



## *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/>

### **Membership Committee Job Description**

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

#### **Job Purpose**

- To maintain the integrity and growth of the Society of Flavor Chemists with new members in compliance with Article II of the By-laws.

#### **Duties and Responsibilities**

- Review applications and contact each of the candidates to schedule their interview time and location.
- Test, interview, or otherwise verify the qualifications and sincerity of the candidates, in accordance with Article II of The SFC By-laws, and make recommendations to the Board and the membership accordingly.
- Prepare an introduction for each candidate to be introduced at the Business meeting.
- Prepare a ballot for the members' vote during the Business meeting.
- Prepare a listing of new candidates, including all their contact information, to be sent to the SFC office and to the person in charge of creating the certificates.
- Coordinate group picture with the Publicity Committee and send it together with the announcement to the Newsletter and Website Committees.
- Update the Syllabus as needed.
- Recruit additional members to the Membership Committee, as necessary.
- The Membership 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, 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 be available for all meetings
- Must possess strong interpersonal and interviewing skills

#### **Working Conditions**

This job requires attendance to every meeting.

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**Direct Reports**

Members of the Membership Committee.

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

Members of the Membership Committee.

*Approved By: Board of Directors 2006-2007*

*Date Approved: May 14, 2007 Reviewed: Mariano Gascon*