

LETTERS OF COMMITMENT FOR OFPA DIRECTORS & EXECUTIVE OFFICERS

VERSION: December 16, 2020

IN EFFECT: January 1, 2020 to December 31, 2020

PURPOSE:

These Letters of Commitment are not intended to be a performance appraisal but rather a contract that the Directors make with the OFPA when they join and when they are Board Members of OFPA. The contract is intended to lay out all the requirements of the Directors and Executive Officers including specific requirements when they are a Chair of a particular Committee. This is so the Director and the Executive clearly understand and commit to the duties asked of them. These documents are a reference to use to compare Director performance against the commitment list. It is not for a performance review but is a performance tool that can be used if we need to take action for the possible removal of a Board Director.

REVIEW:

This document and its stated obligations will be reviewed and tracked by the OFPA's Past President. Committee Chairs and Executive will review and read the appropriate sections of the document on a yearly basis at the beginning of each calendar year (that is usually when committee chairs are changed) or at any time during the year that committee chairs are changed. The document can also be reviewed at the request of any OFPA Director or Executive.

DUTIES OF OFPA BOARD DIRECTORS:

The Executive Officers of the Association shall consist of a President, Vice- President, Immediate Past President, and Treasurer. All four (4) of these Executive Officers of the Association – the President, Vice-President, Immediate Past President, and Treasurer will be voting members of the Board.

Following completion of their term of office as Immediate Past-President, all Past-Presidents shall be ex-officio members of the OFPA Board of Directors. As ex-officio members, they will be welcomed to attend board meetings, to express their opinions and offer their advice; however, they will not be entitled to an official vote.

There shall be a minimum of nine (9) Directors (this includes the Newsletter Editor) at the discretion of the President. The Executive Officers together with the Directors and Newsletter Editor shall constitute the Board of Directors. (Rev.01/04/16). Should a vacancy occur in any office other than the President, the Board of Directors shall appoint a member of the Association to fill the unexpired term. Potential Candidates to replace vacancies in the Board can be nominated by any Board Member or by any OFPA Member. Candidates shall be reviewed by the nominating committee which is chaired by the OFPA Administrator. The nominating committee shall recommend candidates for voting by the Board. After being voted by the Board as acceptable, Candidates will be interviewed as per the "BOD Candidate Interview screening process" SOP. New Directors

voted in along with the new Executive and current Directors will be announced at the OFPA Annual General Meeting held in November of each year.

BOARD OF DIRECTOR MEETING:

Four of the eligible voting Board of Directors shall constitute a quorum at any duly called meeting of the board. The Board of Directors shall meet at the call of the President or at the request of any three members of the Board. A regular day of the month will be set for the meetings, in order to facilitate personal schedules.

The Board of Directors shall hold Board meetings 10 times per calendar year (no meetings in July and August). 2 of these 10 meetings (i.e. January and February) will be held by teleconference. This is because of expected inclement weather for driving. As a result, 8 out of the 10 meetings will be held in person. The President or VP (in absence of President) shall chair the Board Meetings. Board Directors will be asked to take turns hosting the venue at the in-person Board meeting.

Out of 10 meetings in one calendar year, all Directors including the Executive must attend 5 in person, an additional 2 by call-in and can be absent for 3 meetings.

Attendance exceptions of any Board Director shall be made at the discretion of the President.

DIRECTOR RESPONSIBILITIES

The Board of Directors shall conduct, through its officers, the authorized policies of the Association.

The Board of Directors shall authorize all expenditures and shall not create any indebtedness of the Association, nor disburse funds for purpose non-essential to the objectives of the Association.

A member of the Board of Directors acknowledging a conflict of interest shall so declare and abstain from voting.

The Board of Directors shall have the books and accounts audited annually for the fiscal year of January 1, to December 31. The OFPA Administrator (Admin) together with the Treasurer prepare the documents to be audited.

The Board of Directors shall determine the date, time and place of the Annual General Meeting and other meetings and shall instruct the Treasurer, OFPA Admin or appointed person to issue the call for such meetings to the OFPA Members.

The Board of Directors shall recommend names for the honorary membership award.

LETTERS OF COMMITMENT FOR OFPA DIRECTORS & EXECUTIVE OFFICERS

VERSION: December 16, 2020

IN EFFECT: January 1, 2020 to December 31, 2020

Each Director will be asked to chair one or two of the OFPA Committees. The committees and Chairs will be assigned at the November meeting, so that each Chair takes over a committee at the beginning of each calendar year. The President shall appoint such committees as deemed necessary.

Where appropriate, the Board shall receive committee reports and recommendations at the monthly Board meetings. Recommendations should be approved by the board before execution, for a better administration of the policies of the Association.

Each year, the Vice-President will be asked to lead the planning, organization, and execution of the OFPA Fall Food Safety Symposium and Annual General meeting held in November.

Out of 3 of the major events that OFPA holds in a calendar year (Spring Technical Meeting; Fall Food Safety Symposium; and Summer Golf Tournament), all Directors, including the Executive will be asked to volunteer at 2 of them. This includes participation on the event planning committee, execution of assigned tasks during the event and attendance to the event.

In addition, a Director may be asked to lead one of the other major events.

The OFPA Admin supports the planning of the events carrying out tasks approved by the board or event lead such as:

1. Email blast to members about the event.
2. Book the venue and AV rental.
3. Collect the loot and speaker presentations.
4. Put together event materials.
5. Print badges, agendas, labels for the event.
6. Track the finances of the event.

The rest of the activities are expected to be covered by the Board members

Events from partners or organizations related to the OFPA are optional, however, each Board Member will have the opportunity to attend.

APPENDICES

Appendix A – OFPA Mission Statement

The Association shall have as its mission:

“The Ontario Food Protection Association will represent all Food Industry commodities, service industries, government and academia by bringing professionals together in a forum to promote, educate and communicate Industry Best Practice and innovation in food safety and Sanitation.”

Appendix B – OFPA Director Code of Conduct

OFPA has developed a Board of Director’s Code of Conduct to promote sustainable, effective Volunteering and long-lasting collaboration.

Code of Conduct can be found in OFPA Constitution and By-Laws on OFPA Website at www.ofpa.on.ca

Each Volunteer to the OFPA Board of Directors and to the Executive Board of Directors, no matter which position they hold, must agree to follow the following Code of Conduct.

PLEASE NOTE: Excerpts of this code have been taken directly from the “Volunteer Code of Conduct” that can be found at:

http://volunteeralliance.org/volunteer-code-conduct?gclid=CJ66q4a8_9QCFcW4wAodT3MPuQ

Appendix C – Adherence to the Directors’ Duties

A Director that does not adhere to the above Directors’ Duties will be given a warning (verbally or written) by the Past President, after the Past President has reviewed the situation with the Executive. On a case-by-case basis, the Executive may excuse the Director depending on circumstances.

If a warning is issued, the Director will be given 3 months to adhere to the duties.

Failure to adhere during these 3 months may result in cancellation of their Director’s position on the OFPA Board.

