers, Executive Committee Members, Committee Chairs, Committee Members, and/or Task Force Members.

General Expectations

1. Volunteers will contribute to a collegial, inclusive, positive, and respectful work environment for fellow Volunteers, members, and CSIFT Business Office, and they will model the best in professional behavior.
2. Volunteers will know, understand, and support Chicago Section IFT's mission, core purpose, values, goals, strategies, and annual directives. They will also become familiar with and follow CSIFT's policies, procedures, and guidelines as documented in the Committee and Officer Handbook while acting on behalf of CSIFT.
3. Volunteers will not discriminate and will be respectful of the diversity of all members.
4. Volunteers will only use CSIFT's marks, insignia, name, logos, and trade dress (collectively, "CSIFT Marks") in compliance with guidelines issued by CSIFT from time to time.
5. Volunteers will obey all applicable laws and regulations of the relevant government authorities, including all laws and provisions that govern appropriate conduct in the work place while acting on behalf of CSIFT.
6. Volunteers will make or recommend decisions in the best interests of CSIFT as a whole rather than focusing on any CSIFT subpart or advocating options that advance a personal concern.

Meetings and Communication

1. Volunteers will uphold strict confidentiality regarding any information discussed at closed Executive Committee meetings or in the course of any other deliberations and communications. No Volunteer will share, copy, reproduce, transmit, divulge or otherwise disclose any confidential information related to the affairs of the Section. Questions regarding the confidential nature of CSIFT information or documents will be directed to the appropriate CSIFT Business Office person or Board member.
2. Volunteers may not speak on behalf of CSIFT or the Board to external parties, such as the media or other interested parties unless specifically asked to do so by the Section Chair or as documented as part of the duties in the Officer & Committee Handbook.
3. All contractual agreements are the responsibility of the CSIFT Business Office in accordance with established authority and procedures. Volunteers cannot make contractual commitments on behalf of CSIFT with the exception of Board officers formally granted such authority by the Board’s policies.
4. All CSIFT correspondence, regardless of the medium, is a reflection on the Section. E-mail communications will follow the same professional standards as verbal communication. E-mails may be considered legal documents and, therefore, caution must be exercised when recording written opinions and statements pertaining to the role of any CSIFT Volunteer(s). The use of the “blind copy” function is strongly discouraged when conducting official CSIFT business.
5. Volunteers will be supportive in communicating about CSIFT to other Volunteers, Members, and stakeholders. Inappropriate communication by email or in any public forum including social media about CSIFT, its Volunteers, CSIFT Business Office, stakeholders, policies, procedures or guidelines is not acceptable. Issues regarding CSIFT will be taken up in private with the appropriate CSIFT Board Member.
6. Participation in committee meetings (in-person and/or teleconferences as determined by each committee) is typically required to fulfill a Volunteer’s duties. Volunteers will commit to meeting the requirements of the committee as outlined in the Officer and Committee Handbook.

Relationship with Other Volunteers, Members and CSIFT Business Office

1. Volunteers will understand the scope of their authority and exercise good judgment in their dealings with other Volunteers, members, CSIFT Business Office, and the general public. Accordingly, volunteers will respond to all members and stakeholders in a prompt, responsible, respectful and professional manner, and they will represent their role within CSIFT clearly and accurately.
2. Volunteers will not request special/personal favors or confidential/embargoed information from other Volunteers, members, or CSIFT Business Office without prior consultation and agreement of the Officers and/or Executive Committee.
3. CSIFT events are professional gatherings and therefore appropriate behaviors are expected. Volunteers will adhere to CSIFT policies, procedures, guidelines, and the Volunteer Code of Conduct in all interactions with other Volunteers, members, stakeholders, CSIFT Business Office, vendors, and other constituents.
4. Volunteers do not have direct authority over CSIFT Business Office and do not have authority to delegate actions to CSIFT Business Office outside of their contracted responsibilities.

Avoiding Conflict of Interest

1. No Volunteer will use any information provided by the Section or acquired as a consequence of the Volunteer's service to the Section in any manner other than in furtherance of his or her volunteer duties. Furthermore, Volunteers will not misuse Section property or resources. They will at all times keep the Section's property secure and will not allow any person access to such property unless authorized by CSIFT.
2. Volunteers will not persuade or attempt to persuade any Member, exhibitor, sponsor, supplier, contractor, or any other person/entity with an actual or potential relationship with the Section to terminate, curtail or not enter into that relationship. Further, Volunteers will not take any action that would serve to reduce the monetary or other benefits to CSIFT of such relationship(s).
3. Volunteers are expected to act at all times in the best interest of the Section.
4. When encountering a potential conflict of interest, Volunteers will identify the conflict and report it to one or more members of the CSIFT Executive Committee. If an actual conflict of interest is determined to exist, the Volunteer may be asked to remove him- or herself from all discussions and voting on the matter.
5. Volunteers will not personally accept gifts, gratuities, free trips, honoraria, personal property, or any other item of value from any person or entity as a direct or indirect inducement to provide special treatment to such donor on matters pertaining to the Section.

Volunteer Commitments

1. Volunteers will carry out volunteer duties in accordance with CSIFT procedures as documented in the CSIFT Officer and Committee Handbook and adhere to project timelinesto which they have agreed.
2. In the event that a Volunteer realizes that s/he cannot fulfill a commitment, s/he will notify the responsible CSIFT volunteer leader / committee chair proactively.
3. Volunteers will recognize and be respectful of the fact that CSIFT Business Office may have deadlines and CSIFT leadership may on occasion find it necessary to replace or augment volunteer resources.
4. Volunteers will relinquish project responsibilities promptly when requested if doing so is deemed to be in the best interests of the Section.

Confidential Materials and Work in Progress

Upon completion of service, Volunteers will ensure that all committee related documents will be saved to the CSIFT FTP site. Such return will not abrogate him or her from the continuing obligations of confidentiality with respect to the information acquired as a consequence of his or her tenure as a Volunteer.

Violations of the Code of Conduct

1. CSIFT leadership will resolve any issues with Volunteers in a professional manner.
2. If issues or violations of the Code of Conduct are persistent or egregious, Volunteers may be required to leave their volunteer position(s) and may be precluded from serving in volunteer roles in the future. Except in cases pertaining to the Board of Directors, the Chair will determine if this action is necessary and will notify the Volunteer. In cases pertaining to the Officers / Board of Directors, the Executive Committee will determine if this action is necessary and will designate one of its Members to notify the Board Member.
   a. A three-person committee of Executive Committee Members appointed by the Executive Committee will review the issue and allow the Committee Member or Officer to plea the case.
3. CSIFT reserves the right to pursue additional measures up to and including legal action in extreme cases where the actions of a Volunteer` may have compromised CSIFT's mission, reputation, business prospects or legal stature.

I have read the CSIFT Volunteer Code of Conduct in its entirety and agree to abide by its provisions at all times while I am volunteering for CSIFT.

________________________________ ____________________

Signature Date

____

Printed Name

We strongly encourage all committees to schedule their meetings using the GotoMeeting platform.

CSIFT GoToMeeting Directions

If you are using GoToMeeting for the first time:

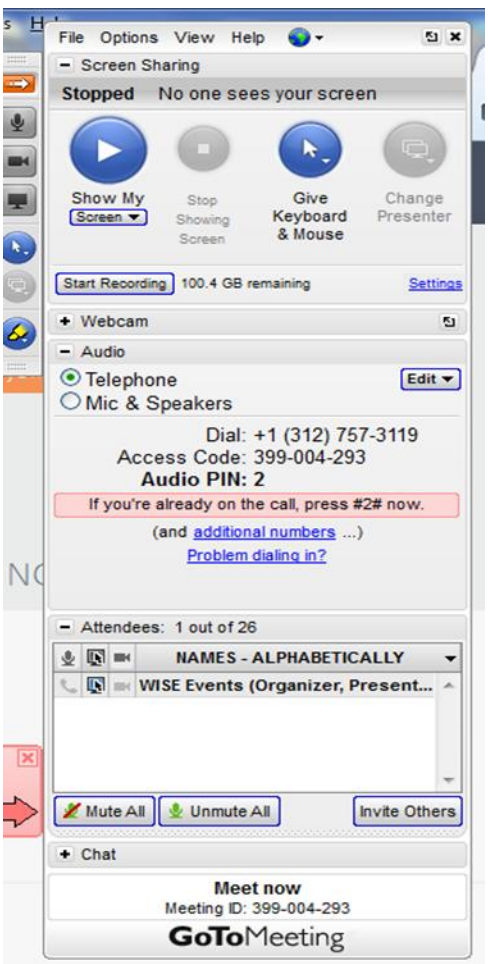
1. Go to http://www.gotomeeting.com/online/
2. Click on "Sign In" in the upper right-hand corner
    a. User: meetings@chicagoift.org
    b. Password: Meetings@CSIFT1
    c. Logging in for the first time may require a passcode to be sent to Meetings@Chicagoift.org. Set this up ahead of time so the code can be retrieved from the Business Office (630-916-4960).
3. Click on orange button that says "**Schedule a Meeting**" for a future meeting or "**Meet Now**" if the meeting is starting immediately.
4. A form will pop up.
5. Name your meeting to replace the text "New Meeting."
6. Click on the date of the meeting.
7. Use the drop down to choose the time and the duration.
8. Click "Save"
9. New Screen – "Invite People." You can copy the invite and send out to your individual email using the appointment feature in Outlook and adding the email addresses OR see below.
    a. Invite the CSIFT Chair, Chair Elect, Past Chair, and Business Office to all meetings.
10. An appointment should show up in your Outlook / Appointment calendar.
    a. If you use AOL or a similar email account, the appointment comes up blank. You will need to copy and paste the appointment information.
    b. If you are sending an appointment to someone with an AOL account their appointment will be blank. You will need to send them the appointment information in the text of the email.
    c. It is easier to view the appointment on phones if you put the phone number and access code into the location line of the appointment.

If you have set up a meeting before you should have the GoToMeeting ICON on your desktop.

1. Right click on the ICON and click "Open."
2. If it asks for a login and password use the CSIFT user and password info.
3. Click on "My Meetings" and invite people. Click on the meeting you created and click on "Invite."
4. An outlook invitation will pop up where you can add the email addresses of those you'd like to invite. You can also attach an agenda, etc.
5. An appointment should show up in your Outlook / Appointment calendar.

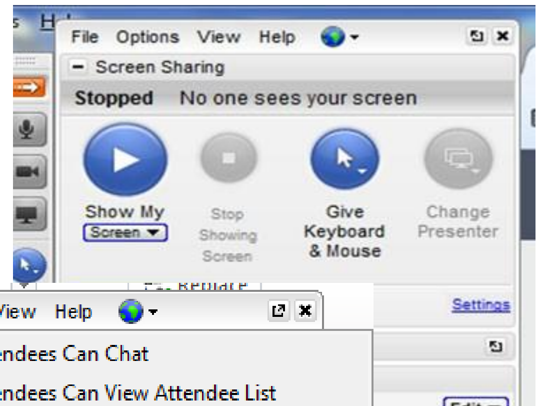
Running / Managing Your Meeting

1. 15 minutes before your meeting should begin you should get an Outlook/email reminder to open your meeting. Click on the "**start meeting**" link. You can also click on the link in the appointment.
2. If you do not need the online meeting and just need the **conference call** you will still need to open the online meeting.
3. If you do not have access to your email appointments you can right click on the GoToMeeting ICON on your desktop or go to www.gotomeeting.com and login using the information on the previous page and click "Start" on your meeting listed under "My Meetings."
4. Or if you do not have a scheduled meeting but want to start one immediately, login, click "Meet Now" and start the meeting. Then click on "Invite People" to send an invite.
5. A GoToMeeting Toolbar will pop up on the right side of your computer screen.

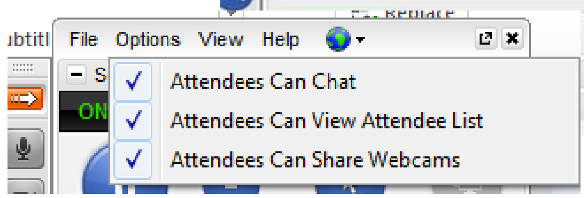


6. To open the **audio** part of the call dial the number on the screen (should be the same number as on the appointment), use the access code and the audio pin. The audio pin allows attendees to mute themselves while not speaking. It is a good idea to suggest muting to reduce background noise. You can also use skype to dial into the call or click on Mic & Speakers instead of Telephone.
7. Before clicking on **"Show My Screen"** make sure you have closed anything private that you do not wish shared. Once you click on "Show My Screen" anyone logged in can see your screen.
8. If you'd like to **"Pause"** the screen so you can move away from what is shared to pull up another document, click on the same button (Show my Screen) and it will freeze the screen. Click on it again to resume showing your screen.
9. **Attendees**: To identify who is attending the meeting click on the "Attendees +"
10. **Chat**: If you'd like to send a private message to someone during a meeting you can click on the chat + and choose who to send the note to from the list of attendees.
11. **Changing presenters**: You can change presenters any time during a meeting. Click on "Change Presenter" and then choose who to give the controls to from the attendee list. If you are given the controls you have to accept controls. The presenter can take over the controls at any time.

