

2015-2016 AFDO COMMITTEE CHARGES

Administration Committee

*Chair: Angela Montalbano, NY State Dept. of Agriculture & Markets, Albany, NY

Co-Chair, Awards: Joanne Brown

Co-Chair, Media & Public Affairs: Joan Bowman, IFPTI, Battle Creek, MI

Co-Chair, Media & Public Affairs: JoAnn Pittman, U.S. Food & Drug Administration, Atlanta, GA

Co-Chair, Membership: Steve Steingart, Allegheny County Health Department, Pittsburgh, PA

Co-Chair, Nominations: Claudia Coles, Past President, AFDO

Co-Chair, Resolutions: Joe Corby, Executive Director, AFDO

Charge 1: The Chairman of the Administration Committee shall solicit the assistance of all Administration Committee members and the Presidents of AFDO Regional Affiliates in obtaining nominees for honorary membership pursuant to Policy No. 2 – Honorary Membership of the AFDO Policies & Procedures Manual. The Administration Committee shall be responsible for submitting the names of nominees for honorary membership, with supporting information/ documentation of respective accomplishments, to the AFDO Executive Committee by February 25th of each year. **Nominations without supporting documentation will not be forwarded to the Board of Directors for consideration.**

Discussion:

Recommendations:

Executive Committee Action:

Approval Disapproval Date _____

Charge 2: Begin the process of soliciting scholarship applications nationwide no later than September 1, 2013, to assure communication of this funding opportunity to the largest possible number of qualified candidates. A letter should be sent to all regional affiliates, along with AFDO's scholarship information, requesting that they provide this information to colleges and universities within their region and publish it in their affiliate newsletter. In addition, the Administration Committee should identify methods for expanding scholarship promotion through websites, universities & colleges, and any other entities. Review applications and forward recommendations to the Board for final approval by the due date as established in the AFDO Policy Manual.

Discussion:

Recommendations:

Executive Committee Action:

Approval Disapproval Date _____

**Responsible for submission of reports*

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Charge 3: Actively solicit applications for the AFDO Achievement Award from affiliates and members. Review nominations and forward recommendations to the Board for final approval by the due date established in the AFDO Policy Manual. In addition, the Administration Committee should identify methods for expanding scholarship promotion through websites, universities & colleges, and any other entities.

Discussion:

Recommendations:

Executive Committee Action:

Approval Disapproval Date _____

Charge 4: Work with the AFDO staff and Executive Director to develop press releases, for Board approval, for any noteworthy AFDO efforts or speeches, including the annual conference and/or workshops. Press releases, depending on content, may be multi-purposed: attendance building, promoting AFDO, informing others or generating interest.

Discussion:

Recommendations:

Executive Committee Action:

Approval Disapproval Date _____

Charge 5: Maintain a contact list to which press releases should be sent. Include national associations, publications and media contacts. For publications: identify publisher, publishing dates and deadlines. Review and update annually.

Discussion:

Recommendations:

Executive Committee Action:

Approval Disapproval Date _____

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Charge 6: Continue to find volunteers from the AFDO Officers, members of the Board, committee chairs, committee members and other willing AFDO conference attendees to become acquainted with First time attendees. The first time attendee packet will include an identifying first time attendee ribbon. Opportune times to become acquainted will be committee meetings, opening session, receptions and especially at the AFDO Bingo.

Discussion:

Recommendations:

Executive Committee Action:

Approval Disapproval Date _____

Charge 7: Actively solicit qualified candidates as nominees for the office of Vice President or for any other office for which a special election is required. Contact Regional Affiliate Board of Directors for input. Develop a slate of candidates for this position. Work with the Executive Director to develop and distribute a ballot to the AFDO membership in accordance with the by-laws and established policies and procedures. Include biographical information for each candidate with the ballot.

Discussion:

Recommendations:

Executive Committee Action:

Approval Disapproval Date _____

Charge 8: Encourage and solicit resolutions on timely topics from the Regional Affiliates, Committee Chairs, and Board members. Edit and finalize resolutions through consultation with the presenter. Submit resolutions to the Board in accordance with AFDO Policies and Procedures.

Discussion:

Recommendations:

Executive Committee Action:

Approval Disapproval Date _____

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Charge 9: Identify mechanism for providing AFDO certificates for Produce Safety Training including the review of submitted programs.

Discussion:

Recommendations:

Executive Committee Action:

Approval Disapproval Date _____

Charge 10: Develop a committee per AFDO Policy #16 to review the Elliott O. Grosvenor Food Safety Award.

Discussion:

Recommendations:

Executive Committee Action:

Approval Disapproval Date _____

**Responsible for submission of reports*