



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/>

Program Committee Job Description

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

Job Purpose

- Responsible for handling all speaker arrangements for all the SFC meetings

Duties and Responsibilities

- Generate and solicit ideas for speakers and topics for East Coast SFC Meetings and IFT Breakfast
- Consult with Midwest and Far west Meeting chairs on speakers if requested
- Schedule speakers for meetings:
 - Identifying
 - Initial Contact (phone call, email, third party approach, etc)
 - Confirming Letter with date/time/location/topic suggestions/honoraria or other considerations (room, transportation, etc.)
- Work with Publicity Committee to publish upcoming year's schedule with descriptions of topics and speakers
- Care and Feeding of speakers:
 - Keep in touch every month or two
 - Confirm participation one month from meeting date
 - Obtain and communicate to Treasurer speaker's audio/visual needs and confirm with speaker that arrangements have been made
 - Work with Arrangements Committee to make sure that agreed details like honoraria, room reservations, etc. have been communicated to, and remembered by, Treasurer
 - Work with Arrangements Committee to send meeting notice details to Secretary
 - Make sure dinner desires are communicated to Treasurer
 - Other hand holding as needed
- Highlight speakers for upcoming meetings at SFC Business Meetings
- Introduce speakers at meetings
- Manage the stock and selection of speaker gifts
- Send thank you notes to speakers
- Occasionally function as clearing house for requests for speaker's texts/slides and coordinate the posting of the presentations with Website Committee
- The Program Chairperson is appointed by the SFC President for a term of one year. Re-appointment must be made on a yearly basis.

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- 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 to handle all speaker arrangements for all the SFC meetings
- Must possess interpersonal, leadership and organizational skills

Working Conditions

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

Direct Reports

N/A

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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