12. **Give Keyboard and Mouse**: You can also give the keyboard and mouse controls to another attendee who can move the mouse on your computer. This isn't usually recommended as it is tricky. Easier to change presenter.



13. To view your entire screen so the toolbar doesn't cover up your screen click on the orange/white arrow.
14. To mute yourself, click on the **microphone**.
15. To let people see you, click on the **videocam.**
16. To **record** the meeting click on "start recording."



17. To adjust settings, click on "**Options**" to change the ability to chat, view attendee list, and share webcams.

18. To **end the meeting**, click on the "X" in the top right hand corner. If you'd like to end it for everyone, click that option. To let others continue, hand over the controls to someone else.
19. If you recorded the meeting, there are more complex directions to get the recording saved. Contact BusinessOffice@ChicagoIFT.org to get assistance.

Chicago Section IFT Fiscal Policies and Procedures

Revised: April 2024

General

The finance policy is developed by the Treasurer, Finance Committee, Board Chair and Audit Committee. Any suggested changes to the policy should be submitted to the Treasurer, Finance Committee, and Board Chair for review and approval by the Section Executive Committee.

The Finance Policy will be reviewed annually no later than January 31 each year.

Definitions

A. **Fiscal Year**. The fiscal year begins September 1 and end August 31.

B. **QuickBooks**. QuickBooks is the online accounting software system used to manage and report on Section finances.

C. **Finance Committee**. Members of the Section leadership team responsible for financial management and reporting. See *Appendix A: Financial Duties by Leadership Role*

D. **Financial Planning.** The Section manages its funds through two types of bank accounts. The Section Operating Funds are held in a checking and savings account. All funds received via Section activities are deposited into the checking account. The savings account is utilized once a defined balance is achieved in the checking account. Funds not needed for operations are invested into Investment Accounts under the guidance of the Treasurer.

E. **Expense Reimbursement Form.** Any expenses paid for by a committee chair or member on behalf of the Section, will only be reimbursed via completion of the Expense Reimbursement Form. This form is updated annually and provided to all committees.

1. **Accounting Procedures**
   a. Chicago Section IFT uses the **accrual basis of accounting**. Throughout the fiscal year, expenses are accrued into the month in which they are incurred. The books are closed no later than 15 days after the close of the month.
      1) Invoices received after closing the books will be counted as a current-month expense.
      2) At the close of the fiscal year, this rule is not enforced. All expenses that should be accrued into the prior fiscal year are so accrued, in order to ensure that year-end financial statements reflect all expenses incurred during the fiscal year. Year-end books are closed no later than 90 days after the end of the fiscal year.
      3) Revenue is always recorded in the month in which it was earned.
      4) Pledges are recorded in the month received.

   b. **Journal entries** are posted in the accounting system by Section Business Office staff under the guidance of the auditing committee and/or the auditing company engaged to audit the Section's finances. This is to be completed on an annual basis in review of the annual financial reports and prior to the completion of the tax returns.

c. **Bank reconciliations** are completed on a monthly basis by Section Business Office staff in preparation for each month's Executive Board meeting and as part of preparing the monthly financial report for the Treasurer and the Finance Chair. The accounting books are closed on the last day of each month.

d. **QuickBooks/Bank Statement Reconciliation –** The Treasurer shall, at minimum, on a quarterly basis review the reconciliation reports in QuickBooks to ensure the balance sheet accounts align to the bank statements for both the operating and investment accounts.

After the year-end audit is finalized, the fiscal year books will be adjusted as required and closed and locked within QuickBooks by Business Office staff under the guidance of the audit committee.

2. **Storage of Financial Records**

CSIFT defines a financial record as any record that relates to the finances of the Section.

a. All **accounting records** are stored in the QuickBooks Online Accounting System with real-time backups.

b. **Access to QuickBooks** is limited to necessary committee members (such as, but not limited to, Executive Director, Treasurer, and Auditors). Access to QuickBooks shall be authorized by the Board and reviewed annually and informed by the number of licenses included in the QuickBooks subscription.

c. All **financial records** are stored on the Section Business Office servers with twice daily back-ups to both an onsite hard drive and an offsite cloud system. They are also available to CSIFT leadership via the CSIFT SharedDrive.

d. All **hard copy financial records** are stored onsite at the Section Business Office premises for one fiscal year and then moved to the Section storage locker currently located at: Public Storage 2399 S. Finley Road, Lombard, IL 60148.

3. **Internal Controls**

Internal controls are used to ensure that financial transactions are properly authorized, appropriated, executed and recorded.

a. Any expenditure not included in the approved budget needs a vote or written approval by the Executive Committee and the relevant Committee Chair.

b. Any expenditure in excess of $1,000 for the **purchase of a single item** needs approval by the Section Chair and the relevant Committee Chair.

c. Any expenditure in excess of $2,500 for the **purchase of a service** to the Section shall have bids from three (3) suppliers, if feasible. These bids will be gathered by the appropriate Committee Chair with support from the Section Business Office. All bids must be voted on by the Executive Committee. This excludes expenditures for events such as dinner meetings and other Section events.

d. The Executive Director of CSIFT is authorized to sign all contracts as approved by the appropriate committee chair.

4. **Financial Planning & Reporting**

   a. **Budgeting Process**
   The **annual budget** is prepared and approved annually for all committees. The budget is prepared by the Finance Committee. The budget is to be approved by the Executive Committee prior to the start of each fiscal year. The budget shall be balanced before submitting for approval.

   Committees may charge participation fees to offset the cost of their events. Projected revenue generated will be reflected in the Revenue section of the Annual Budget and actual revenue will be recorded and reported monthly. However, this revenue is not automatically available to the Committee. The Board needs to approve any spending above the budgeted amount for the Committee in any case. Committee Chairs must approach the Board with a proposal for additional funding. The Board will then consider and vote on the proposal.

   The Finance Committee will work together with all committees and the CSIFT Business Office to ensure that the annual budget is an accurate reflection of program and infrastructure goals for the coming year.
   1) The Finance Committee prepares the annual budget for the following fiscal year no later than May 30 of each fiscal year and submits it to the Executive Committee for vote at the June meeting or prior to the end of the fiscal year August 30.
   2) The CSIFT Business Office uses the Annual Budget template to track income and expense on a monthly basis or as part of its report for the Executive Committee Business Meeting. The report is provided to the Treasurer, Finance Committee Chair, and Section Chair and is included in the monthly agenda.

   b. **Internal Financial Reports**
   The CSIFT Business Office prepares regular **financial reports** on a monthly basis. All reports are finalized no later than 30 days after the close of the prior month.
   1) The CSIFT Business Office prepares the following reports on a monthly basis:
      Profit and Loss Report
      Balance Sheet
      Budget Report
   2) The CSIFT Business Office, along with the Treasurer, prepares a **Summary of Investment Accounts** on a monthly basis as part of its monthly finance report provided to the Executive Committee.
   3) The CSIFT Business Office provides these reports to the Treasurer, Finance Committee Chair, and Audit Chair a minimum of 2 business days prior to each Executive Committee Meeting.

   c. **Audit Procedures**
   1) The CSIFT Business Office, Treasurer and the audit committee shall review financial records and confirm QuickBooks records (balance sheet) agree with bank statements, confirm that beginning of the year balance sheet accounts agree with ending balances of prior year audited financial statements account balances, and confirm that all income and expenses have been reported on the proper income statement account each year prior to the independent audit.

2) An **independent audit** is conducted between December 1st and 20th annually by an outside auditing firm selected by the Executive Committee.
3) The CSIFT Business Office prepares all financial records to assist with the annual audit.
4) The Audit Chair, Finance Chair, Treasurer, or other officer (a minimum of three) shall review and approve the financial statements, audited financial statement report, and the draft tax documents and then present them to the board for their review. The approval of said documents shall be documented in meeting minutes.
5) A Request for Proposal (RFP) shall be done at least every 5 years for the independent audit provider. A separate committee, formed by the Chair, will work in conjunction with the Treasurer, Finance Committee, and Audit Committee to perform this search.

d. **Tax Compliance**

1) The outside auditing/tax firm completes all required tax return documents following IRS filing requirements.
2) The CSIFT Business Office provides all necessary financial records to support the creation of the tax return documents.
3) The tax returns will be signed by the Executive Director as the primary signer, with the Chair as the alternate. The principle officer will be the Executive Director with the address as the CSIFT Business office address.
4) Prior to signing the returns a copy of the tax return shall to be distributed to each board member for review. This is a tax law requirement.
5) Electronic copies of the tax return documents are stored as part of the CSIFT financial records system, and hard copies of the tax return documents are stored by the CSIFT Business Office according to the procedures concerning the storage of financial records.

5. **Revenue & Accounts Receivable**

a. **Invoices** are prepared by the CSIFT Business Office for all accounts receivable on an as-needed basis, but most often when customers wish to pay by check and request an invoice.

b. **Outstanding invoices** are managed by the CSIFT Business Office via emails and phone calls to the customer as needed. Payment terms are 60 days. Invoices more than 60 days overdue may result in the cancellation of a registration.

c. **Revenue Recognition**: All contributions will be recorded in accordance with GAAP. Contributions are recorded as pledged or received and must be credited to the appropriate revenue lines as presented in the annual budget and coded as designated in the organization's Chart of Accounts.

d. **Payments received via EFT** are deposited directly into the Section's Checking Account using the PayPal system that is part of the Section's online data management system. Each payment generates a receipt that is sent via email to the purchaser and the CSIFT Business Office.

e. **Payments received via Check** arrive via the CSIFT's PO Box 926. The PO Box is checked a minimum of twice per week by the CSIFT Business Office.
   1) Checks are entered into the CSIFT data management system and an electronic receipt is generated by the data management system that is sent to the purchaser and the CSIFT Business Office.
   2) The checks are then prepared for deposit – scanned/copied, signed, and brought to the Section's bank or deposited via the online bank system.
   3) The copies of the checks and the electronic receipts are used to record the deposit into QuickBooks and then filed.

6. **Payments received via Cash** are deposited within 5 working days into the Section's Checking Account by the CSIFT Business Office.

7. **Expense & Accounts Payable**
   a. **Invoice Processing & Approval**
      1) Invoices received by the CSIFT Business Office **for fees** such as telephone, public storage, and other monthly expenses are paid on the payment schedule via online payments when possible and via check otherwise.
      2) Invoices received by the CSIFT Business Office **for event registrations** and expenses such as dinner meetings, golf outings, and suppliers' night are reviewed by the appropriate Committee Chair for authorization of payment and paid within 30 days of invoicing by check, credit, or debit card.
      3) All invoices are stored electronically in the IAMI hosted and onsite servers. Records are also saved in the CSIFT SharedDrive.
      4) Payments are recorded by the CSIFT Business Office in the QuickBooks accounting software that is accessible only via password.
   b. **Expense Reimbursements:** Reimbursement payments are made via bank check or Zelle issued by the CSIFT Business Office for reimbursement of expenses incurred by Executive Committee Members, Committee Chairs and Committee Members upon receipt of a signed Expense Reimbursement Form. The form is approved and signed by the Committee Chair and the Treasurer or Finance Chair and payment is recorded in QuickBooks by the CSIFT Business Office.
      1) CSIFT Business Office staff is reimbursed for travel expenses to and from CSIFT events. These expenses are recorded in the monthly IAMI expense report.
      2) The maximum allowable expense for in-person committee meeting expenses is $50 per person, pending financial status and budget approval.
      3) Travel expenses related to external events or meetings are reimbursed after gaining pre-approval from the Executive Committee. External events or meetings are those organized by another organization or initiated by the CSIFT and held at a location outside the Chicagoland area. Some typical examples are: attendance of C-FAR meetings in Springfield, IL, travel to UIUC for scholarship-related meetings, or travel to other IFT sections for face-to-face meetings.

c. **Payments made via check, credit card, debit card, or electronic banking**

1) **Checks**

i. Checks (paper and electronic) are issued as necessary / requested and are signed by those on the approved signatory list at the Section's Bank. Signatories are updated annually during the month of August as responsibilities change at the conclusion of each fiscal year and before the beginning of the next fiscal year. This update is led by the Treasurer.

ii. Checks more than $1,000.00 not already approved by contract and budget, require approval by the Treasurer. In the Treasurer's absence, the Finance chair or Board Chair may approve.

iii. Blank checks are stored at the CSIFT Business Office.

