



The Society of Flavor Chemists, Inc.

3301 Route 66 Suite 205, Bldg. C
Neptune, NJ 07753
(732) 922-3393
(732) 922-3590 (fax)
<http://www.flavorchemist.org/>

Library Committee Job Description

Title:	<i>Library Committee Chairperson</i>
Reports To:	<i>SFC President</i>

Job Purpose

- To catalogue and maintain the SFC Library located at the Monell Chemical Senses Center in Philadelphia, PA

Duties and Responsibilities

- Catalogue and categorize existing and newly donated or purchased books, periodicals, letters, etc to maintain an updated database of materials for use by members of SFC. Update list on website when required.
- Manage book donations from SFC members
- Coordinate with the Associate Director at Monell Chemical Senses Center to arrange periodic visits.
- Update the SFC Board, SFC committees, and members when necessary on any changes, ideas, suggestions, etc when warranted. This includes any potential happenings at Monell when related to our industry
- The Library Chairperson is appointed by the SFC President for a term of one year. Re-appointment must be made on a yearly basis.
- At the end of the term of office, improve this job description and submit to incoming Chair-Elect.

Qualifications

- Must be a Certified Member
- Must be able to commit the time and resources.
- Must possess computer skills

Working Conditions

This job requires attendance to every meeting held in the East Coast.

Direct Reports

N/A

Library Committee Job Description

Title: Library Committee Chairperson

Reports To: SFC President

Job Purpose

- To catalogue and maintain the SFC Library located at the Monell Chemical Senses Center in Philadelphia, PA

Duties and Responsibilities

- Catalogue and categorize existing and newly donated or purchased books, periodicals, letters, etc to maintain an updated database of materials for use by members of SFC. Update list on website when required.
- Manage book donations from SFC members
- Coordinate with the Associate Director at Monell Chemical Senses Center to arrange periodic visits.
- Update the SFC Board, SFC committees, and members when necessary on any changes, ideas, suggestions, etc when warranted. This includes any potential happenings at Monell when related to our industry
- The Library Chairperson is appointed by the SFC President for a term of one year. Re-appointment must be made on a yearly basis.
- At the end of the term of office, improve this job description and submit to incoming Chair-Elect.

Qualifications

- Must be a Certified Member
- Must be able to commit the time and resources.
- Must possess computer skills

Working Conditions

This job requires attendance to every meeting held in the East Coast.

Direct Reports

N/A

The Society of FlavorChemists , Inc.

3301 Route 66 Suite 205, Bldg. C Neptune, NJ 07753 (732) 922-3393 (732) 922-3590 (fax)
<http://www.flavorchemist.org/>

Approved By:	<i>Board of Directors 2006-2007</i>
Date Approved:	<i>May 14, 2007</i>
Reviewed:	<i>Mariano Gascon</i>

Date Approved: May 14, 2007 Reviewed: Mariano Gascon