APPENDIX D-1

LETTER OF COMMITMENT FOR CHAIR OF OFPA AWARDS COMMITTEE

AWARD OF SANITARIAN AND FOOD SAFETY PROFESSIONAL OF THE YEAR

The Sanitarian and Food Safety Professional of the Year Award may be presented to a member (professional, honorary, retired or sustaining corporate) deemed to have contributed outstanding service to the food industry in Ontario; e.g. demonstrated expertise on sanitation procedures, improved food safety culture at a company, conducted research that made an applied contribution to food safety, provided excellent educational or training activities to food companies. The Chair collects the nominations, they are reviewed for eligibility by Chair and Board and then they are sent out to the OFPA Membership for voting (selection of this award need not be made annually). The award consists of the Annual General Meeting (AGM) registration fee, a certificate and \$250.

AWARD OF MERIT

The Award of Merit may be presented to a professional, honorary, retired or sustaining corporate member of OFPA deemed to have contributed outstanding service to the association; e.g. provided high-quality articles for the newsletter, supported administrative activities, volunteered at events, increased visibility of the OFPA. The Chair collects the nominations, they are reviewed for eligibility by Chair and Board and then they are sent out to the OFPA Membership for voting (selection of this award need not be made annually). The award consists of the AGM registration fee, a certificate and \$250.

LIFETIME ACHIEVEMENT HONORARY AWARD

May be presented to a Professional or Retired member of the Association and recognizes individuals who have made substantial contributions to the objectives of the OFPA through more than 10 years of active service in the Association. The Chair collects the nominations, they are reviewed for eligibility by Chair and Board and then they are sent out to the OFPA Membership for voting (selection of this award need not be made annually). The Lifetime Achievement Award grants the winner honorary lifetime membership in the Ontario Food Protection Association, the AGM registration fee, a certificate and \$250.

Chair of Awards Committee duties will be:

- At beginning of each calendar year, to review and update the letter, advertisement, and fillable nomination forms for the 3 OFPA awards - Award of Sanitarian and Food Safety Professional of the Year; Award of Merit; and Board of Directors Lifetime Achievement Honourary Award.
- If it becomes necessary, to update these same documents throughout the year - letter, advertisement, and fillable nomination forms for the 3 OFPA awards - Award of Sanitarian and Food Safety Professional of the Year; Award of Merit; and Board of Directors Lifetime Achievement Honourary Award.
- To ensure that the most recent versions of all documents are on the website, and in the SOP so that anyone using the documents have the accurate and updated versions.
- To ensure that deadline to submit award nominations for the year is October 15th of that same year.
- To ensure that materials informing of the awards are present in participants' folders and/or at the OFPA Exhibit booths for every OFPA Event and every partner event that OFPA is involved in.

LETTERS OF COMMITMENT FOR OFPA DIRECTORS & EXECUTIVE OFFICERS

VERSION: December 16, 2020

IN EFFECT: January 1, 2020 to December 31, 2020

- To remind and ensure that OFPA Administrator (Admin) does an e-blast throughout the calendar year to all partners, members, and the mass mailing list to remind of award nominations.
- To collect all award nominations, check that nominees are OFPA members and that they have not received the award already, and to present nominations to the Board for review and support. Then award nominations are sent to OFPA membership to vote for award recipients. (Membership is given one week for voting).
- To ensure that Admin prepares framed certificates and financial awards (where appropriate) for award recipients.
- To present awards at OFPA Annual General Meeting usually held during the annual OFPA Fall Food Safety Symposium.
- To update the document that lists all the OFPA award recipients in the past.
- **NOTE:** All documents – letter, advertisement, fillable nomination forms, certificate template, and list of past recipients can be found in the Awards & Nominations SOP.
- To maintain full ownership and control of the Awards materials; and the e-blast content, including being the exclusive person to edit all awards information.
- To be responsible for answering any questions pertaining to the Awards process.
- To draft (if needed) the SOP (using the SOP template) for the Awards Committee.
- To review the SOP once a year to ensure it is accurate and up to date.
- As a Director of OFPA, you are an advocate of the Association. As such, when you are out doing business or personal activities, please take every opportunity to give out information, promote OFPA and encourage membership in OFPA.

Role of OFPA Administrator in Awards Committee will be:

- At beginning of each calendar year, help the Chair by reviewing the updated letter, advertisement, and fillable nomination forms for the 3 OFPA awards - Award of Sanitarian and Food Safety Professional of the Year; Award of Merit; and Board of Directors Lifetime Achievement Honourary Award.
- To e-blast throughout the calendar year to all partners, members, and the mass mailing list to remind of award nominations.
- To ensure the lists of OFPA Partners, OFPA Members & the mass mailing list are accurate & up to date.
- To ensure the Chair has the list of all award recipients in the past (original list prepared by Admin).
- To send award nominees out to OFPA membership to vote for award recipients (Membership is given one week to vote).
- To ensure that EA prepares framed certificates and financial awards (where appropriate) for award recipients.

APPENDIX D-2

LETTER OF COMMITMENT FOR CHAIR OF MEMBERSHIP COMMITTEE

Chair of Membership Committee duties will be:

- With help from all the Board, look for ways to attract new members to OFPA.
- To speak briefly at each Spring and Fall OFPA Meetings to ask OFPA Members to encourage their colleagues and clients to join OFPA.
- To review on a yearly basis, the benefits of membership to ensure that they are appropriate and accurate.
- If it becomes necessary, to update the benefits of membership throughout the year.
- To ensure that the most recent versions of all documents are on the website, and in the SOP so that anyone using the documents have the accurate and updated versions.
- **NOTE:** Benefits of membership documents can be found in the Membership SOP.
- To maintain full ownership and control of the Membership materials, including being the exclusive person to edit all membership information.
- To ensure that materials informing of OFPA Membership are present at OFPA Exhibit booths for every OFPA Event and every partner event that OFPA is involved in.
- To be responsible for answering any questions pertaining to OFPA Membership.
- To draft (if needed) the SOP (using the SOP template) for the Membership Committee.
- To review the SOP once a year to ensure it is accurate and up to date.
- As a Director of OFPA, you are an advocate of the Association. As such, when you are out doing business or personal activities, please take every opportunity to give out information, promote OFPA and encourage membership in OFPA.

Role of OFPA Administrator in Membership Committee will be:

- With help from all the Board, look for ways to attract new members to OFPA.
- To ensure that any changes made to the benefits of membership are reflected in the documentation and on the OFPA website.
- Where appropriate, to ensure that Board Members exhibiting at a Partners' event has the accurate and up to date documentation on OFPA Membership.
- To ensure that the OFPA website contains the accurate and up to date information on membership, including benefits and membership fees.
- Where appropriate, to ensure that event participants' folders contain accurate and up to date information on OFPA Membership.