2) **Credit and Debit Cards**: The CSIFT Business Office holds the only CSIFT credit and debit cards. Payments are approved by the Section Chair or the relevant Committee Chair. Payments are made via CSIFT Credit and Debit Cards for the following types of payment:

i. Regular monthly office expenses such as telephone and storage facility rent.

ii. Expenses for events, board of director meetings, and committee meetings scheduled by CSIFT Committee Chairs and Officers.

3) **Electronic Banking:** Expense reimbursements will also be made via bank check or Zelle whenever possible.

8. **Asset Management**

A business checking account for day-to-day operations is administered by the CSIFT Business Office under the oversight of the Treasurer and the Finance Chair. All investment accounts are administered by the Treasurer with oversight by Executive Committee.

a. A transfer of funds from the business checking account to one or more investment accounts is executed by the CSIFT Business Office at the request of the Treasurer on behalf of the Executive Committee. See the Transfer of Funds Form included in Appendix B.

b. Upon review of the financial report of the Suppliers' Expo event and in consideration of funding needs, the Treasurer determines an appropriate amount, not to exceed 25% of net income, to be transferred to an investment account. Funds are transferred upon approval by the Executive Committee.

c. When funds in excess of $100,000 become available in the operating funds (business checking account and savings account), those funds are transferred by the Treasurer from those operating funds to the investment accounts under the direction of the investment fund advisors and after approval of the Executive Committee.

Appendix A

The Chicago Section IFT Officer & Committee Handbook provides information on the duties and responsibilities of the volunteer leadership team that manages the work of the Section. A summary of the duties and responsibilities of these members as they relate to financial matters is listed below.

Chair of the Section

- Work with the Business Office, Committee Chairs, Treasurer and Finance Committee to set the budget.
- Communicate with the Finance Committee to understand investment strategy as well as status of operating funds.
- Serve on the Finance Committee

Chair-Elect of the Section – no responsibilities

Past Chair of the Section

- Serve on the Finance Committee

Treasurer of the Section

- Prepare / Work with Finance Chair to prepare annual budget for approval by the Executive Committee. Final budget due at the June Executive Committee meeting.
- Supervise Business Office to receive Section funds and deposit them in the name of the Section.
- Supervise Business Office to make an account of all disbursements of the Section.
- Coordinate the transfer of signature cards annually.
- Authorize Business Office Executive Director to issue and sign all checks whether physical or electronic after approval by Treasurer and/or Finance Chair and/or Committee Chair.
- Work with Business Office for preparation of financial reports including Balance Sheet, Income Statement, and Budget Report (or Profit & Loss Statement) at minimum on a quarterly basis.
- Work with Finance Committee on management of Investment Accounts designated for Scholarships. Report balances and performance of Investment Accounts to the Executive Committee on a quarterly basis at minimum. Act as primary authorized representative of the Section in making investment transactions (i.e. bond purchases and sales).
- Submit a copy of the annual Section budget to National IFT as requested.
- Submit monthly and audited final financial reports to the Executive Committee and to National IFT by the required dates.
- Supervise the Tax & Accounting Company that prepares the Section Income Tax Returns on annual basis. Sign Tax Return on behalf of the Section.
- Review the annual Audit with the Audit Committee

Finance Committee / Chair

The purpose of the Finance Committee is to serve as advisors to the Executive Committee and the Section on all Section financial matters, to assist the Treasurer and Section Chair in preparation of the Annual Budget, and to recommend to the Executive Committee when and how to invest all non- operating funds.

The Finance Committee will work together with all committees and the CSIFT Business Office to ensure that the annual budget is a balanced budget that accurately reflects the program and infrastructure goals for the coming year.

- Serve as advisor to the Treasurer and Business Office staff on maintenance and monthly reporting of all financial status reports.
- Work with Treasurer and Section Chair to develop an Annual Budget during June/July of each year.
- Work with Treasurer to assure proper distribution and investment of income and disbursement of funds dedicated to the Scholarship Funds.
- Work with Treasurer to review Section financial reports.
- Convene Finance Committee to decide recommended investments for surplus non-operating funds and provide recommendations to the Executive Committee for vote before investment.
- Develop, maintain, and revise Section Financial Policy

Executive Director

The Chicago Section IFT Business Office is managed by the Executive Director. The responsibilities of the Executive Director as regards to financial matters are listed below and included in their contract with Chicago Section IFT.

The Executive Director will ensure that the Section is fiscally responsible by

a. Ensuring that the annual Suppliers' Expo event provides adequate income to pay Section expenses and contribute towards meeting revenue goals and staying within budget.
b. Communicating monthly to Section leadership (Finance, Auditing, Treasurer, and Chairs) regarding financial matters.
c. Managing bank accounts related to the operating funds.

The Executive Director will support the work of the Finance Committee by

a) Paying all bills as invoiced before due date whether via debit card, credit card, or check (physical or electronic).
b) Reimbursing all expenses within 30 days of receipt by check (physical or electronic).
c) Making banking deposits within 5 days of receipt of checks/cash.
d) Maintaining all Section financial records in the QuickBooks financial system monthly.
e) Providing financial reports for each Executive Board meeting within 3 days of each meeting and in June for budgeting purposes.
f) Providing all reports necessary for the annual audit and tax return preparation by December 20 of each year

The Executive Director is the primary signer on these accounts with the Treasurer, Chair, Chair-Elect, and Finance Chair as additional signers.

Appendix B

Funds Transfer Request

Date of Request:

Person Making Request:

Purpose of / Reason for Request:

Amount of Transfer Requested:

I, ____________________________, request that $____________________ is transferred **FROM** ______________________________________ (Name of Organization) __________________ (Bank Account Name/Number) **TO** ______________________________________ (Name of Organization) __________________ (Bank Account Name/Number) on or about _________________ (date).

This transfer request is approved by (sending organization) _________________________________ (Chair or Treasurer) on ______________ (date).

To be completed by CSIFT Business Office

Date transfer is completed: ______________________

End of Policy

Audit Committee Procedures

The purpose of the Audit Committee is to review the financial records of the Section at least annually.

CSIFT policy states that an outside audit is conducted every year. The Audit Committee assists the Business Office with the preparation for the outside audit. This includes assisting with ensuring that the financial records are up to date, the investment income is recorded, and deferred revenue is marked as deferred.

The outside audit is usually scheduled for November or early December. All preparation for the audit should be completed no later than November 15 of that year. The Audit Committee reviews all documents submitted by the Business Office for the audit and reads all reports issued from the auditing company to confirm the accuracy of all statements made by the auditing company.

The outside auditing/tax firm completes all required tax return documents following IRS filing requirements. The audit committee will review the tax return and provide a copy to all board members for review, allowing for discussion and explanation as needed.

The Audit Committee is included in all emails between the Business Office and the Treasurer and the Finance Committee for reporting of the monthly financial statements and budget reports. If the Audit Committee identifies any concerns, they should be addressed as quickly as possible.

The Audit Committee should also review the financial records during September of each year as part of closing the books for taxes and when there is a transfer of the Section books to a new Treasurer. In addition, the Audit Committee should review and certify the annual Section financial report as prepared by the Section Treasurer and make a verbal report to the Executive Committee at the October monthly meeting.

The chair of the Audit Committee is appointed by the incoming Section Chair and at least one additional member recruited.

The Audit Committee Chair and members shall be active members of Chicago Section IFT. The Section Treasurer and any other Officer or Members having check signing authority should not serve on this Committee.

The Committee shall meet, at a minimum, during September to review the end of fiscal year financial records and in December to prepare for the annual outside audit.

IAMI Support of the Audit Committee

1) Providing all reports necessary for the annual audit and tax return preparation by the date determined by the committee.
2) Communicating monthly / as scheduled with Section leadership (Finance, Audit, Treasurer, and Chairs) regarding financial matters.

Awards & Nominating Committee Procedures

Awards Committee: The purpose of the Awards Committee is to oversee and administer:

- Strietelmeier Award (annually)
- The Ellery H. Harvey Service Award (annually)
- Chair's Achievement Award (every other year)
- New Member Award (annually, 1-2 members)
- Memorial Award (as required)

August – request that the Business Office orders a gavel for the incoming Chair

October

- Solicit nominations for open EXCOM and Officer positions.

January

- Submit nomination ballot for review and approval by EXCOM at the January meeting.
- Submit approved ballot to IFT by deadline.

February

- Give update at CSIFT EXCOM meeting on Strietelmeier; update Strietelmeier application for current year, ensure website is updated.
- Open the Strietelmeier application process (give ~ 6 weeks). Promote Strietelmeier through Newsletter & Social Media. Provide info to Business Office.
- Solicit nominations for the following awards:
    - The Ellery H. Harvey Service Award (annually)
    - Chair's Achievement Award (every other year)
    - New Member Award (annually, 1-2 members)

April / May

- Close the receiving of Strietelmeier applications. Committee meeting to identify Strietelmeier recipients.
- Announce Strietelmeier Award awardees to Executive Committee.
- Notify Strietelmeier winners after CSIFT Executive Meeting. Include clear steps for reimbursement of funds.
- Notify the Business Office of the award winners for the following awards and ensure the plaques, etc., are ordered so they can be presented at the May meeting.
    - The Ellery H. Harvey Service Award (annually)

- Chair's Achievement Award (every other year)
- New Member Award (annually, 1-2 members)

- Ensure the webpages and Handbook pages are updated with the latest award recipients.

June/July

- Participate (if possible) in Fun Run at IFT Annual Meeting.
- Ensure Strietelmeier recipients submit summaries and receipts for reimbursement and checks are issued.
- Work with IFT to nominate Section Outstanding Volunteer Award and the Section Service Award
- Identify Committee Members for upcoming fiscal year.

August

- Schedule first committee meeting

Ellery H Harvey Service Award & Chair Achievement Award:
In February of each year, the Awards Committee will start solicitation of the award nominations by submitting a nomination request in the Newsletter with a deadline of March 31st. The Business Office will create an online nomination form that is advertised in both the newsletter and on the website.

The Awards Committee (comprised of past chairs of the Chicago Section IFT) will select Section recipients for awards from those nominated and using the criteria for each award. The Chair of the Awards Committee will notify the Business Office of who is chosen prior to April 30 so that recognition plaques and checks or other awards can be awarded during the Annual Awards Ceremony at the May Tanner Lecture. The Chair of the Awards Committee will notify the award winners before April 30 and will write an article for the May Newsletter announcing the award winners. The Business Office will include this information on the website as well.

1. Ellery H. Harvey Service Award – crystal plaque and $200 (or as budgeted)
2. Chair Achievement Award – crystal plaque and $250 (or as budgeted)

The Chair of the Awards Committee will invite the winner (s) to the Tanner Dinner along with a guest. The Chair of the committee will provide the recipient (s) and a guest a complimentary meal and a drink ticket for the event. The Chair will contact the Business Office with the names of the winner and guests so they will make reservations for them and charge to the Awards Committee budget. The Chair of the committee will present the Section recipients with mementos and /or financial awards.

The Chair of the Awards Committee should update and maintain the list of award recipients and provide a copy annually to the Business Office for record keeping.

New Member Award
Concept: An annual Award, to be granted to (1-2) new members for extraordinary volunteer service with the first five years (i.e., 5-years or less) of their membership with the Chicago Section – IFT.

Rationale:
a. To recognize and encourage volunteer contributions by *new* members.
b. To provide resume-building opportunities for *new* members.

Note: the CSIFT already awards an annual Ellery H. Harvey Service Award, but this is typically given to individuals, such as Section Chairs, that have given years of extended service to the CSIFT.

Execution:
1) Each February the Past chair will solicit nominations from the committee heads and Executive Committee.
2) If required, a survey will go out for informal ballot to ExCom to narrow down nominees to no more than 2 candidates
3) A physical award to which is to be affixed the name of the CSIFT member selected for the award, to be awarded at the May Tanner Lecture.
4) Award to be noted in its physical form and with electronic recognition on the CSIFT web site.
5) CSIFT members selected be awarded a voucher to attend a dinner meeting of choice as well as fees for dinner meeting to receive award.

