



ACF of Greater Buffalo Open Board Job Descriptions

Junior Board Member

The Junior Board Member is responsible for writing at least one article each quarter (four per term year) to be inserted into Epicureans. He/She should target the junior and student population but still share valuable current and trending information that all members would find useful. The Junior Board Member is responsible for relaying information from the Social Chairperson to the President and members. The Junior Board Member will co-chair a fundraiser each year and work with the Treasurer (or person running the door for social meetings) or Social Chairperson to confirm that the member list is current and drive membership participation. This can be accomplished at the sign-in location during meetings and events or by calling directly.

Secretary

The Secretary will work with the President to create and ensure the timely preparation and distribution of all agendas, minutes, and notifications to the ACF Board and pertinent committees. The Secretary is responsible for the oversight of policies and procedures for the ACF committees and taskforces. The Secretary will ensure that applications are properly vetted for candidates to elected committees. The Secretary will oversee all communications from the ACF to the membership to include the safety and accuracy of all ACF records.

Treasurer

The Treasurer will oversee the financial affairs of the ACF. The Treasurer will see to the timely preparation of annual financial reports and budgets for presentation at the monthly meetings and periodic financial reports for the Board of Directors. The Treasurer will cooperate and coordinate with the Finance Committee to assure that its audit functions are carried out in accordance with the bylaws.

Director at Large

The Director at Large will sit on the board and assist in every event as much as possible. Given that there are three Director at Large positions, there will be a rotation schedule per year so that there is fairness and equality in the chairing of specialty events. The events run by these members are to include but are not limited to: Silver Metal Award Dinner, Taste of Culinary, Golf Outing, other booth run events, food shows, County Fair, trade shows, job fairs, etc.

Associate Member

The Associate Member is responsible for attending each event and helping out as needed. The Associate Member will collect and document event activities for the website and Epicureans including but not limited to collecting photographs of each event and writing summary articles about them. The Associate Member will provide marketing programs, posters, and social media coverage as needed as well as co-chair events when possible. The Associate Member is responsible for writing one article and collecting one chef created recipe or interview for the Epicureans per term year.