APPENDIX D-3

LETTER OF COMMITMENT FOR CHAIR OF NEWSLETTER COMMITTEE

Chair of Newsletter Committee duties will be:

- To draft the OFPA Newsletter by compiling in an established template, the materials submitted by the Board Members and the OFPA Members.
- To send draft to other Board Members for their comments.
- To incorporate comments as appropriate.
- To send final Newsletter to OFPA Administrator (Admin) requesting that it be email Blasted to OFPA Partners, OFPA Members and to the mass mailing list maintained by Admin.
- To ensure that OFPA Newsletter is issued 3 to 4 times a year (this frequency may be altered on a case-by-case basis with discussion with the President and/or VP).
- **NOTE:** Newsletter template can be found in the Newsletter SOP.
- To maintain full ownership and control of each edition of the Newsletter, including being the exclusive person to edit document.
- To draft (if needed) the SOP (using the SOP template) for the Newsletter Committee.
- To review the SOP once a year to ensure it is accurate and up to date.
- As a Director of OFPA, you are an advocate of the Association. As such, when you are out doing business or personal activities, please take every opportunity to give out information, promote OFPA and encourage membership in OFPA.

Role of OFPA Administrator in Newsletter Committee will be:

- To review and provide comments, the draft Newsletter sent to Board by Chair.
- When Instructed by Chair, to email Blast the Newsletter out to OFPA Partners, OFPA Members and to the mass mailing list.
- To ensure the lists of OFPA Partners, OFPA Members and the mass mailing list are accurate and up to date.

APPENDIX D - 4

LETTER OF COMMITMENT FOR CHAIR OF NOMINATING COMMITTEE

Chair of Nominating Committee duties will be:

- To chair the nominating committee, which includes submitting to the Annual Meeting a slate of four (4) Executive Officers, and eight (8) Directors.
- At the September Board Meeting, to request that Board Members interested in the Treasurer position to indicate this to the Chair by email and to request that any Board Members wishing to resign at the end of the calendar year, to indicate this to the Chair by email. Deadline for these notifications will be 2 weeks from the September Board meeting.
- To keep track of the need for New Officers and Directors on the OFPA Board.
- When vacancies for Directors become available on the OFPA Board, to advertise for nominations on the OFPA Social Media platforms, in the OFPA Newsletters, OFPA's website, and on any other appropriate platforms.
- To collect nominations of Officers and Directors made by Members of the Board, Members of the OFPA, and Members of the General Public (these nominations must be submitted in writing at least 30 days prior to the Annual Meeting. Nominations must be seconded.)
- To present the resumes and any other information on the nominees to the Board of Directors by email or in a Board meeting before the Annual Meeting so that the Board can vote on whether to accept a nominee to join the OFPA Board.
- To invite the successful nominees to join the OFPA Board of Directors on January 1st of the upcoming calendar year and that they will be announced as a New Director at the OFPA Annual Meeting (held in the fall of each calendar year).
- To ensure that all new Officers and Directors shall be elected annually and shall take office January 1 of the calendar year following the Annual Meeting. PLEASE NOTE: There may be situations where the New Director must start at different times throughout the calendar year (as when an Officer or Director resigns in the middle of the calendar year; leaving a vacancy to be filled before January 1st of the following calendar year). This New Officer/Director will be announced at the next Annual Meeting and in Social Media.
- Unless otherwise stipulated or agreed to by the OFPA Officers, to ensure that all elected officers and directors serve a maximum of 6 consecutive 1-year terms.(Board Members can exceed the 6-year term to a maximum of 2 years at the discretion of the current Board.)
- To ensure that the inaugural year that a Board Member joins will be part of their information displayed on the Association's website.
- To ask the Social Media Chair to announce the New Directors on the OFPA social media platforms.

Role of OFPA Administrator in Membership Committee will be:

- To assist the Chair by keeping track of the need for New Officers and Directors on the OFPA Board.
- To ensure that the September Board meeting agenda has an item for the Chair that requests that Board Members interested in the Treasurer position to indicate this to the Chair by email and to

LETTERS OF COMMITMENT FOR OFPA DIRECTORS & EXECUTIVE OFFICERS

VERSION: December 16, 2020

IN EFFECT: January 1, 2020 to December 31, 2020

request that any Board Members wishing to resign at the end of the calendar year, to indicate this to the Chair by email. Deadline for these notifications will be 2 weeks from the September Board meeting.

- To assist the Chair by organizing the nominations and information on the nominees so that they can be sent to the OFPA Board for voting by email or at a Board meeting before the Annual OFPA meeting.
- To assist the Chair in advertising for nominations for New Directors.
- To ensure that the OFPA Website is updated with the photo and bio of New Directors – the information posted on the website should include the inaugural year that a New Director joins the Board. This information can also be included in the OFPA Newsletter, on OFPA Social Media and on any other appropriate platforms.

APPENDIX D-5

LETTER OF COMMITMENT FOR CHAIR OF PARTNERSHIP COMMITTEE

Chair of Partnership Committee duties will be:

- To ensure that current Partnership agreements are appropriate and signed by OFPA President and partnership organization.
- To draft new Partnership agreements if approached for possible partnership by an organization or requested by OFPA Board of Directors that Chair will approach a particular organization for possible partnership.
- To review partnership agreements once a year to ensure that all points are valid and appropriate.
- If requested by OFPA or Partner, to review partnership agreements and update where needed.
- To ensure that any changes to a Partnership agreement are reviewed and approved by the OFPA Board of Directors – in these cases, agreements may have to be resigned by both parties.
- To ensure that both OFPA and the Partner fulfill their obligations laid out in the Partnership agreements – this will include instructing Admin to carry out duties.
- To maintain full ownership and control of the Partnership materials, including being the exclusive person to edit all Partnership information.
- To be responsible for answering any questions pertaining to OFPA Partnerships.
- To draft (if needed) the SOP (using the SOP template) for the Partnership Committee.
- To review the SOP once a year to ensure it is accurate and up to date.
- As a Director of OFPA, you are an advocate of the Association. As such, when you are out doing business or personal activities, please take every opportunity to give out information, promote OFPA and encourage membership in OFPA.

Role of OFPA Administrator in Partnership Committee will be:

- To carry out the instructions from the Chair to ensure OFPA's obligations in any given agreement are fulfilled.

APPENDIX D-6

LETTER OF COMMITMENT FOR CHAIR OF SCHOLARSHIP COMMITTEE

Chair of Scholarship Committee duties will be:

- At the beginning of the school year (September), review the List of Scholarships table to ensure that information is accurate and up to date, especially the contact information.
- If it becomes necessary, to update the List of Scholarships table, throughout the year.
- To ensure that most recent version of documents are on the OFPA website and in the SOP so that anyone using the documents have the accurate and updated versions.
- Throughout the school year, and using the updated scholarship table, to track the timelines of sending scholarships to make sure the scholarships are sent to the schools at the necessary intervals.
- To instruct the Admin to prepare a cheque for the particular scholarships – in some cases (as in the case of George Brown College), it is possible to do the scholarship donation using a credit card – Admin would do this and be refunded with a cheque from OFPA;
- There may also be agreements made between OFPA and some schools in terms of OFPA's commitment to provide scholarships for a specific number of years – these agreements are worked out on a case by case basis.
- Whatever the method of payment; the chair sends the scholarship with a form letter asking the school to send name, photo, and small description of recipient so that it can be included on the OFPA website.
- **NOTE:** List of Scholarships table, form letter to schools and any scholarship agreements with schools can be found in the Scholarship SOP.
- To maintain full ownership and control of the Scholarship materials, including being the exclusive person to edit all Scholarship information.
- To be responsible for answering any questions pertaining to OFPA Scholarships.
- To draft (if needed) the SOP (using the SOP template) for the Scholarship Committee.
- To review the SOP once a year to ensure it is accurate and up to date.
- As a Director of OFPA, you are an advocate of the Association. As such, when you are out doing business or personal activities, please take every opportunity to give out information, promote OFPA and encourage membership in OFPA.