Memorial Award:
Concept: A *memorial award* for CSIFT Members who have passed away during or after extended and extraordinary service to the Chicago Section IFT.

Execution:
1) A virtual plaque to be added to the CSIFT webpage that includes the names, lifespan and date of election of those CSIFT members selected for the award.
2) CSIFT members selected for the award to be nominated by any member in good standing of the CSIFT.
3) CSIFT members selected for the award to be reviewed and approved by majority vote of CSIFT Officers and Executive Committee.
4) A physical plaque or stone memorial to be engraved with the name, lifespan and date of election of those CSIFT members selected for the award to be awarded to the family of the member.

IAMI Support of the Awards / Nominating Committee
1) Marketing all nominations / applications 60 days prior to deadline when provided that information by committee leadership.
2) Managing all nominations / applications received and forwarding to the Committee Chair within 48 hours of receipt.

3) Designing and ordering all plaques, awards, and certificates as requested to ensure they are ready for the day of the award.
4) Assisting with the collecting of 50-year member bios & inviting them to attend the Tanner Lecture.
5) Ongoing management of the awards webpages on an annual basis.
6) Documenting the Awards Programs from a historical perspective annually in the Handbook, website, and Section newsletter.

Nominating Committee: The purpose of the Nominating Committee is to develop a slate of Section officers for the Executive Committee's approval and the membership's vote. The Chair of these committees is automatically the Past Chair of the Section or someone chosen by the current Chair if the Past Chair is not available.

In October of each year, the Nominating Committee will write an article for the newsletter soliciting people who are interested in running for Chair-Elect, Secretary, Treasurer (if the three-year term is up for the current treasurer) and members of the Executive Committee/Board of Directors. The Chair will also reach out to current Secretary, and Treasurer to see if they want to run again and any Executive Committee/Board of Director whose term is ending in Aug of the following year.

In January, the Chair of the Nominating Committee will submit the slate of Officers and Executive Committee member candidates to the Executive Committee for approval. Once the slate of candidates is approved, short bios of each candidate are collected and submitted to the Business Office for inclusion in the January newsletter. The deadline to submit is usually Jan 31st and the elections are open in February and close in March. Results need to be reported to IFT by April 1.

Notify the winners and provide this list to the Business Office for the website and to the Newsletter.

*** Note ** The Chair of the Awards & Nominating Committee must verify that anyone nominated for a position or an award must be in good standing with their IFT membership. Anyone that is not an IFT member will not be able to participate as an Officer, Executive Committee member, or be an award winner.*

Employment Committee

The purpose of the Employment Committee is to promote the posting of jobs on the CSIFT website and in the Career Center in LinkedIn and to assist those searching for jobs and companies looking to fill jobs.

Committee activities include the following:

- Review the job postings on the website regularly and post to LinkedIn weekly.
- Market the ability to post jobs to membership and encourage non-members to join CSIFT to gain this membership benefit.
- Coordinate and support initiatives to link job seekers with job openings.
- Support the Career Guidance Committee when planning events and the Symposium the morning of the annual Suppliers' Expo.
- Support any Initiatives regardingstudent internships, job fairs, etc.
- Support the Hospitality Committee to plan Student Night seminars/workshops.

The Employment Chair will need to work closely with the Business Office to manage questions and content of the job posting online system and to manage any challenges that arise. A description of the system is listed below.

Online Job Posting System

The CSIFT website has a members-only Career Center where anyone can post and view job openings and members only can access job openings. Guidelines exist on its use, but may need to be updated if needed.

Viewing job postings: To access the job postings, members use the membership login button on the website. They then click on the "Career Center" link on the left. They can search for jobs by job category or location or any criteria in the search feature. To view any specific job listing, just link on the job title and a full page opens with more information. The contact information is provided on this page as well.

Submitting a job posting: Access is provided the same way a job is viewed – just click on "submit a job" after clicking on the Career Center link in the members-only site. Jobs are posted for 30 days or until the company removes it. This is an automatic system that does not require any manual procedures. Anyone/company can post a job.

LinkedIn Job Discussions

We also use the Chicago IFT LinkedIn site to post jobs. Members and non-members can post a job as long as they are members of the CSIFT LinkedIn. The Social Media Committee approves people who wish to join. Anyone in the food industry can be part of LinkedIn.

The Committee Chair is appointed by the Section Chair ɨ and shall appoint/recruit additional members as needed from the Section general membership.

Meetings are held as needed.

IAMI Support of the Employment Committee

- Provide support as needed to ensure jobs are posted and CVs are uploaded
- Post new job postings on LinkedIn weekly or as needed

Event & Venue Committee

This committee is comprised of several other sub-committees all working together to plan and coordinate Section events whether in-person or virtual. The committees are divided as follows. Detail of each sub-committee follow on the next pages.

1. Member Enrichment or Learning Events
   a) Cultivating Learning – Breakfasts, Lunch & Learns, & Dinner Events
   b) Suppliers' Symposium – November each year.
   c) Tanner Lecture – May of each year

2. Section Growth or Networking Events – New Connections
   a) SWAP (New Connections Events). Focus is on networking and social events.

3. Joint CFSF / CSIFT Events
   a) Student Day – All day college student focus offered as part of Suppliers' Day
   b) Trivia Night – CFSF Fundraiser and Fun

4. Venue – provides venue and contract support

Event Committee General Procedures

In-Person & Virtual Events
Event planning includes determining whether the event will be in-person, virtual, or blended. Member enrichment events should be offered as both in-person and virtual. Virtual events should have a practice session.

Event Registration / Welcome Table. All in-person events will need to have a registration/welcome table where attendees can pick up their badges, pay if they need to, and have a badge made if they are walk-ins. Depending on the size of the event, this can be managed with 1-3 volunteers - Volunteers should be determined by those organizing the event.

There may also be badge ribbons to identify the leadership team, first time attendees, and any sponsors. At the conclusion of the event, badges should be collected.

Event Sponsors
There are several ways an event can have a sponsor.

1. Payment to have a table to share information about the organization. Sponsorship includes logo on all marketing materials, a table at the event, and the opportunity to speak before the event for 2-3 minutes about their company. Currently a fee of $350.00 for Cultivating Community & Learning events.

2. Providing the location for the event – usually a company location. This sponsorship is usually at no cost as it saves on having to pay for a venue.
3. Sponsor of a social event. The funds can be used to purchase food, etc. Recognition on marketing materials and at the event by leadership.

Business Office Support

This committee is comprised of several other sub-committees all working together to plan and coordinate Section events whether in-person or virtual. Onsite support will be provided based on the needs of the event leadership and the number of attendees.

A. In general, IAMI provides the following support for all Section events.

1. Assisting with planning the event and managing registrations via the website CRM system.
2. Marketing events via Constant Contact emarketing and social media.
3. Providing a speaker application form that is used by the event planner to gather speaker information used to market events.
4. Collaborating with event planners and speakers to get their presentations submitted before the deadline, the uploading of presentations onto the CSIFT laptop, and ensuring the AV is working for onsite events.
5. Providing day of event support for registration and both virtual and onsite events. Includes badges and other documentation as required.
6. Providing training/practice sessions with the speakers for virtual meetings in collaboration with the event planner.
7. Recording speakers upon permission and posting recordings in the Members-only section of the website, on youtube, and to be available on-demand as determined by leadership.
8. Providing thank you cards to thank speakers. Ordering speaker gifts as directed by the event planner.
9. Conducting post-event evaluations within 10 days of the event as requested.
10. Writing reports summarizing events / revenue within 30 days after the event.

B. Fundraising Events

1. **Trivia Night CFSF Fundraiser**. Joint CSIFT/CSIFT Events. Assist with preparation of the trivia night questions, answer sheets, and scoring material.

C. **Tanner Lecture.** The Tanner Lecture is more complex of a meeting than traditional speaker meetings. In addition to the planning efforts outlined in Clause 6A the following support is also provided:

1. Designing and ordering the Tanner Lecture plaque.
2. Designing and printing Tanner Lecture Table tents.
3. Creating the final slide deck combining the Tanner Lecture slides with slides recognizing 50-year members, awards recipients, and CFSF scholarship recipients.

D. **Annual Suppliers' Symposium** – 1x per year the morning of the expo. IAMI will provide 1 staff member if possible as most support is provided at Expo registration. There is significant IAMI support of this event:
   1. Administering the Call for Papers/Speaker process in April/May.
   2. Working with committee members to select speakers.
   3. Notifying all applicants of decisions.
   4. Collecting speaker presentations, reviewing, combining, and uploading to laptop being used at the venue.
   5. Working with the venue to set up rooms, stage, and AV needs.
   6. Communicating with speakers to ensure they are prepared to speak and understand venue logistics.
   7. Providing leadership team with speaker intros, certificates, gifts, etc., to manage speaker needs the day of the symposium.

E. **Annual Expo.** As the annual expo provides the primary funding of the Section, IAMI provides significant support for this event including 3 or more staff members.
   1. Management of the early and normal registration process using an exhibitor registration system.
   2. Working with the brokers to manage their suppliers.
   3. Seeking new exhibitors with assistance of committee members.
   4. Solicitation of Expo sponsors and the management of the Expo sponsor program.
   5. Working with all exhibitors to update their booth information and make payments.
   6. Working with Convention Center personnel to manage booth/exhibitor information, onsite food and beverage, registration area, and anything needed for the floor plan.
   7. Working with the Convention Center to set up the Expo After Party.
   8. Working with volunteers to order food/beverage for the Expo After Party.
   9. Managing all day of event registrations tables, badge pickups, etc.
   10. Managing all attendee registrations.
   11. Designing and publishing the Buyers' Guide.
   12. Designing and ordering all signage.
   13. Designing and ordering all sponsor materials.
   14. Creating the lead retrieval app.
   15. Creating the attendee expo app.
   16. Setting up of the expo and symposium the day before the event.

F. **Venue.** IAMI will provide support reviewing and choosing venues for events as requested by volunteer leaders. This includes signing contracts and coordinating with the venue to confirm AV needs, Food/Beverage orders, and room set up.

Member Enrichment: Cultivating Learning

Purpose. The purpose of this committee is to identify topics and speakers for the traditional monthly Section dinner meetings. The **Chair-Elect** serves as the Chair of the Events Committee as well as this committee.

The meetings generally correspond with the Executive Committee monthly meetings, but there is flexibility on scheduling. There should be coordination with the Venue Committee for all food/beverage needs.

Schedule: In April, the incoming Chair Elect establishes the Cultivating Learning event dates for the following year. Dates selected should take into consideration religious holidays and when the Chicago Bears play on Monday Night Football in an effort to be inclusive and optimize attendance. The dates are presented at the May meeting for EXCOM. The Business Office will create a calendar / schedule for the website and all marketing for the upcoming year.

Topics: Guidance on topics can often be obtained from surveys of the Section Membership. Speaker and speaker topics are critical for Cultivating Community and Learning meeting attendance, so attendance should have strong consideration when selecting the topics and speakers.

The topics and speakers should be related to a broader audience than the other event committees. Sometimes a theme is chosen for all of the event. This will provide continuity between meetings and help guide the speaker selection.

Speakers: Ideally, a tentative list of speakers would be proposed at the May meeting or no later than July 31. Agreement with each speaker on their date to present, a biography, speaker title and photograph should be received by the Business Office by August 1 for the upcoming fiscal year. This allows the Section to effectively market the full schedule as some people from out of state will make plans to attend the dinner meeting.

Speaker Presentation Forms are ideally submitted to the Business Office at least 60 days in advance of each event. The speakers should be asked for permission to publish a pdf version of their presentation in the FoodBytes Newsletter after the meeting and to store it in the CSIFT members-only Knowledge Center on the website. The **speaker presentation form** should be used to gather this information.

Five days prior to the meeting, the full presentation should be provided to the Business Office and it will be uploaded onto the CSIFT laptop and a copy made onto a memory stick as a backup. The Chair-Elect is encouraged to work closely with the Business Office to coordinate and communicate needs and status of received items prior to the meetings. The speaker meal and dietary concerns need to be communicated to the Business Office at least 5 days in advance.

Day of Event Considerations: The day of the meeting, arrangements should be made to ensure that the speaker's travel needs are met and that he/she is welcomed during the social hour. A table will be reserved for the Chair, Chair Elect, and the speaker at the meeting. Work with the Venue Committee to ensure this is completed. The Chair-Elect should find attendees to fill the table ahead of time so the table does not remain empty or partially full.

A speaker gift can be purchased by the Events Committee or the information can be provided to the Business Office for purchase. The Chair-Elect will introduce the speaker and help facilitate questions following the presentation.

