

## Chef of the Year Criteria



The Chef of the Year Award has been established to pay tribute to that member whose culinary expertise and exemplary dedication have enhanced the image of the chef and the association. He/she should be a person who commands the respect of the members because of character and performance.

The award will be in recognition of the dedication and contribution of time and knowledge to the association and community by the person who has accomplished the most to benefit the association.

For the Chef of the Year, along with great honor comes great responsibility.

## Procedures

At the January general membership meeting, the President will announce that Chef of the Year is open for candidacy. The requirements, qualifications, duties, and responsibilities of the Chef of the Year will be available at that meeting as well as posted on the chapter website.

- Member submits his candidacy in writing to the Chairman of the Board or current Chef of the Year.
  - Culinary Expertise: Special Skills
  - Professional Goals
  - Why deserve and how going to handle Chef of the Year position
- Candidates' names submitted to membership. Also submitted – nominations from the floor at the February and March membership meetings.
- Candidate must have been a member of the local chapter for a minimum of one year.

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### **The duties of the Chef of the Year are:**

#### **Make arrangements for all General Meetings.**

##### **Location**

- Space needed – dinner, seminar, student meeting
- Sponsors for meal – names, addresses, special needs
- Arrange any donations that may be needed, food, wine, flowers, etc.
- Follow-up on all room, menu, and bar details.
- Introduce hosts and sponsors at the meeting.

#### **Make arrangements for Chef of the Year and Holiday Reception.**

- Arrange bids for each and present to board.
- Ensure appropriate contracts are signed and that appropriate deposits and invoices are paid.
- Follow-up on all room, menu, and bar details.
- Introduce hosts and sponsors at the event.
- Arrange any donations that may be needed, food, wine, flowers, etc.

#### **Coordinate the publication of the Chef of the Year magazine.**

- Coordinate layout.
- Coordinate ad sales.
- Help with pictures that are needed, each nominee, etc.
- Help publisher obtain written scripts where needed.
- Chair the nomination and election committee for the next Chef of the Year.
- Follow rules and guidelines for nominations.
- Follow rules and guidelines for evaluation of documents.
- Hold ballots and store after announcement.

#### **National Convention**

The current Chef of the Year should attend the National Convention of the ACF. Travel costs will be provided by the ACFLV as specified elsewhere.