Role of OFPA Administrator in Scholarship Committee will be:

- At the beginning of the school year, help the Chair as needed by reviewing the updated List of Scholarships table and the form letters that are sent with payment of scholarships to schools.
- To ensure that any changes made to the List of Scholarships table are reflected in the documentation and on the OFPA website.
- On the instructions of the Chair, to prepare the cheques and give to Chair for payment of scholarships or use credit card for payment.
- To ensure that recipient information is posted on the OFPA website.

APPENDIX D-7

LETTER OF COMMITMENT FOR CHAIR OF SOCIAL MEDIA COMMITTEE

Chair of Social Media Committee duties will be:

- To post OFPA information on social media platforms – the platforms used will be Facebook; Twitter; Instagram; LinkedIn; or any other social media platforms that are appropriate.
- To ensure that all information posted on social media comes from the OFPA website – that’s because all of this information has already been vetted and is considered appropriate, up-to-date and accurate.
- To maintain full ownership and control of all information posted on social media, including being the exclusive person to edit information on all social media platforms.
- To tag and like where appropriate in order to generate interest and activity, this includes encouraging Board Members to “like” when they see OFPA on Social Media.
- To report at each OFPA Board Meeting, the activity for each platform with a comparison over time (if appropriate).
- To review the SOP once a year to ensure it is accurate and up to date:
- As a Director of OFPA, you are an advocate of the Association. As such, when you are out doing business or personal activities, please take every opportunity to give out information, promote OFPA and encourage membership in OFPA.

Role of OFPA Administrator in Social Media Committee will be:

- To ensure that the social media report presented by Chair at the monthly Board Meetings is recorded in the meeting minutes.

APPENDIX D-8

LETTER OF COMMITMENT FOR CHAIR OF SPONSORSHIP COMMITTEE

Chair of Sponsorship Committee duties will be:

Once the Event registration is ready on-line:

- To ensure that the sponsorship documentation is accurate and up to date so that sponsorship letters can be prepared to be sent out by email.
- To ensure the Sponsorship Table that contains the list of organizations who have sponsored in the past, date email sent to them, which event they have sponsored and at what level, is accurate and up to date – this is done with help from the Admin who may have updates on changes in organization names and/or their main contact names and contact information.
- To ensure that the Sponsorship Package Table is accurate and up to date – this is done with the help of the Event Lead and the Admin.
- To ensure that the sponsorship letter is drafted and sent to the Event Lead and the EA for review and comments.
- Once sponsorship letter is ready, send out letter by email to the contact names and record on the Sponsorship Table, the date the email was sent.
- To ensure that most recent version of documents are in the SOP so that anyone using the documents has the accurate and updated versions.
- **NOTE:** Sponsorship Table and template of Sponsorship Letter can be found in the Sponsorship SOP.
- To maintain full ownership and control of the Sponsorship materials, including being the exclusive person to edit all Sponsorship information.
- To be responsible for answering any questions pertaining to OFPA Sponsorship.
- To draft (if needed) the SOP (using the SOP template) for the Sponsorship Committee.
- To review the SOP once a year to ensure it is accurate and up to date.
- As a Director of OFPA, you are an advocate of the Association. As such, when you are out doing business or personal activities, please take every opportunity to give out information, promote OFPA and encourage membership in OFPA.

Role of OFPA Administrator in Sponsorship Committee will be:

- To help the Chair in ensuring the Sponsorship documentation is accurate and up to date so that sponsorship letters can be prepared to be sent out by email.
- To help the Chair in ensuring the Sponsorship Table that contains the list of organizations who have sponsored in the past, date email sent to them, which event they have sponsored and at what level, is accurate and up to date.
- To help the Chair by ensuring that the Sponsorship Package Table is accurate and up to date – it must be looked at for every event.
- With the Event Lead, to review the draft sponsorship letter so that it can be emailed to potential sponsors.

LETTERS OF COMMITMENT FOR OFPA DIRECTORS & EXECUTIVE OFFICERS

VERSION: December 16, 2020

IN EFFECT: January 1, 2020 to December 31, 2020

- To ensure that all registrations that include sponsorship is recorded so that the number of exhibit tables are recorded and tracked – the number of tables is limited and are provided on a first come, first serve basis – that’s why it has to be carefully tracked.
- To ensure that the event information on the website is constantly updated.
- To ensure that all the benefits at each level of Sponsorship listed in the Sponsorship Package Table are fulfilled – this includes ensuring sponsor logos are displayed as promised in the list of benefits.
- To ensure that event participants’ folders contain the list of Event Sponsors.

APPENDIX D-9

LETTER OF COMMITMENT FOR CO-CHAIRS OF WEBSITE COMMITTEE

Chair of Website Committee duties will be (refer to the SOP of Website for more details):

- **Two Directors will chair the Website Committee because the QA and maintenance of the OFPA website is too much work for one person.**
- **All additions, changes, and removal of information on the OFPA website MUST be reviewed and approved by one of the co-chairs of the website committee.**
- **Any information from the OFPA website can be used on other media platforms like newsletter, Facebook, LinkedIn, etc. because this information has already been vetted by one of the co-chairs.**
- To ensure that they are trained on the new website.
- To ensure that those on the Website QA Committee are trained on the new website.
- To ensure that the appropriate number of OFPA Board Directors (several to all) receive training to keep the website current, consistent, and all the information accurate.
- To ensure that there is a review of the website for any outdated, missing or erroneous information; the website review will rotate through all of the OFPA Directors who will be assigned to conduct the review on a monthly or every 2 months basis; this formal website review will be in addition to the EA review mentioned in the EA duties below.
- To ensure that the OFPA directors assigned to review the website will complete the OFPA Website Review Template (Refer to OFPA Form # in the Website SOP) to document the website review for accuracy, content, etc.
- To ensure that the website reviewer issues the completed website Review template in a timely manner to the members of the Website Committee, including the Website Chair and OFPA Executive.
- To ensure the most recent version of documents is on the OFPA website and in the SOP so that anyone using the documents have the accurate and updated versions.
- To ensure that when new events are posted, the information is accurate and that mistakes are corrected promptly. The Sponsorship level information, benefits of membership, scholarships, and the Membership Directory needs to be regularly reviewed. (Refer to the Website SOP for a list of important documents that needs to be posted on the OFPA Website).
- Has the overarching responsibility for the OFPA website and maintains full ownership and control of the Website QA, by instructing those trained to make Website changes, and to check that these changes are accurate.
- To ensure that one or more of the Website Committee members is charged with refreshing, seeking out and curating new content for the OFPA website (Possibly 3 times a year in order to keep the OFPA website fresh).