The Business Office will ensure that the speaker has a badge, a Certificate of Appreciation, and a dinner reservation.

If the topic qualifies, the National IFT may allow for Certified Food Science (CFS) continuing Education Points to be awarded for attendance. The Business Office will work with IFT to confirm eligibility.

Monthly Program Recap: Following the meeting, the Chair-Elect will write a recap of the presentation that will be published in the upcoming newsletter. This is typically due a few days following the Meeting.

Special Meetings: Occasionally, a term will include a special meeting or year such as a milestone anniversary year. Special consideration and planning may be required, and as such it is recommended that a Task Force is identified well in advance that comprises of representation from Events, Marketing, and ExCom. Additional planning and budgetary considerations may also be required.

Section PowerPoint: When available, a PowerPoint presentation is played in a loop prior to meetings that contains promotional information about the Section, membership opportunities, CFS points, volunteer openings and needs, and event promotion. The Chair-Elect is encouraged to work with other committees (Membership, Marketing, New Professionals, Professional Development, etc.) to gather information to populate the presentation. The Business Office can assist.

Member Enrichment: Tanner Lecture

Purpose. The purpose of the Tanner Lectureship Committee is to select qualified nominations for the annual Tanner Lectureship, and to select and promote the award recipient for the May meeting. The Events Committee is responsible for finding the Tanner Lecture speaker with the help of the Section Chairs.

The following activities support this purpose:

- Promote solicitation of qualified nominations for Tanner Lectureship Award recipient, starting in September-December.
- Select award winner by February 1st (ideally as early as possible so it is included in monthly marketing during the year).
- Obtain needed bibliography and the title and abstract of the topic to be presented. Provide to the Business Office so they can promote event on Section's website and in Section's monthly Newsletter and via social media a minimum of 60 days prior to dinner.
- Coordinate with Section's Business Office to prepare award payment, engraved plaque, and printed program brochures.
- Coordinate with Venue Committee to select appropriate venue and to plan menu and reception hors d'oeuvres.
- Make official announcement on Section's website and in Section's monthly Newsletter and on national IFT website and in Food Technology magazine.
- Host the speaker before and during Tanner Lecture event at Section's May monthly meeting event, including introduction of speaker.
- If possible, host a Tanner luncheon on the day of the event, including Tanner Awardee and Tanner Committee members.
- Submit final expense report to the Section's Business Office to reimburse all expenses incurred during the event.
- Write a post-event summary to be published in Section's newsletter.

Budget considerations

1. $2,000 honorarium for the presenter
2. ~ $200 for a Plaque
3. $2,000 for international travel expenses if needed

Section Growth – Social & Networking Events (SWAP): Socializing With a Purpose

Focus of this committee is on networking and social events.

New Connections

The objective of the New Connections Committee is to provide a sense of comfort and community to fellow food professionals through various social and networking events in the Chicagoland area. This allows for participants to expand their professional networks and form valuable connections with others while sharing in a fun experience together.

Whether you are interested in what working in the food industry looks like, just starting out your career, or have been working in the industry for years – we are here to act as a resource to expand your network.

Responsibilities:

- Engage with members within the Chicago Section and recruit other food industry professionals and students to participate in both New Connections and Chicago Section IFT events.
- Schedule 4-5 events during the CSIFT session (September – May) rotating between the city of Chicago and surrounding suburbs to maximize attendance.
- Attend monthly EXCOM meetings (held before monthly dinner meetings) when possible.
- Submit a monthly report to the CSIFT Chair.
- Submit an article to be published in the monthly CSIFT newsletter.
- Work with the Business Office to update the New Connections section of the CSIFT webpage and set up registration for events.
- Maintain a budget and submit expenses as needed.
- Ask for volunteers within the New Connections group to assist other committees when requested.
- Provide photos for the New Connections section of the CSIFT webpage.
-
- Use social media to spread the word about events, particularly LinkedIn.
- Solicit sponsorships for New Connections events from companies represented at CSIFT events.
- Reach out to Chicago Section universities and IFTSA to invite new grads/interns to participate in events.
- Submit an Annual Committee Report and budget by April 30th.

The New Connections Committee is formed of a Chair or Co-Chairs and any number of Committee Members. Planning meetings will be held as needed.

Committee Volunteer Profiles –

- **Committee**: New Connections
- **Role:** Plan networking and social events for new industry professionals to meet and connect.

- **Details:** Participate in committee discussions related to brainstorming and planning events where professionals who are new to the food industry can socialize and connect with each other to advance their personal and professional goals. Assist with event coordination as needed. Events are scheduled on average once every six weeks.
- **Time Commitment**: 1-2 hours per month

Joint CSIFT / CFSF Events

There are currently 2 types of jointly planned events:

1. Student Day. Student Day is offered as part of the Suppliers' Day event.
2. Trivia Night. Trivia Night is generally offered in April annually and is a fundraiser for CFSF.

Student Night

The annual Student Night event is usually held in early March. While traditionally an in-person event, it has also been held virtually.

The Student Night activities are coordinated and organized by the Committee in coordination with the Event Committee, the Employment Committee, and the CFSF Outreach Committee.

Local schools are invited to send students. In the past, students have attended from:

- Dominican University,
- University of IL,
- IIT, and
- Purdue.

The event usually includes a company tour, lunch at the tour location if in-person, and speakers who address interviewing, resume writing, communication skills, and others. When meeting in-person, students attend the dinner and the speaker session.

Student Portfolios or other Giveaways: 30 days before the event, the Business Office needs to know what to order for the student giveaways and how many to order.

Goodie Bags: In the past, students were given goodie bags with items donated from food companies. In 2022, CFSF collected similar items for their high school event in April, so the goodie bags may not be necessary in the future as it may be difficult to collect items twice – unless we ask for more items so that the high school and college students both receive the bags.

Volunteers*:* 60 days before the event, the Committee should begin advertising for volunteers to assist during the activities. The Business Office can assist with marketing for volunteers in the newsletter and the dinner meeting eblasts 30 days before the event. One week before the event, the Business Office needs a list of the volunteers in order to recognize them in the program.

Sponsors*:* A critical factor to ensuring the budgeting needs are met to cover the costs of the student meals is to have members and organizations sponsor student meals. Marketing for sponsors needs to begin 60 days before the event with the Committee soliciting companies for large donations. An estimated cost of the dinners is $50.00 per student.

One week before the event, the Business Office needs a list of all of the sponsors to include in the program.

Student Attendees: An accurate list of student attendees is essential. The Business Office must plan for seating and meals and print badges and programs for each student. A completed list needs to be provided to the Business Office the Thursday before the event.

Student Night Program: The Business Office will create and print the programs. Included in the program is recognition of volunteers and sponsors and any company that supports the event. In order to create the program, the Business Office needs final information no later than the Thursday before the event.

Trivia Night

The annual trivia night is a fun event where $10 from each ticket sold is donated to CFSF. It is usually held in April and can be one of the Cultivating Community and Learning events or a separate event. Leaders from CFSF provide support for this event by running the Trivia Contest and creating the questions/answers.

Venue Committee

Purpose. The purpose of the Venue Committee is to identify and coordinate the venues needed for the various events. This includes the following activities:

- Based on identified speaker and program needs for event, the venue committee selects the location, negotiates the best price on contracts on behalf of the Section, selects menu, and rents the AV required by the speaker.
- Looks into parking facility at the venue and informed implication to the board in terms of cost and safety.
- Chooses venues in various suburbs and 1-2 in Chicago
- Attempts to find one new venue each year with budget constraints
- Ensures there is a separate room for EXCOM meeting set up and with water by 3:00 PM on meeting days
- Utilizes the Venue Committee checklist document to verify that all items have been addressed
- Coordinates all meeting needs with the Event Committee.
- Holds menu tastings when needed
- Coordinates with the Business Office on the following activities:
    - Provide venue contracts to the Business Office to sign and to pay any deposits. Venues must take credit cards.
    - Provide menu information used for website and event marketing as well as for the payment / registration system no later than 30 days prior to each meeting.
    - Review invoice at the conclusion of each meeting prior to payment by the Business Office.
    - Work with the Business Office to handle meal guarantees of meeting attendance at meeting places.
    - Invite Business Office to all planning meetings

IAMI Support of the Venue Committee (see list above as well)

1) Assist committee to plan events and manage the registrations for the event.
2) Maintain records and sign contracts for events as well as pay all fees due within 30 days of invoicing.
3) Report data needed to venues to manage food/beverage contracts.

Finance Committee Procedures

The purpose of the Finance Committee is to serve as advisors to the Executive Committee and the Section on all Section financial matters, to assist the Treasurer and Section Chair in preparation of the Annual Budget, and to recommend to the Executive Committee when and how to invest all non- operating funds.

The Finance Committee will work together with all committees and the CSIFT Business Office to ensure that the annual budget is a **balanced budget** that accurately reflects the program and infrastructure goals for the coming year.

Duties:

- Serve as advisor to the Treasurer and Business Office staff on maintenance and monthly reporting of all financial status reports.
- Work with Treasurer and Section Chair to develop an Annual Budget during June/July of each year.
- Work with Treasurer to assure proper distribution and investment of income and disbursement of funds.
- Work with Treasurer to review Section financial reports.
- Convene Finance Committee to decide recommended investments for surplus non-operating funds and provide recommendations to the Executive Committee for vote before investment.
- Develop, maintain, and revise Section Financial Policy.
- Participate in development of and review of the Profit and Loss / Budgets for the annual Suppliers' Expo and Golf Outing.

The Committee Chair is appointed by the Section Chair. The Committee Chair shall appoint/recruit additional members as needed from the Section general membership. Meetings shall be held as needed to conduct above duties.

Financial Policy

Detailed procedures for financial responsibility of the Section and Business Office can be found in a document entitled, "CSIFT Fiscal Policies and Procedures" (copy included in Handbook).

Section Budgeting

1. As the budget is developed during the summer of each year, there should be a goal of ensuring that the budget supports section goals for the coming year, including growing section membership and increasing engagement of membership. The primary revenue is gained from Suppliers' Night, and Annual Section Dues. All activities should be reviewed to ensure fiscal discipline in spend aligned to section and committee goals.
2. The budget shall be developed in accordance with the following schedule:
    - Initial request for budget information in April.
    - Submission of requests to Finance Chair / Treasurer by May.
    - Finance Committee Chair submits draft budget to Executive Committee in June for approval at the June business meeting.

IAMI Support of the Finance Committee

1. Providing all reports necessary for the annual audit and tax return preparation by the date determined by the committee.
2. Providing financial reports and communicating monthly / as scheduled with Section leadership (Finance, Audit, Treasurer, and Chairs) regarding financial matters.
3. Paying all bills as invoiced before due date.
4. Reimbursement of all expenses with 30 days of approval.
5. Making bank deposits within 5 days of receipt of checks/cash.
6. Maintaining all financial records in the QuickBooks financial system monthly.
7. Providing financial reports for each Executive Board meeting.
8. Ensuring all Section documentation (corporation, 501c6 status, etc.,) is current and renewed as required by State and Federal law.
9. Supporting the annual budget process including conducting analyses of expected revenue and expenses to assist with determining the spending strategy and annual budget.
10. Supporting leadership in the review and update of the investment strategy and policy.

Host Section Committee Procedures

The purpose of the Host Section Committee is to provide locally based IFT Members from the Chicago Section IFT to assist IFT at the IFT FIRST when it is held in Chicago.

There is one chair of the committee that gets all the volunteers and acts as the point person on both days of the show. They must make sure all volunteers check-in for their shift and get the signs for the volunteers to hold during their shift. They work with the volunteers on both days to ensure everyone stays the entire shift.

Welcome Committee

The primary responsibility of the Welcome volunteer is to provide information and assistance to meeting attendees. They will be located where the shuttle buses drop off attendees, where the escalator is from the parking garage, and where the taxis drop off. Volunteers should be prepared to answer questions relating to McCormick Place such as where registration is, where are meeting rooms, where do exhibitors do booth selection for next year, where is the career center, where are posters, etc. IFT will provide this information as they move areas each year.

In 2024, IFT moved the exhibitor registration separate from the attendee registration to reduce backlogs. This meant the Welcome Committee Volunteers were critical to getting the people to the correct location. They are likely to continue this practice going forward.

IFT will provide a paddle/sign to identify each volunteer. There will be 4 volunteers per shift. The volunteers are expected to stand during their shift so make sure they are physically able to stand for the 4-hour schift. It is recommended that outgoing volunteers are selected to proactively help people and be friendly to greet people to Chicago.

