



The Society of Flavor Chemists, Inc.

3301 Route 66 Suite 205, Bldg. C
Neptune, NJ 07753
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<http://www.flavorchemist.org/>

Midwest Meeting Committee Job Description

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

Job Purpose

- Responsible for working with Midwest Committee to coordinate annual Cincinnati SFC meeting including hotel arrangements, registration & speakers.

Duties and Responsibilities

- Hotel Arrangements:
 - Set meeting date in conjunction with CSA & OVIFT, six months to one year prior to event.
 - Check the calendar for conflicts with holidays or other organizations' events.
 - Contact Hotel Manager to reserve hotel and sign contracts.
 - Work with Hotel Manager and Committee to set full dinner menu, including Cocktail Reception and wine. Arrange for meeting refreshments and snacks. Relay dinner choice information to SFC Secretary 6 to 8 weeks in advance for inclusion in the Meeting Notice.
 - Reserve rooms for board meeting, CSA and SFC educational programs, business meetings, cocktail reception and dinner.
 - Determine and reserve all A/V equipment needs. Specify room set up and parking arrangements.
 - Arrange a block of rooms for speakers & SFC members. Have at least 10 rooms held for day before and day of event.
 - Liaise with hotel staff prior to and during meeting to make sure program runs smoothly.
- Registration:
 - Obtain list of registrants from AFI. Add late registrant and speakers meal selections.
 - Purchase needed supplies for registration (badges, holders, etc)
 - Print badges and envelope labels, including Speakers' badges, and Speakers' guest badges if applicable.
 - Assemble envelopes with meal tickets and badges
 - Work registration desk with Treasurer to collect payments and distribute envelopes.
 - Ensure members' and speakers needs are met during meetings.

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- Speaker Arrangements:
 - Set up Committee meetings to generate & solicit ideas for topics and speakers.
 - Work with Committee to schedule speakers for meetings:
 - Identifying speakers.
 - Initial contact (phone call, email, third party approach, etc.)
 - Confirm with date/time/location/topic suggestions/honoraria or other considerations (room, transportation, etc.)
 - Work with CSA to co-ordinate topics and speakers.
 - Relay Speaker abstract information to SFC Secretary 6 to 8 weeks in advance.
 - Care and Feeding of speakers:
 - Keep in touch every month or two.
 - Confirm participation one month from meeting date.
 - Obtain and communicate to Treasurer speakers' audio/visual needs and confirm with speakers that arrangements have been made.
 - Arrange for speakers' lunch & lunch companions if applicable.
 - Make sure that agreed details like transportation, room reservations, honoraria, etc. have been communicated to, and remembered by, Treasurer.
 - Introduce speakers at meetings.
 - Remember to bring speaker gifts.
 - Send thank you notes to speakers after the meeting.
 - Coordinate with Program Committee for speaker gifts.
 - Forward copies of presentation to Secretary for web posting.
- Recruit additional members to the Midwest Meeting Committee, as needed.
- The Midwest Meeting Committee 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, if applicable, 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

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- Must possess organizational, leadership and interpersonal skills.

Working Conditions

This job requires attendance to every meeting held in Cincinnati.

Committee Members

This Chairperson position requires at least one Committee Member for assistance.

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

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