This is a real commitment and could help leverage our website to attract new OFPA members, especially if we can post innovative marketing/sales ideas that could attract more members to join the OFPA. (Refer to the Website SOP for possible sources of new content for the OFPA Website).

- To ensure that whenever new content is posted that there is a social media blast to announce the new content being posted with an invitation to go to our OFPA website.

LETTERS OF COMMITMENT FOR OFPA DIRECTORS & EXECUTIVE OFFICERS

VERSION: December 16, 2020

IN EFFECT: January 1, 2020 to December 31, 2020

- At least once per year the Website Chair and/or Website Committee will review this SOP and update it to reflect their activities to make sure that it encompasses the roles of both. As well over time these roles will likely evolve with the IOT technology.
- As a Director of OFPA, you are an advocate of the Association. As such, when you are out doing business or personal activities, please take every opportunity to give out information, promote OFPA and encourage membership in OFPA.

Role of OFPA Administrator in Website Committee will be:

- To ensure that they are trained on the new website.
- To help the Chair by reviewing the website every 2 weeks (or more frequently if needed) for any outdated, missing or erroneous information.
- To issue the Website review schedule in January of each year (it is the responsibility of the Website Reviewer to complete and document the Website Review on time).
- To help the Chair by making changes on the website as instructed by Chair.
- To inform the Chair of any changes that need to be done on the website or of any changes that the EA needs to make.
- To post the quarterly newsletters on the website.

APPENDIX E-1

LETTER OF COMMITMENT FOR OFPA PRESIDENT

OFPA President duties will be:

- To lead the OFPA for their Board of Directors and for their Members.
- To be the face of OFPA in all aspects and duties.
- To represent OFPA in any function needed.
- To make decisions that keep the OFPA viable, make OFPA cost effective, meet OFPA's mission, increase membership.
- To chair the OFPA Board Meetings. The chairing of meetings is an important task as the meetings must be productive and kept to a reasonable amount of time.
- To keep the Board of Directors on message.
- To intervene to ensure goals are achieved whilst balancing the personalities of the group in a diplomatic, empathetic manner.
- To appoint such committees as deemed necessary
- To preside and maintain focus during all meetings of the Association.
- To be the executive officer and to execute the will of the Association and shall have general oversight and charge of the Association between meetings.
- To be an ex-officio member of all committees, except the nominating committee.
- To be responsible for the general correspondence of the Association.
- To receive the Past President's gavel at the Annual Meeting.
- Along with the rest of the Executive Board, to hire an OFPA Administrator – see below in Appendix E-5 for Admin duties.
- The President automatically becomes the Immediate Past-President for one year following the completion of his/her term of office i.e. the Immediate Past-President is a non-elected position.

Role of OFPA Administrator in President's duties will be:

- To carry out instructions from the President to support the implementation of his/her duties.
- To prepare the agenda for the OFPA Board Meetings in support of the President.

APPENDIX E-2

LETTER OF COMMITMENT FOR OFPA VICE PRESIDENT

OFPA Vice President duties will be:

- To organize OFPA Annual Fall Food Safety Symposium and Annual General Meeting. Please refer to the Duties of Leading Events Appendix for more details.
- To participate on an ad-hoc basis on the various committees of the OFPA and where needed, to support/participate in organizing other Events held by the OFPA throughout the year such as the Spring Meeting, and Golf Tournament.
- To assist the President, Treasurer and Past President in steering the OFPA to meet the OFPA's mission statement, in an engaging manner with its members and in a cost-effective manner as a not-for-profit organization.
- Along with the Executive Board, to assist in ensuring that new directors brought to the Board, will eventually grow into future Executive Board Members.
- To chair the OFPA Board Meetings when the President is not available - chairing of meetings is an important task as the meetings must be productive and kept to a reasonable amount of time.
- In the absence of the President, to preside at all meetings and perform the duties of the President.
- In the event the office of the President becomes vacant, the Vice-President will immediately succeed to the position of the President and shall assume all duties.
- The Vice-President is president-elect and automatically assumes the position of President following the completion of the President's term of office unless:
 - The membership votes by a 2/3 majority of those present at the annual meeting to reopen the nominations for this position
 - He/she declines the position in writing at least 30 days prior to the annual meeting.
 - 4.6 In the event of an early departure of an officer the succession of roles happens immediately (VP to President, etc...) and a new election is held for the new vacant VP – Slot.

Role of OFPA Administrator in President's duties will be:

- To assist the Vice- President in any way needed to carry out their duties.

APPENDIX E-3

LETTER OF COMMITMENT FOR OFPA TREASURER

OFPA Treasurer duties will be:

To review bank statements and monthly summaries looking at profit and loss:

- These statements are prepared by the OFPA Admin within 14 days after each month end.
- Treasurer will review bank statements and monthly summaries upon receipt. Any issues will be inquired upon/investigated, and opportunities/issues tabled at Board Meetings by Treasurer during Financial segment of meeting.
- Executive Board members will oversee and provide guidance as needed.
- The Treasurer shall input on expenses with a view to be as cost effective as possible with the OFPA monies.

To review and present to Board the summary of financial performance for each major OFPA event:

- Following the Spring Technical Meeting, Golf Tournament, Fall Food Safety Symposium and Annual General Meeting, and any other major event, to review and present to Board, a summary (prepared by OFPA Admin) of the revenue, expenses, and profit/loss for the event.
- This is generally good for some discussion and this helps to guide decisions for change, etc.

To use the Accountant's Year End Financial Summary to present OFPA's financial position to the Board and then to the OFPA Membership:

- At the end of the calendar year, the OFPA Admin sends all the monthly summaries (revenue and expenses) and bank statements to the accountant so that they can perform their annual audit and year end financial summary (done to ensure that OFPA fulfills their obligation for HST payments).
- Expected completion of this audit is middle of March for the year just ended.
- The accountant shall be appointed by OFPA Board of Directors prior to the scheduled Annual Meeting for the calendar year.
- Once report is received, treasurer prepares a report of the OFPA financial position, to present to the OFPA Board. The report includes actual revenue, expenses, profit/loss compared to forecasted budget.
- The Board reviews, comments, and necessary changes are made so that report is ready to present to the OFPA Members at the Spring Technical Meeting in April.
- Final version of report is sent to OFPA Admin for printing and distribution to the OFPA Members in preparation for its presentation by Treasurer at the Spring Technical Meeting in April.
- Treasurer presents this detailed financial report to the OFPA membership at the Spring Technical Meeting, highlighting, and commenting on any unexpected/outlying results. Treasurer puts the budget to a vote. OFPA Admin records results of vote.
- The Treasurer shall present a financial report at times other than the Annual Meeting upon request of the Board of Directors.