The Chair will be responsible for recruiting the 8 volunteers and assigning them their location at McCormick Place.

The shifts for the Welcome Committee will be:

Monday 8:00am – 12:00pm (4 volunteers)
Tuesday 8:00am – 12:00pm (4 volunteers)

IFT along with the Chair will hold a training session to review all the procedures and answer all questions of the 8 volunteers.

IFT Responsibilities: The IFT Staff Coordinator will provide the paddle/signs to identify the volunteers. IFT will also provide a QR code for all volunteers to use to pay for parking the day of their shift.

The Business Office supports the Host Section Committee as required with no formal duties.

Marketing Committee Procedures

The purpose of the Marketing Committee is to seek various relevant media outlets and actively promote Section activities to general membership and public with an integrated approach that connects the activities of the CSIFT committee's activities. This approach will continue to build the CSIFT brand equity and the value of membership.

All marketing materials such as banners, brochures, etc., will require coordination with the Business Office regarding content and use. The Business Office is responsible for event marketing.

Social Media Marketing

Social media marketing includes coordinating and strategizing all the platforms involved in social media. In these efforts, all outlets will be updated with relevant CSIFT information, industry news and events, and Chicago-related information.

Utilize the social media strategy to ensure that we have regular posts each week on different topics. Manage the social media of the Section including:

- Facebook
- LinkedIn
- Twitter
- Instagram
- IFT Connect
- New technologies will be evaluated as needed

The Social Media volunteer(s) will manage the content and communications and recommend the appropriate communication medium to meet the Section's needs.

The Business Office will market events and the CSIFT FoodBytes Newsletter via Constant Contact. The Social Media volunteer will share events via Facebook and Twitter, etc.

All social media is open to anyone to post and the policies or rules for posting are documented on the social media platforms to ensure that the brand of CSIFT is healthy and accurate.

IAMI Support of the Marketing Committee

IAMI provides event marketing. The Marketing Committee volunteers support all other Section marketing efforts.

1. Managing of Section sponsorship solicitation and renewals. Retained 80% of the past year sponsor income.
2. Collection and creation of content in Constant Contact for emarketing campaigns to support the event marketing strategy.
3. Posting content on social media (i.e.LinkedIn) as documented in the social media / communication strategy/plan related to event marketing.
4. Modifying current marketing artifacts (flyers, handouts, logos, website banners) within 14 days of the request of the marketing committee and in support of the marketing strategy.
5. Creating new marketing artifacts within the timeframe determined for that specific project as part of the marketing project plan. Website / emarketing banners created for each event as needed.
6. Updating website content within 14 days of request. (This request should be approved by the marketing committee and support the marketing strategy.)
7. Publishing the FoodBytes newsletter September – May within 10 days of Executive Committee meeting or no later than the third week of each month. Link the newsletter from the Constant Contact archives to the Section's Members-only webpages.
8. Maintaining contact lists in Section CRM and in the Constant Contact emarketing systems.

Membership Committee

Purpose. The purpose of the Membership Committee is to demonstrate membership value to constituents and serve as the liaison to the membership body by retaining and engaging current members. In addition, the Membership Committee supports the CSIFT/CFSF Mentorship program. The Membership Committee may decide to run networking / social events. When such events are planned, they should be coordinated with the Events Committee.

The responsibility for attracting new members and member retention is a responsibility for all Section Officers, Section Members, and Committee Chairs. We all shall actively be involved with representing the positive features of being a member of the Chicago Section IFT and promoting the benefits of membership and encourage participation in the Chicago Section IFT. Additionally, under Unified Membership with National IFT, the Membership Committee will encourage and facilitate efforts in conjunction with IFT for member recruitment.

Duties:

- Provide information for publication on the Section website, in the Section Newsletter, and on IFT Connect.
- Staff the Section Membership booth at the annual Suppliers Night Expo.
- Contact new members and welcome them to the organization. The Business Office provides this information monthly after each Executive Meeting.
- Contact first-time attendees to CSIFT events to welcome them to the Section. The Business Office provides this information after each event.
- Distribute new member interests to the appropriate Section Officers or Committee Chairs.
- Manage Membership Mentor Program

Structure:

The Committee Chair (or Co-Chairs) is appointed by the Section Chair. The Committee Chair appoints / recruits additional members as needed from the Section general membership. The Committee Chair creates Sub-Committees as needed. Meetings are held as needed.

Annual Goals:

1. Retain current members
2. Engage current members
3. Recruit new members
4. Recruit Student Members

Programs / Events:
The Membership Committee activities include the following:

- Recruit companies to be Ambassadors
- Student Outreach (as deemed necessary)
- Suppliers Night On-Site Membership Drive (November)
- Manage Member Mentor Program (June planning for Sept-Nov program)

The following schedule of activities is recommended:

June - November

- Reach out for mentors and mentees for Mentor Program, plan program, launch in September after August training

November

- Suppliers' EXPO: Staff the Membership Booth.

IAMI Support of the Membership Committee

1. Managing and updating the membership database provided by IFT weekly.
2. Providing membership reports to leadership and the membership committee monthly.
3. Welcoming new members in the newsletter each month, via social media posts on LinkedIn, and via Constant Contact eMarketing.
4. Providing data and marketing materials to the membership committee to support initiatives as requested within 14 days.
5. Providing post-event attendee reports within 5 days after an event that volunteers can use to contact first-time attendees and non-members.
6. Supporting the two Mentor Programs by managing registrations, marketing the programs, connecting mentors to mentees, and attending meetings. (August-November)
7. Supporting the monthly Midday Mingle by scheduling the events in Neon and Zoom, managing registrations, marketing the event, and providing event support as later defined.
8. Supported membership campaigns created by the Membership Committee.

Mentorship Taskforce / Committee

Purpose. The mentorship taskforce is a cross functional taskforce between CSIFT and CFSF responsible for putting on an annual mentorship program. The mentorship program consists of mentees and mentors. As a recipient of a CFSF scholarship, you will be awarded participation in the mentorship program. Scholarship winners are announced in May at the Tanner Lecture. The foundation is responsible for informing the scholarship winners about their involvement in the mentorship program. This should be done in May.

Mentors will be CSIFT members who volunteer to serve as a mentor in the program. Mentors may need to be found annually. If needed, this should be done in June by working with the Business Office to put out a marketing email. Marketing should also be posted on LinkedIn. The Business Office should maintain record of past volunteers who serve as mentors to help with recruiting each year.

The mentorship program is a structured program where you the mentor & mentee meet 6 times over 3 months. The program will kick off in mid-August each year with the share out of program details, mentor/mentee guidelines and expectations and contracts. A kickoff meeting will be hosted following the distribution of program details with all mentors and mentees. The business office will set up the kickoff meeting with direction from the taskforce.

The mentorship program will then run from September through November. Mentor & Mentee pairs will meet face to face or virtual for at least one hour every 2 weeks for 3 months. CSIFT & CFSF will help facilitate the matching process. The matching process should be completed once mentor volunteers have been sourced. The pairings should be done no later than July. Pairings should be done based on student and professional career interests. Please see questions below to ask mentors and mentees to determine their interests.

Once pairings are shared with the mentor & mentee, the mentee will be responsible for reaching out to the mentor and coordinating the schedule of the 6 sessions. A tentative schedule with topic suggestions will be shared at the beginning of the program. After the program concludes in November, CSIFT-CFSF will host a wrap up meeting in December to collect feedback from participants. This will be set up by the Business Office. A survey will also be sent out by the Business Office to collect feedback, with input on questions coming from the taskforce. All feedback will be used by CSIFT-CFSF to help improve the success and details of the mentorship program.

See OneDrive for Mentorship Program Summary, Mentor Guidelines, Mentee Guidelines, and Mentorship Guided Sessions Schedule.

Sergeant-at-Arms / By-Laws Committee

Purpose. The purpose of the Sergeant-at-Arms / By-Laws Committee is to determine annually, or as needed, that the Section By-Laws are current and, as necessary, develop modifications to the By- Laws for approval by the Section Leadership and IFT.

Under Unified Membership the additional purpose is to also manage the IFT Affiliation Agreement and monitor any changes.

The third responsibility of the Sergeant-at-Arms is to ensure that all EXCOM meetings are run according to Roberts Rules of Order and the CSIFT By-Laws.

The Committee Chair is appointed by the Section Chair and the Committee Chair shall appoint/recruit additional members as needed from the Section general membership.

Meetings are held as needed.

IAMI Support of the By-Laws Committee

- Support the By-Laws committee annually for necessary updates

Strategic Planning Committee

Purpose. The purpose of the Strategic Planning Committee is to identify long-range initiatives or programs and present them to the Executive Committee for the improvement of the Section and its membership.

The Committee is composed of Section members representing varied career interest, new members and members with long-term Section activity knowledge as well as of different membership levels (e.g., member, professional, emeritus, student).

The activities of the Committee include the following:

- Collect and review potential new or revised program proposals from the Committee members or directed from the Executive Committee.
- Develop a strategic plan for the Section (2 to 3-year outlook)
- Identify gaps and opportunities which the Section might want to explore for improvement.
- Recognize limitations on new programs, based on member interest and availability, as well as budgetary requirements.
- Submit recommendations to Executive Committee for approval.
- Work with the Business Office to assist with the implementation of Committee initiatives through task forces and/or existing committees.
- Identify potential industry partners and collaborate to sign industry partner agreement
- Attend committee meetings (about 4 per year)

Goals Include:

- Develop potential long-term goals and objectives recommendations for the Section EXCOM
  Develop strategic plan with EXCOM to achieve long term vision and align with the Section mission.
  Review of past performance to provide guidance to EXCOM on future decisions.
- Solicit CSIFT membership for new ideas and initiatives, to be fleshed out and presented to the CSIFT chair and executive committee for consideration.
- Identify additional ways to engage CSIFT members and new/existing food industry professionals in CSIFT activities.
- Identify and develop successor Chair for the Strategic Planning Committee.
  Provide incoming chair information regarding sections overall strategic goals and
- Increase communication level with business office and other committees.

The Committee Chair is appointed by Section Chair and additional Committee members are appointed/recruited by Committee Chair from Section general membership (see above). Meetings are held as needed and are open to the whole Section leadership for participation.

IAMI Support of the Strategic Planning Committee

1. Assisting with the creation and distribution of surveys using Survey Monkey as requested.
2. Providing leadership support to all strategic planning initiatives as requested.

Suppliers' Symposium and Expo Committee Procedures

The purpose of the Suppliers' Symposium and Expo Committee is to coordinate all activities associated with the annual Chicago Section IFT Suppliers' EXPO. The EXPO is held every November.

Subcommittees include the groups below. Their duties are part of the procedures completed by the month.

- Sponsors
- Hospitality / Housing
- Volunteers
- Symposium – managed by Professional Development Committee

It is important that the Suppliers' Symposium and Expo Committee works closely with the Business Office to ensure a successful event as the proceeds from the event strongly support the income of the Section each year. The Committee Chair will also need to work closely with leadership of the sub-committees.

There are many activities associated with the Suppliers' Symposium and Expo and the work of this committee continues throughout the year. **IAMI provides leadership and support for each of the activities listed below.**

1. In discussion with the Chicago Section Executive Committee, determine the type and nature of the event and/or events that will make up the annual Section Suppliers' Night EXPO.
2. Negotiate and/or review all EXPO contracts and planned expenditures. The Business Office will sign all contracts.
3. Reserve the Suppliers' Night EXPO location three (3) years in advance.
4. Determine the appropriate location and venue for the chosen series of events making up the EXPO.
5. Prepare an annual budget and provide periodic reports to the Section Executive Committee regarding the proposed financial status of the event.
6. Coordinate and review EXPO related mailings, brochures, program, advertisements and other marketing materials for handling by the Business Office.
7. Coordinate efforts for all types of registrations, both prior to the event and during the event.
8. Recruit and train sufficient volunteers for EXPO events.
9. Set up subcommittees as needed to coordinate, plan, and staff chosen events at Suppliers' Night to help promote the EXPO.
10. Promote the EXPO at other organization functions.
11. Draft EXPO related articles to be included in press releases, newsletters, and website.
12. Prepare and submit final report that includes financials to Executive Committee within two (2) months of Suppliers' Night.
13. Assure that all submittals, approvals, permits, etc., needed for the event are obtained on a timely basis

It is important that the following schedule is managed to ensure that the event is successful:

1. **April:** Conduct Call for Papers for Symposium
2. **May:** Select program for Symposium
3. **July:** Begin strong marketing to solicit ads for the Exhibitor Guide and all other sponsors.
4. **August**
   a. Begin strong attendee marketing using all media available
   b. Magazine ads submitted to magazines
5. **September:**
   a. All sponsors should be in place and sponsors for the Exhibitor Guide finalized
   b. All food and beverage ordered for social hour and morning refreshments
   c. Continue attendee marketing using all media available
   d. Determine any changes to the floor plan for next year's show.
6. **October**
   a. Final booth sales
   b. Continue attendee marketing using all media available
   c. Review draft Exhibitor Guide
   d. Solicit volunteers to work the registration tables the day of the event
   e. Work with the Hospitality and Membership Committees to work the CSIFT booth / table at the event.
   f. Finalize all marketing materials for the next year's show and anything needed to ensure that booth reservations can begin 2 weeks after the show ends. All information needed for booth registration needs to be completed by October 1.
7. **November**
   a. Ensure all food and beverage is ordered
   b. Ensure all volunteers are in place.
   c. Conduct a survey to get feedback from exhibitors and attendees
   d. Sponsor, volunteer, and broker registration opens 2 weeks after the show.
8. **December**
   a. Registration opens for exhibitors in priority order.
   b. Work with the Business Office to acquire the data and information needed to write EXCOM report.
9. **January**
   a. Create a budget for the next year's show.
   b. Hold a meeting to discuss show and to plan for any necessary changes including costs / fees to develop the budget.
10. **February – June:** Market event and work with the Business Office to manage registrations and any potential issues.

