

# 2016-2017 AFDO COMMITTEE CHARGES

## Administration Committee

**\*Chair:** Jessica Badour, Georgia Department of Agriculture, Atlanta, GA  
Joseph Corby, AFDO, Broadalbin, NY

**Co-Chair, Awards:** Joanne Brown, Monticello, FL **and** Dave Read, IFPTI, Battle Creek, MI

**Co-Chair, Media & Public Affairs:** Randy Young, AFDO, York, PA

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

**Co-Chair, Nominations:** Stan Stromberg, Oklahoma Department of Agriculture, Oklahoma City, OK

**Co-Chair, Resolutions:** Joe Corby, AFDO, Broadalbin, NY

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**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 25<sup>th</sup> 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*

# 2016-2017 AFDO COMMITTEE CHARGES

**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:** Develop 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 \_\_\_\_\_

*\*Responsible for submission of reports*

# 2016-2017 AFDO COMMITTEE CHARGES

**Charge 6:** Continue to refine and facilitate mentoring concepts for First-Time Attendees and new members to participate as productive members within AFDO.

**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 \_\_\_\_\_

*\*Responsible for submission of reports*

# 2016-2017 AFDO COMMITTEE CHARGES

**Charge 9:** Conduct a conference call in late 2016 between the Committee Chairs, AFDO President, AFDO Past President, Affiliate Representatives and Affiliate Officers to discuss AFDO Awards and press the affiliates for nominations.

**Discussion:**

**Recommendations:**

**Executive Committee Action:**

Approval  Disapproval  Date \_\_\_\_\_

**Charge 10:** Review how other similar organizations are using social media and develop a strategy and effective implementation plan.

**Discussion:**

**Recommendations:**

**Executive Committee Action:**

Approval  Disapproval  Date \_\_\_\_\_

**Charge 11:** Review how we welcome and acknowledge new members to the organization and recommend changes as appropriate.

**Discussion:**

**Recommendations:**

**Executive Committee Action:**

Approval  Disapproval  Date \_\_\_\_\_

**Charge 12:** Identify contacts from the U.S. Department of Defense Public Health Division Food Protection /Food Defense and determine whether they have interest in joining AFDO.

**Discussion:**

**Recommendations:**

**Executive Committee Action:**

Approval  Disapproval  Date \_\_\_\_\_

**Charge 13:** Work with the food committee in developing a long term plan for Alliance course reviews.

**Discussion:**

*\*Responsible for submission of reports*

# 2016-2017 AFDO COMMITTEE CHARGES

**Recommendations:**

**Executive Committee Action:**

Approval  Disapproval  Date \_\_\_\_\_

**Charge 14:** Update the AFDO Model Food Salvage Code.

**Discussion:**

**Recommendations:**

**Executive Committee Action:**

Approval  Disapproval  Date \_\_\_\_\_

*\*Responsible for submission of reports*