LETTERS OF COMMITMENT FOR OFPA DIRECTORS & EXECUTIVE OFFICERS

VERSION: December 16, 2020

IN EFFECT: January 1, 2020 to December 31, 2020

To prepare OFPA Budget for new fiscal year starting January 1:

- At the time that the Treasurer prepares the year end financial report from the accountant's audit report, a forecasted budget is also prepared.
- The budget is reviewed by the Directors at the March board meeting or if time does not permit this, the budget is emailed to the Directors for review and comment.
- Budget is adjusted with comments from Board and input from the Board on plans for the current and coming year.
- Final version of budget is sent to OFPA Admin for printing and distribution to the OFPA Members in preparation for its presentation by Treasurer at the Spring Technical Meeting in April.
- After Treasurer presents budget to the OFPA Members at the Spring Technical Meeting, the Treasurer puts the budget is put to a vote. OFPA Admin records results of vote.
- This is done in the Spring for the current year's budget so that there is time to change the forecasted budget if needed.

To address other financial discussions or requests for expenditures:

- The treasurer will provide guidance when discussions of money, financial position or expenditures come up during Board meetings.
- Key tools to guide the discussion are the approved budget and our mission statement.
- Any unbudgeted expenditures must be presented with a detailed plan including implementation, responsibility, and expenses, so that Board can review, comment and vote on.
- When possible, the Treasurer will invest any extra money beyond what is needed as a float for Events cash flow into a suitable Savings account as recommended by our Accountant.
- Treasurer will ensure that disbursements are made by cheque under the signature of any two of the following: President, Past President, Vice- President or Secretary/Treasurer.

Role of OFPA Administrator as it relates to OFPA Treasurer's Duties:

- To email the monthly bank statement along with a monthly summary (prepared by Admin) within 14 days of receipt to the current Treasurer and cc: current President, and incoming Treasurer in November/December months.
- On behalf of the Treasurer, to keep a true and correct financial record of all meetings of the Association.
- To ensure that all expenditures are tracked and are kept to a minimum.
- To keep custody of all financial records and papers belonging to the Association, unless otherwise provided for,
- To ensure that disbursements are made by cheque under the signature of any two of the following: President, Past President, Vice- President or Treasurer.

APPENDIX E-4

LETTER OF COMMITMENT FOR OFPA PAST PRESIDENT

OFPA Past President duties will be:

- To chair the Nominating Committee, which will submit to the Annual Meeting a slate of four (4) Executive Officers, eight (8) Directors and one (1) Newsletter Editor.
- To review the Constitution and By-Laws.
- To act as a mentor to current Executive Board and Directors At Large.
- To support and actively participate on other committees if needed and if available.
- Following completion of their term of office as Immediate Past-President, all Past-Presidents shall be ex-officio members of the Board of Directors of the OFPA. As ex-officio members, they will be welcome to attend board meetings, to express their opinions and offer their advice; however, they will not be entitled to an official vote.

Role of OFPA Administrator in President's duties will be:

- To support the Past President in any way possible so that they can carry out their duties.

APPENDIX E-5

LETTER OF COMMITMENT FOR OFPA ADMINISTRATOR

OFPA Administrator:

- Shall be appointed by the Board of Directors and paid as contracted for administrative functions performed on the Board's behalf.
- Not an official elected member of the Board of Directors and therefore not entitled to an official vote on the Board.
- Performance is reviewed on an annual basis, by the Executive Board (led by the President with input from the board as appropriate).
 - Executive Board shall review the Admin's compensation package upon completion of the competency review.
 - If an increase in compensation is agreed upon by a majority of the Executive Board, the increase shall be based on Revenue Canada's previous years Consumer Price Index + a discretionary percentage as deemed appropriate by the Executive.
 - OFPA Administrator's competency and compensation activities must be completed so any increases can be accounted for in the subsequent years budget.

General Office Duties:

- Assists the Marketing Committee Chair in the planning, coordinating, and conducting promotional activities to enhance the image of the association and the profession.
- Maintains effective internal and external relationships with other organizations, both public and private, and ensures that the position of OFPA and the members is enhanced in accordance with the mission, policies, and objectives of the association.
- Receives all correspondence, phone messages and emails for the OFPA and redirects or replies as required in a timely manner.
- Maintains the OFPA complete filing and archives system.
- Provides all the administration support to the OFPA and its members.
- Maintains and stores all supplies for the OFPA.
- Has custody of such equipment, software, records. and papers as may be entrusted to him/her by the OFPA, for its exclusive use.
- May purchase sundry items as may be required to transact the business of the OFPA.
- Maintains and presents "timeline" and deadlines for the OFPA.
- Prepares scholarship certificates.
- Prepares and mails out the SCM Certificates every year.
- Provides office space within own home rent-free and no utility costs other than phone.
- Is responsible for updating IAFP (re: board members as soon as possible after the Annual Meeting).
- Prepares the applications for the IAFP Awards with guidance from the President (every year, IAFP sends out a call to submit award applications with description of awards, criteria of application and deadline to apply).

- Is the custodian of the Association's seal.

For the Board of Directors:

- Attends OFPA Board meetings to update the Board of Directors regarding business carried out on their behalf.
- Attends other OFPA meetings upon request.
- Prepares and distributes agenda and pertinent documents for the OFPA Board meetings.
- Prepares, maintains, and distributes official minutes of OFPA Board meetings, Annual Business meetings, and other official OFPA meetings as requested.
- Ensures that committee recommendations are submitted to the Executive Board for consideration and Board voting.
- Recommends and participates in the formulation of new policies and makes decisions within existing policies approved by the Executive Board.
- Implements the approved budget, adhering to such budget, in cooperation with the OFPA Treasurer and informing the Executive Board of major fluctuations from budget amounts.
- Keeps Executive Board Members fully informed on the condition and operations of OFPA.
- Executes Executive Board decisions unless otherwise directed.
- Provides support to Executive Board members in producing and distributing communication with Committees, members, and other groups.
- Conducts research and prepares reports as requested by the Executive Board.
- Performs other duties as directed by the Executive Board.

Financial Activities:

- Receives all monies due OFPA, giving receipts where requested and keeping account thereof.
- Cares for all monies entrusted to his/her keeping, paying out the same only with the approval of the President and maintain a record of all transactions.
- Ensures that all disbursements be made by cheque under the signature of any two of the following: President, Past President, Vice- President or Treasurer.
- On occasion, when needed and with permission from President, VP, or Treasurer, make disbursements by e-transfer through on-line banking; keep a record of these transactions.
- Invoices the Board for work performed and provides for expenses incurred on their behalf.
- Keeps custody of all financial records and papers belonging to the Association, unless otherwise provided for.
- Provides all the accounting functions for the association (accounts payable/receivable, financial reports, bank reconciliation) using an acceptable accounting package.
- Performs all banking transactions (e.g. deposits, cheques, etc.), and keeps records for all accounting functions.
- Provides financial updates monthly to Treasurer so that they can present this to the Board at their monthly meetings.