The Committee Chair is appointed by the Section Chair and the Committee Chair shall appoint/recruit additional members as needed from the Section general membership. Meetings are held as needed.

Awards & Recognitions

Appendix A: Past Chicago Section Chairs

1941	Ellery H. Harvey
1942	G. Victor Hallman
1943	Milton E. Parker
1944	Milton L. Laing
1945	John T. Knowles
1946	Roger V. Wilson
1947	C.C. Ziegler
1948	E.S. Stateler
1949	Charles L. Smith
1950	Rohland A. Isker
1951	Berton S. Dark
1952	Virgil 0. Wodicka
1953	George E. Brissey
1954	Stan F. Brockington
1955	John M. Jackson
1956	William J. Mutschler
1957	Clarence K. Wiseman
1958	Clifford F. Evers
1959	George W. Beach
1960	Herbert E. Robinson
1961	Dorothy Ann Huber
1962	Louis G.Buettner
1963	Bruce Morgan
1964	Gale Ammerman
1965	James Albrecht
1966	Richard D. Trelease
1967	William A. Brittin
1968	C. Richard Myers
1969	Joseph W. Hanley
1970	John Murphy
1971	Eric Engel
1972	Richard Schranz
1973	Robert Meidel
1974	F. Glen Connick
1975	James Vetter
1976	Gerald Cooper
1977	William Klinker
1978	Charles Beck
1979	Roy Hiavacek
1980	Charles Radanovics
1981	Thomas Topalis
1982	Luci Landberg
1983	Charles Bates
1984	Leah Lyon
1985	Donald Davies
1986	Rudolph Ellinger
1987	Louis J.Bianco
1988	David M. Strietelmeier
1989	Fred Maass
1990	Deborah Becker
1991	Hank Warmbier
1992	Dean Duxbury
1993	Mary O'Connor
1994	Patrick Sullivan
1995	Robert Dean
1996	Art Siedler
1997	Linda Kragt
1998	Donna Gorski Berry
1999	Erica Reiner
2000	Norman Singer
2001	David LeVally
2002	Linda Perucca
2003	Sue Monckton
2004	Joe Stout
2005	Tricia Giron
2006	Matt Hutchinson
2007	Dan Best
2008	Anna Lovis
2009	Diane Dawson
2010	Pamela Vaillancourt
2011	Uwe Nienaber
2012	Vijay Arora
2013	John Chambers
2014	John Budin
2015	Glenn Bluemer
2016	Joy Dell'Aringa
2017	Ivonne Litwin
2018	Mike Carson
2019	Jennifer Farrell
2020	Courtney Gwinn
2021	James Nasella
2022	Helen Bengtson
2023	Mary Jo Maffei-Panagos
2024	Sebnem Karasu

Appendix B: Past Section Award Winners

B.1: Chicago Section IFT Chair's Achievement Award

Purpose: To recognize an outstanding achievement in Food Science by honoring the person or persons responsible; offered every other year.

Eligibility: Chicago Section Members only.

Award: The award shall consist of a $250 honorarium, an inscribed plaque, and expenses of the awardee to the meeting at which the award is presented.

Deadline for receipt to the immediate past Chairman is not later than March 30th.

Past Recipients

1975	Arnold W. Johnson
1979	Arthur J.Siedler
1986	William A. Golomski
1988	John W. Erdman
1992	George Inglett
1994	Lou Bianco
1996	Norman Singer
1998	George Muck
2000	James R. Schultz
2002	Charles Sizer
2004	Hans Blaschek
2006	Barbara Klein
2008	Vijay Arora
2010	Shelly J. Schmidt
2012	Richard Mateles
2014	Robert F. Boutin
2016	Gary List
2018	John Budin
2020	John Ruff
2022	Timothy Stubbs
2024	Frank Sabella

B.2: Ellery H. Harvey Service Award

Each year the Chicago Section IFT recognizes an outstanding volunteer who has distinguished him or herself in the service of the Chicago Section IFT by awarding them the **Ellery H. Harvey Service Award.** This award is named after the founding chair of the Chicago Section IFT from 1941 whose passion for the profession helped form the first and largest section of the Institute of Food Technologist.

PURPOSE: To recognize an outstanding CSIFT Member who has distinguished himself or herself in the service of the Chicago Section IFT; presented every year.

ELIGIBILITY: Chicago Section Members only, excluding jury and elected officers for the year.

AWARD: The award shall consist of a $200 honorarium, a scroll and expense of the Awardee to the meeting at which the award is presented.

Deadline for receipt to the immediate past Chairman will not be later than March 30.

RECIPIENTS

1975 Elwood F. Caldwell
1976 Dorothy Ann Huber
1977 Robert E. Taylor
1978 Donald L. Davies
1979 James A. Freck
1980 Luci Landberg
1981 Stan Tolin
1982 Byron Shinn
1983 Joachim Staackmann
1984 Charles Radanovics
1985 F. Glenn Connick
1988 Ralph S. Wirebaugh
1989 Gerald Cooper
1990 Dean Duxbury
1991 Linda Kragt
1992 David Strietelmeier
1994 Charles Lourich
1995 Joseph Stout
1996 William Klinker
1997 David LeVally
1998 Fred Maass
1999 Krista Ruhnke
2000 Kristine Campbell
2002 Pat Sullivan
2003 Joy Engels
2004 Tricia Giron
2005 Linda Perucca
2006 Susan Monckton
2007 Mona Reinhard
2008 David Mehnert
2009 Matthew Hutchinson
2010 Daniel Best
2011 Anna Lovis
2012 Jan Miller
2013 Manoj Shah
2014 Uwe Nienaber
2015 John Fenstermacher & Michael Hosler
2016 John Chambers
2017 Nancy Moriarity
2018 Laura Saran
2019 Joy Dell'Aringa
2020 Ivonne Litwin
2021 Deborah Schodrof
2022 Jennifer Farrell
2023 Courtney Gwinn
2024 James Nasella
2025 Helen Bengtson

B.3: The Nicolas Appert Award

The Nicolas Appert Award has been awarded every year since 1942 by the Chicago Section of the Institute of Food Technologists. Given for lifetime and consistent achievement in food technology, it is named after Nicolas Appert, the French inventor of airtight food preservation. Award winners receive a bronze medal with a front view of Appert from the Chicago Section of IFT and a USD 5000 honorarium from IFT. This is considered one of the highest honors in food technology.

1942 William V. Cruess
1943 Samuel C. Prescott
1944 C.E. Browne
1945 A.W. Bitting
1946 C.H.Bailey
1947 C. Olin Ball
1948 C.A. Elvehjem
1949 Roy C. Newton
1950 Thomas M. Rector
1951 A.E. Stevenson
1952 Edward M. Chace
1953 Victor Conquest
1954 Charles N. Frey
1955 Charles G. King
1956 Bernard E. Proctor
1957 Emil M. Mrak
1958 William F. Geddes
1959 Berton S. Clark
1960 Ernst H. Wiegand
1961 Helmut C. Diehl
1962 Arnold Kent Balls
1963 Karl F. Meyer
1964 Gail M. Dack
1965 Harold W. Schultz
1966 Maynard A. Joslyn
1967 Michael J. Copley
1968 Donald K. Tressler
1969 Edwin M. Foster
1970 Samuel A. Goldblith
1971 Reid T. Milner
1972 John C. Ayres
1973 Hans Lineweaver
1974 George F. Stewart
1975 Ernest J. Briskey
1976 Amihud Kramer
1977 Richard L. Hall
1978 Jasper Guy Woodroof
1979 F.J. Francis
1980 Evan F. Binkerd
1981 Bernard S. Schweigert
1982 Clinton O. Chichester
1983 Steven S. Chang
1984 John J. Powers
1985 Alina S. Szczesniak
1986 Marcus Karel
1987 Elmer H. Marth
1988 Owen R. Fennema
1989 Fergus M. Clydesdale
1990 Myron Solberg
1991 Raymond J. Moshy
1992 Irving J. Pflug
1993 Wilbur A. Gould
1994 Roy L. Whistler
1995 Philip E. Nelson
1996 Michael P. Doyle
1997 H. C. Rudolf Heiss
1998 Theodore P. Labuza
1999 Robert G. Cassens
2000 Aaron L. Brody
2001 Adolph S. (Al) Clausi
2002 Daniel F. Farkas
2003 Dietrich Knorr
2004 Larry R. Beuchat
2005 Gustavo V. Barbosa- Cánovas
2006 George E. Inglett
2007 Todd R. Klaenhammer
2008 Gilbert A. Leveille
2009 Daryl Lund
2010 R. Paul Singh
2011 Dr. Malcolm Bourne
2012 Casimir Akoh
2013 Kenneth R. Swartzel
2014 Patrick Dunn
2015 Stephen F. Taylor
2016 E. Allen Foegeding
2017 Jozef Kokini, Ph.D
2018 Dennis Heldman, Ph.D
2019 Dr. Julian McClements
2020 José M. Aguilera
2021 Eric Decker
2022 Michael Eskin
2023 Fereidoon Shahidi
2024 Harjinder Singh, PhD
2025 Levente Diosady, PhD,

B.4: Tanner Lectureship Recipients

B.4: Past Fred W. Tanner Lectureship Recipients

The Chicago Section IFT established the Fred W. Tanner Lectureship in 1960 to advance the profession and practice of food science by bringing to the Section outstanding scientific persons, in this field or its related sciences, to speak on recent advances in the formulation, processing, preservation, packaging, distribution, preparation, nutritional quality, and enjoyment of food.

Fred Wilbur Tanner (1888-1957) was an American food scientist, microbiologist and professor at the University of Illinois who served in the founding of the Institute of Food Technologists (IFT) and was the founder and one of the editors for the scientific journal Food Research, now called the Journal of Food Science. Dr. Tanner served as IFT President 1945-46, was author of more than 150 publications in microbiology and public health, would win the Stephen M. Babcock Award (now called Babcock-Hart Award) and was posthumously awarded the Pasteur Award.

1963 **B.S. Platt**, Ph.D., M.B., Ch.B., Director of the Human Nutrition Research unit of the Medical Research Council, Mill Hill, London.

1964 **John M. Kuprianoff**, Sc.D., Director, Federal Institute for Food Preservation, Karlsruhe, Germany.

1965 **Lloyd M. Beidler**, Ph.D., Professor of Biophysics, Florida State University, Tallahassee, FL.

1966 **S.M. Partridge**, Ph.D., Head, Department of Protein Chemistry, Meat Research Institute, Cambridge, UK

1967 **Fredrick J. Stare**, M.D., Ph.D., Chairman, Department of Nutrition, Harvard School of Public Health, Boston, MA.

1968 **Fred S. Thatcher**, Ph.D., Chief, Division of Microbiology Research Laboratories, Food & Drug Directorate, Ottawa, Ontario, Canada.

1969 **Emil M. Mrak**, Ph.D., Chancellor, University of California, Davis, CA.

1970 **Morley R. Kare**, Ph.D., Professor of Physiology and Director, Monell Chemical Senses Center, University of Pennsylvania, Philadelphia, PA.

1971 **James R. Vickery**, Ph.D., Commonwealth Scientific and Industrial Research Organization, Division of Food Preservation, Australia (Retired).

1972 **E.M. Foster**, Ph.D., Director, Professor of Bacteriology, Food Research Institute, University of Wisconsin, Madison, WI.

1973 **Calvin A. Lang**, Sc.D., Professor of Biochemistry and Director, Biological Aging Program, University of Louisville School of Medicine, Louisville, KY.

1974 **Rose Marie Pangborn**, M.S., Professor of Food Science and Technology, University if California, Davis, CA.

1975 **Jean Mayer**, Ph.D., Sc.D., Professor of Nutrition, Department of Nutrition, Harvard School of Public Health, Boston, MA.

1976 **Steven R. Tannebaum**, Ph.D., Professor of Chemistry, Massachusetts Institute of Technology, Cambridge, MA.

1977 **Alexander M. Schmidt**, M.D., Vice Chancellor for Health Services, University of Illinois Medical Center, Chicago, IL.

B.4: Tanner Lectureship Awardees

1978 **Aaron M. Altschul**, Ph.D. Professor and Head, Department of Community Medicine and Internal Health, Georgetown University, Washington D.C.

1979 **Thomas H. Jukes**, Ph.D., Professor, Medical Physics, University of California, Berkeley, CA.

1980 **Sylvan H. Wittwer**, Ph.D., Director of the Agricultural Experiment Station, Michigan State University, East Lansing, MI.

1981 **L.J. Filer**, Jr., M.D., Ph.D., Professor of Pediatrics, College of Medicine, Iowa City, IA.

1982 **Walter Mertz**, M.D. Director of Beltsville Human Nutrition Research Center, U.S. Department of Agriculture, Beltsville, MD.

1983 **David Kritchevsky**, Ph.D., Associate Director, , Philadelphia, PA.

1984 **David A. McCarron**, M.D., Director, Hypertension Program, The Oregon Health Sciences University, Portland, OR.

1985 **Fergus M. Clydesdale**, Ph.D., Professor of Food Science and Nutrition, University of Massachusetts, Amherst, MA.

1986 **Michael P. Doyle**, Ph.D., Assistant Professor, Food Research Institute, University of Wisconsin, Madison, WI.

1987 **Richard L. Hall**, Ph.D., Vice President of Science and Technology, McCormick & Co., Inc. Hunt Valley, MD.

1988 **Douglas L. Archer**, Ph.D., Director, Division of Microbiology, U.S. Food & Drug Administration, Washington D.C.

1989 **Gilbert Leveille**, Ph.D., Vice President, Research and Technology, Nabisco Brands, Inc., East Hanover, NJ.

1990 **Alina S. Szczesniak**, Sc.D., former Principle Scientist, General Foods Corporation.

1991 **John E. Kinsella**, Ph.D., Dean of the College of Agriculture & Environmental Sciences, University of California, Davis, CA.

1992 **Marcus Karel**, Ph.D., Professor of Food Science, Rutgers – The State University of New Jersey.

1993 **Susan Schiffman**, Ph.D., Professor of Medical Psychology, Duke University, Durham, NC.

1994 **Roy L. Whistler**, Ph.D., D.Sc. Hillenbrand Distinguished Professor of Biochemistry Emeritus, Purdue University, West Lafayette, IN.

1995 **Owen Fennema**, Ph.D., Professor of Food Chemistry, University of Wisconsin, Madison, WI.

1996 **Robert T. Fraley**, Ph.D., President, Ceregen Unit of the Monsanto Company.

1997 **Alan W. Holmes**, Ph.D., O.B.E. former Director of British Food Manufacturing Industries Research Association at Leatherhead.

1998 **Arthur J. Morgan**, Jr., Ph.D., U.S. Agricultural Research Service, Eastern Regional Research Center.

1999 **Philip Nelson**, Ph.D., Director of Food Science, Purdue University, West Lafayette, IN.

2000 **Gary K. Beauchamp**, Ph.D., Director, Monell Chemical Senses Center, University of Pennsylvania, Philadelphia, PA.

2001 **Milos Kalab**, Ph.D. Southern Crop Protection and Food Research Centre, Guelph, Ontario, Canada.

B.4: Tanner Lectureship Awardees

2002 **Samuel Palumbo**, Ph.D., Research Microbiologist, USDA, Eastern Regional Research Center, MD and PA.

2003 **Terry E. Acree**, Ph.D., Professor of Biochemistry, Cornell University, Geneva, NY.

2004 **Louise Slade**, Ph.D., and **Harry Levine**, Ph.D., Kraft Foods Fellows, Kraft Foods, East Hanover, NJ.

2005 **Donald B. Thompson**, Ph.D., Professor of Food Science, Pennsylvania State University, University Park, PA.

2006 **Beverley J. Kroll**, CEO, Peryam & Kroll Research Corporation, Chicago, IL.

2007 **Theodore P. Labuza**, Ph.D., Professor of Food Science and Engineering, University of Minnesota, St. Paul, MN.

2008 **Todd R. Klaenhammer**, Ph.D., Professor of Food Science, Microbiology and Genetics, North Carolina State University, Raleigh, NC.

2009 **Larry R. Beuchat**, Ph.D., Professor, Center for Food Safety, University of Georgia, Griffin, GA.

2010 **Steven J. Schwartz**, Ph.D., Professor of Food Science & Technology, Ohio State University, Columbus, OH.

2011 **Gary R. List**, ScD., G.R. List Consulting, President, Washington, IL.

2012 **Richard W. Hartel**, Ph.D., Professor of Food Engineering, University of Wisconsin, Madison, WI.

2013 **Connie Weaver**, Ph.D., Distinguished Professor and Department Head, Nutrition Science, Purdue University, West Lafayette, IN

2014 J**ohn W. Erdman, Jr., Ph.D.,** Professor Emeritus, Department of Food Science and Human Nutrition University of Illinois at Urbana, Champaign**,** IL

2015 **Gary Reineccius, Ph.D.**, Professor and past Department Head in the Department of Food Science and Nutrition at the University of Minnesota, Minneapolis, MN.

2016 **Peter Schieberle, Ph.D.**, Professor at the Technical University of Munich and Chair for Food Chemistry in the Chemistry Department. Director of the German Research Center for Chemistry and Director of the Hans-Dieter-Belitz Institute for Cereal and Protein Research. Munich, Germany.

2017 **Steven Taylor, Ph.D**., Professor and Co-Director, Food Allergy Research and Resource Program, University of Nebraska.

2018 **Purnendu C. Vasavada, Ph. D.** Professor Emeritus at the University of Wisconsin-River Falls. Food Science and Dairy Manufacturing.

2019 **Dennis R. Heldman, Ph.D**. Dale A. Seiberling Endowed Professor of Food Engineering. The Ohio State University

2020 **John W. Spink, PhD,** Assistant Professor. Michigan State University

2021 **Soo-Yeun Lee, PhD.**, Professor, Department of Food Science and Human Nutrition, University of Illinois

2022 **Kantha Shelke, PhD.,** Sr. Lecturer, Food Safety Regulations, Johns Hopkins University

2023 **Elvira Gonzalez de Mejia, Ph.D**., Professor of Food Science, University of Illinois

2024 **V.M. Balasubramaniam**, **Ph.D**., Professor of Food Engineering, Ohio State University

B.5: New Member Award Recipients

B.5: New Member Volunteer Award

Each year the Chicago Section IFT recognizes 1-2 new members for extraordinary volunteer service with the first five years (i.e., 5-years or less) of their membership with the Chicago Section – IFT.

PURPOSE: To recognize and encourage volunteer contributions by new members

ELIGIBILITY: Chicago Section Members only, excluding jury and elected officers for the year.

AWARD: The Award will consist of a voucher to attend a dinner meeting of choice as well as the dinner meeting to receive the award (December "Holiday" meeting). A physical plaque shall be presented as well as online recognition.

Deadline for receipt of nomination to the immediate past Chair will not be later than September 30

Award Language:

Chicago Section of the Institute of Food Technologists
Excellence in Volunteer Service Award

In recognition of extraordinary service given to the Chicago Section IFT by a new member.

RECIPENTS

2017-18: Courtney Hayes & Upasana Hariram
2018-19: Nicole Chmielewski & James Nasella
2019-20: Hitesh Moryani
2020-21: Gina Oberoi
2021-22: Kelli Barth & Madelyn Bohne
2022-23: Charolette Browder
2023-24: Mario Jez & Tonny Thomas
2024-25: Tawanda Ngorima

B.6: Memorial Award

A *memorial award* for CSIFT Members who have passed away during or after extended and extraordinary service to the Chicago Section IFT.

PURPOSE: To recognize extraordinary service posthumously

ELIGIBILITY: Chicago Section Members. Nominated by any member in good standing of the CS IFT.

AWARD: The Award will consist of a virtual plaque on the CSIFT Webpage that includes the names, lifespan and date of election of those CSIFT members selected for the award. A physical plaque or stone memorial engraved with name, lifespan and date of election shall be awarded to the family of the member

Website Award Language:

IN GRATEFUL RECOGNITION

To These Here-Noted Members of the Chicago Section of the Institute of Technologists, for their extraordinary service and contributions made to the Section and to the fields of Food Science and Technology

Atque in perpetuum…ave, atque vale!
Forever more, hail and farewell
--- Gaius Valervus Catullus

Physical Award Language

Chicago Section IFT Memorial Award IN
GRATEFUL RECOGNITION
<<NAME>>
For their extraordinary service and contributions made to the Section and to the fields of Food Science and Technology

AWARDEES:

2017: Susan Monckton (April 5, 1952-March 20, 2014)
Dean Duxbury (1934-Oct. 9, 2016)
F. Glenn Connick (1927-June 20, 2013)
Gerald Bard (Oct. 7, 1932-Nov. 20, 2016)
2018: Olivia Fisher (1986-2017)

B.7: IFT Section Leader Awards

B.7: Outstanding Service to the Section

Each Section may identify up to two (2) individuals for awards from IFT. Both of the awards will be similar in merit and recognition status, but based on different contributions to the field and IFT.

The **Outstanding Volunteer Award** recognizes exceptional efforts in volunteerism in the current volunteer year. Section Officers nominate an individual for their dedication and contributions to their section and IFT.

The **Section Service Award** honors current Section members who have exemplified a history of service to the Section or field. This demonstrated commitment could include, but is not limited to:

- providing or facilitating exemplary educational program(s), information, discussion forums, networking, and other services to accomplish the mission of the Section
- enhancing the experience(s) of the Section membership
- serving above and beyond a typical Section leadership goal
- outstanding mentorship within the Section

A Section awardee identified by your leadership will be listed on the Section Recognition page on the IFT website and recognized in The Section Leader Monthly Update. Awardees will also receive an electronic badge and communication from IFT.

Each section determines their own qualifying criteria for recognizing an outstanding volunteer and can recognize only one volunteer for each award. Nominees must be current IFT & respective Section members.

There is no requirement to nominate individuals each year, but this is an opportunity to recognize members who have contributed their time and efforts to volunteering for your Section. Section Presidents are asked to coordinate with your leadership team to determine who your section should recognize.

Eligibility: Current IFT and Section members who are not currently a member of the 3-President/Chair Leadership Team are eligible to receive the awards. An individual should not receive both awards in one year but can be eligible to win both awards in different years. Members may receive the award concurrent to an IFT award in any given year.

Selection Team: At a minimum, the 3-President/Chair Leadership Team is the selection team, and they are ineligible for the awards. The 3-President/Chair Leadership Team can invite additional selection team members or involve their respective Section Executive Committee members, in congruence with their Section practices.

B.7: IFT Section Leader Awards

Nominations: Sections may select the process for collecting nominations. We encourage Sections to make the nominations process as open and inclusive as possible to all Section members. Contact sections@ift.org for assistance and available resources.

Past Recipients

2017-18
Molly E. Hicks
Katie Potthoff
Lisa Carlson Sprang

2018-19
Joy E. Dell-Aringa
Linda Perucca
Laura Saran

2019-20
John Budin
John Ruff

2020-21
Outstanding Volunteer Award: Upasana Hariram
Service Award: Samantha Fonseca

2021-22
Outstanding Volunteer Award: Deborah Schodrof
Service Award: Lisa Ruhland

2022-23
Outstanding Volunteer Award: Charolette Browder
Service Award: Courtney Gwinn

2024-25
Outstanding Volunteer Award: Charlotte Allen, Molly, Sebnem Karasu, Gary Wills
Service Award: Kelli Barth, Gina Ketchmark