LETTERS OF COMMITMENT FOR OFPA DIRECTORS & EXECUTIVE OFFICERS

VERSION: December 16, 2020

IN EFFECT: January 1, 2020 to December 31, 2020

- At the end of the year, provides a detailed summary of the financial condition of OFPA to the Accountant so that they can prepare the year-end financial audit. Treasurer uses this audit report to prepare a year end summary and a forecasted budget that is presented at the Annual General Meeting where members will be asked to vote for its acceptance.
- Assists auditor with year-end financial audit (as requested by the OFPA Executive).
- Assists Treasurer with preparation of the annual budget as requested.
- Administers VISA, Mastercard, American Express, and HST as required.

Membership Activities:

- Helps the Board with the promotion of interest in OFPA and participation in activities by members and other Affiliates.
- Recommends policies, procedures, and programs to achieve membership goals
- Assists Chair Membership Committee who has oversight responsibility for planning, organizing, directing, and evaluating membership promotion and retention programs.
- Prepares all the mailings for membership renewal and distributes to existing members and general contact lists.
- Generates renewal and reminder e-blasts for membership dues.
- Has oversight responsibility for member dues collection and termination of members whose dues have lapsed (giving receipts upon request).
- Maintains a database of OFPA members, including name, position, company/agency, address, telephone/cell number, status: (IAFP member, professional, sustaining, etc.), job title and area(s) of specialty. Records will also include the amount of each membership payment.
- Prepares and distributes the Sustaining Corporate Membership Certificates to new and renewing SCMs.
- Ensures that SCM logos are posted on the OFPA Website (with the logo attached to SCM's own website) and ensures that logos of SCM with lapsed membership are removed.
- Provides IAFP with an updated OFPA membership list with IAFP status.
- Updates IAFP when requested with the roster of Board members.
- Has oversight responsibility for planning and execution of all communications to membership, including newsletters, general mailings, and news releases as directed by Chairs and Executive.
- Provides membership updates to the Chair of Membership Committee as requested.
- Prepares and distributes a list of Sustaining Corporate Members for distribution to participants at all OFPA events.
- Assists Chair Membership Committee in review and necessary updates of the membership forms – this is done at minimum on a yearly basis and updates can includes membership fee updates.

Event Duties:

- OFPA Administrator always sits on Event Planning Committees for organizing at least two major events per year and various smaller events.
- Prepares registration forms for events and assists its posting on OFPA website and its function for on-line registration.
- Receives all meeting on-line registration submissions.

LETTERS OF COMMITMENT FOR OFPA DIRECTORS & EXECUTIVE OFFICERS

VERSION: December 16, 2020

IN EFFECT: January 1, 2020 to December 31, 2020

- Prepares and distributes mailings and e-blasts as advertisement for events.
- For each event, maintains databases of registrants including name, email, company, address, phone number, job title, monies paid & method of payment, date registered, membership level (fees are related to membership level), and sponsorship & exhibit table purchases.
- Coordinates the preparation details of all events such as venue, meals, room set-up.
- Work with event lead to prepare agenda details (planning committee obtains the speakers).
- Helps to ensure that all tasks on the Event Meeting General Checklist are assigned and completed (See checklist below in Appendix E-6).
- Maintains, prepares, updates, and has custody of OFPA banners display for all events.
- Orders IAFP brochures/supplies for display at events.
- Presides over the registration process on day of event.
- On day of event, train others to function at the registration table, silent auction, loot table, door prize giveaways. (See Checklist for list of tasks on day of event – found below in Appendix E-6).
- Prepares participants' package to be handed out on day of event (contents of participants' package are listed in the Checklist found below in Appendix E-6).
- After event, provides feedback form to participants, collects, and summarizes responses to report to Board at their next Board meeting.
- Reconciles income and expenses of event to establish profit or loss and report this to Board of Directors.
- Distribute Thank You card/letter to each speaker explaining that in lieu of a speakers' gift, a donation has been made in their name to the food bank "Feed Ontario".
- Ensure that letter and donation is sent to "Feed Ontario". Letter contains information on name of event and names of speakers.

APPENDIX E-6

DUTIES OF LEADS OF EVENTS (Spring Meeting, Fall Meeting, Golf Tournament, Social Mixer, Breakfast Seminar, etc.)

OFPA Event Lead duties will be:

- To form a Planning Committee with volunteers from the Board. (Admin always sits on the planning committee).
- To organize conference calls well in advance of events. These calls may be needed as much as once a month 3 or 4 months in advance of the event.
- To use the planning checklist for each event to assign tasks and to ensure that all necessary aspects of event are covered. (See checklist below) NOTE: Checklist can be modified to suit the needs of a particular event.
- To set the theme of the event with input from Planning Committee and Board.
- Along with Planning Committee, to organize speakers, obtain, and provide bio and pics of speakers at the event.
- To request PowerPoint presentation copies from each speaker either at or just after the event occurs along with their permission to post the presentation on the OFPA Website.
- Events must be run as cost effective as possible including the sourcing /acquisition of prizes.
- Most decisions for the event will be made by the Planning Committee; the rest of the Board will get involved in the event of a major decision (e.g. where major money is needed).

Role of OFPA Administrator in President's duties will be:

- To set the event dates and venue with input from event lead and Board.
- To ensure that registration form is properly set up on the website.
- To collect registrations including all the details of the registrant and the registration fees.
- To keep track and report the number of registrations to the Planning Committee so they can develop an action plan to increase registration if numbers are low.
- To build agenda as planning committee obtains speakers.
- To assist Chair of Sponsorship Committee in reaching out to members for sponsorship.
- To ensure that OFPA website is kept up to date with details of the event.
- To follow the checklist to ensure that all aspects of the event are complete.

Event Meeting General Checklist

If needed, this list can be revised to meet requirements of a specific event by omitting specific items. In the same vein, any event planning committee should add items that are missing (any additional items are positive because these items will add to the completeness of the list).

FIRST:

- ☐ Pick Date
- ☐ Confirm Venue booking
- ☐ Parking
- ☐ Book AV & Wi-Fi
- ☐ Agenda
- ☐ Confirm Speakers
- ☐ Assign Director to open meeting (usually current President)
- ☐ Assign Morning Moderator
- ☐ Assign Afternoon Moderator
- ☐ Assign Director to Close Meeting
- ☐ Decide and assign purchase of Giveaway/Promo Item
- ☐ Update Sponsorship Table and send out Sponsorship Letters
- ☐ FINAL Agenda
- ☐ Poster Competition

SECOND:

- ☐ Breakfast, Break and Lunch Arrangements made and confirmed with Menus
- ☐ Speaker's Biographies (once confirmed, these will be added to the website for marketing and will be used to introduce speakers at event)
- ☐ Speaker's Photos (once confirmed, these will be added to the website for marketing).
- ☐ Provide speakers with the current rules for IAFP presentations, (i.e., no selling, etc. Advise that presentations will be reviewed and approved by the board).
- ☐ Speaker's Presentations – Obtain speaker's presentations and ask speakers if we can put their presentation on the OFPA website.
- ☐ Presenters should bring their presentation on an USB.
- ☐ Decide on Grand Prize
- ☐ Assign Photo Taker
- ☐ Assign Note Taker for the morning session to submit to OFPA newsletter and add to website (if appropriate).
- ☐ Assign Note Taker – afternoon session to submit to OFPA newsletter and add to website (if appropriate)
- ☐ Assign Timekeeper
- ☐ Silent Auction – make sure we have a lead for this. Please see SOP for Silent Auction for details.
- ☐ Map for position of exhibit tables – First choice to Diamond Sponsor; second choice to Platinum Sponsors, then to Gold, then to Silver and finally to Table Buyers.

PARTICIPANTS' PACKAGES

- ☐ Agenda
- ☐ Sponsor Sheets
- ☐ Speakers' Page
- ☐ Current Sustaining Corporate List
- ☐ OFPA Award Information and Nomination Form (if applicable)
- ☐ Spring Event Information Sheet (if applicable)
- ☐ Golf Tournament Information Sheet (if applicable)
- ☐ Fall Event Information (if applicable)
- ☐ Exhibit Passport for Grand Prize
- ☐ "OFPA money" for Clive Kingsbury Poster Competition

AT REGISTRATION:

- ☐ Name Tags
- ☐ Giveaway/Promo Item
- ☐ Left-over loot bags
- ☐ Poster for parking voucher

OFPA Exhibit Table – will be placed at registration; **whoever has time will man booth

- ☐ Samples of newsletters
- ☐ Membership information
- ☐ Information on the upcoming events
- ☐ OFPA Award information and nomination form
- ☐ Any other promotional materials
- ☐ IAFP Materials (these are ordered directly from IAFP through the Affiliate Liaison, Susan Smith at ssmith@foodprotection.org)

JUST BEFORE EVENT:

- ☐ Name Tags
- ☐ Speakers' Thank you letters (Donation to Feed Ontario)
- ☐ Slide Show (logo and thanks) for Sponsors
- ☐ Make sure the grand prize is purchased
- ☐ Stamps for Tradeshow passports (this is for the Grand Prize)
- ☐ Tac for hanging posters – pick the location and hang the posters.
- ☐ Pick location of Silent Auction Table and set up table with signage, forms and auction items.
- ☐ Instruction sheet to Participants

LETTERS OF COMMITMENT FOR OFPA DIRECTORS & EXECUTIVE OFFICERS

VERSION: December 16, 2020

IN EFFECT: January 1, 2020 to December 31, 2020

SIGNS:

- ☐ Sponsor Table Signs for Breakfast, Breaks, and Lunch food tables.
- ☐ Sign for “Drop Your Business Card or Name Here for Draw for Door Prizes”
- ☐ Box for completed Passports with sign
- ☐ Box (if needed) for completed feedback surveys with sign
- ☐ Diamond Sponsor Sign for Podium
- ☐ Signs for assigned exhibit tables, and silent auction.

DURING EVENT:

- ☐ List of items to cover at Introduction – Welcome and Intro done by current President
- ☐ Tradeshow Booths – organizer for the morning
- ☐ AV Contact
- ☐ Photo Taker
- ☐ Note Taker for the morning session to submit to OFPA newsletter
- ☐ Note Taker for the afternoon session to submit to OFPA newsletter
- ☐ Timekeeper
- ☐ Door Prizes – donations (courtesy of attendees) – make sure each gift is identified with donator (can use donator’s business card attached to gift).
- ☐ Door Prizes are placed on a small table set up near the stage.
- ☐ Put out boxes for completed Passports, business cards for door prizes and feedback surveys (if needed).
- ☐ Time keeping signs given to timekeeper.
- ☐ Someone to place appropriate sponsor signs at Breakfast, Breaks and Lunch
- ☐ Assign person to handle door prize draws
- ☐ Assign person in charge of Poster Competition (usually Chair but can be delegated if needed).
- ☐ Make sure Speakers receive a thank you letter – this note may be given out at in-person events or are emailed to speakers for virtual events.

AFTER MEETING:

- ☐ Email Feedback Forms to Attendees or set up survey monkey for feedback.
- ☐ Send Letter and cheque to Food Bank called “Feed Ontario” (OFPA Administrator has contact information).

OPENING MEETING WELCOME AND HOUSEKEEPING FOR MEETINGS

- Welcome Statement from President.
- Thank you to Diamond sponsor (name them).
- Thank you to all our sponsors (name sponsors by level – Platinum, Gold and Silver).
- Thank you to our exhibitors (name where they are located). Don't forget to visit them on breaks and at lunch
- Housekeeping – Washrooms, Phones, turn cell phones to vibrate.
- Door Prizes will be announced at the beginning of each session and you must be in the room to win. Drop business card into the box at registration.
- Thank those who donated door prizes – Do not need to list names as it will be done as each gift is given out
- Loot bags – Will be handed out in the afternoon. Thank you for all the generous donations. Lots of goodies inside.
- Time schedule – Scheduled to finish at 3:15pm. We will have someone monitoring time to keep us on schedule
- OFPA Awards – They will be given out before lunch
- Attendees Folders – Agenda, Speakers page, Sponsors page, passport, AGM agenda, financial summaries, information pages from our Diamond and Platinum sponsors.
- Passports – signed after visiting (insert #) of the exhibit booths, put into Grand Prize draw at end of day. Must be present to win "(name and describe prize)".
- Explain how the Poster Competition works – the # of posters; where they are located; please visit them and speak to students; then you can use your paper "OFPA Money" to vote for your favourite poster; you can spend all \$600 on one poster or divide up your \$300, \$200, and \$100 bills as you wish. Voting must be complete by end of (name the break); money will be counted; winners will be the poster that has the most money. There will be a first, second and third place winner and winners will receive \$300. \$200 and \$100 prize consecutively.
- Breaks and Lunches will be served in (name location).
- Moderators – (name) in the morning and (name) in the afternoon
- Speaker gifts - \$25 donation in each speaker's name to "Feed Ontario".
- Silent Auction Table – Accept Cash only – ATM is available here in MCC at the WEST end of hall. Winners announced at end of day.
- AGM Meeting – 11:40 to 12:15pm just before lunch

Now I will pass the mic to (Chair Membership Committee) who will say a few words about OFPA Membership!

THESE POINTS MUST BE MENTIONED TO ATTENDEES BY OPENER, CLOSER AND 2 MODERATORS:

- ☐ Thank you to our Sponsors and Exhibitors

WE HAVE LOTS OF ACTIVITIES FOR YOU!!!

- ☐ Please visit our exhibitors (stating location of exhibitors), get your passport stamped, grand prize draw at closing at end of day – you must be present to win.
- ☐ Food is served (state if buffet style or sit-down) in (state where it is).
- ☐ Don't forget to visit posters (state where they are), talk to the students who will be beside their poster and vote for your favorite!!
- ☐ And we also have the Silent Auction (state where located).
- ☐ Remember that at 3:15 when we adjourn meeting, we will have a portable snack that you can grab and take with you on your way home. Remember to drop into (state location) to grab a sweet and salty snack.