



FOODSERVICE CONSULTANTS SOCIETY INTERNATIONAL
THE AMERICAS

FCSI THE AMERICAS DIVISION

CHAPTER GUIDELINES

Updated July 2018

1. Geographic Regions

The FCSI TA Chapter regions are as follows:

- Canada
- Northeast (ME, NH, VT, MA, RI, CT, NY, NJ, DE, MD, PA, Wash. D.C.)
- Southeast (VA, WV, NC, SC, KY, TN, MS, AL, GA, FL)
- Upper Midwest (MN, WI, MI, IA, IL, IN, OH, ND, SD, NE)
- Lower Midwest (MO, KS, OK, AR, LA, TX, CO, NM)
- Southwest (CA, NV, HI, UT, AZ)
- Pacific Northwest (WA, OR, ID, MT, AK, WY)
- Latin America

2. Chapter Opportunities

- Opportunity to invite potential new members to become familiar with FCSI.
- Opportunity to invite local industry associations to participate in educational activities, enhancing the brand.
- Present FCSI as a professional organization to clients.
- Opportunity for allied members to network and to support these functions via educational sponsorships and, as appropriate, event participation.
- Opportunity to build relationships with local factory representatives and manufacturer representative companies.

3. Chapter/Headquarters Relationships

- Each Chapter may nominate and elect its own officers, including Chapter Leader, (and Leader-elect if needed), who will be accountable to the Board of Trustees on matters relating to governance and adherence to by-laws.
- Chapter Leader terms will begin at the FCSI TA Biennial Conference. Officers will serve two-year terms with a maximum of 3 consecutive terms. If the election cannot take place during the Biennial Conference, an electronic election will be held within 90 days post conference. Each Chapter may nominate and elect its own officials (Chapter Leader (and Leader-elect) if needed) who will be accountable to the Board of Trustees on matters relating to governance and adherence to the by-laws.
- All vendor contracts and/or agreements requiring a signature must be pre-approved by FCSI TA Executive Director.
- All expenses in excess of \$250 must be pre-approved.
- Headquarters can help Chapter event promotion including, but not limited to, email blasts and social media posts. Headquarters will work with the Chapter to ensure the event is targeted to the correct audience – consultants, allied members, manufacturer representatives, and media.
- Headquarters will also manage the registration process and payments for the event as well as issue final expense payments.
- Each Chapter will provide at least one report of its activities annually. Ideally, a report on each meeting/event (with one or more pictures) will be submitted to Headquarters for inclusion in the Direct Connection and Social Media posts.
- There is a fiduciary responsibility to seek a sustaining funding source for these events as well as maintain proper control over each Chapter's funds. Division Headquarters assumes responsibility for receiving all revenues as well as paying all approved expenses. This will require that Headquarters establish a restricted sub-account for each Chapter's funds. These individual Chapter funds cannot be accessed for Division expenses.

4. Funding a Chapter

- Chapters will be allocated an event expense account each fiscal year by the Board of Trustees to help offset event expenses. In the event that the allocated

budget is not utilized during the fiscal year, the amount will not be added to the budget for the subsequent fiscal year.

- Chapter events should strive to “break even” or make a profit from their registration fees without corporate sponsorships if possible.

If the Chapter wishes to create Chapter memberships please contact FCSI TA Headquarters.

5. Chapter Leader/Leader-Elect Responsibilities

- In order to organize and maintain successful chapters, it is mandatory at least one event be held annually. An event can be anything from a cocktail reception to an educational program. Consider partnering with some other foodservice/hospitality industry event such as a local restaurant show or other association meeting in order to maximize attendance.
- FCSI Education Providers may be invited to offer one of their approved programs for CEUs before or after a Chapter Event. The equitable way to organize this is outlined below:
 - Approved Education Programs are to be promoted by the allied/representative sponsoring the event and attendance may be restricted to consultants. The actual Chapter event, however, is generally open to all FCSI consultant and allied members alike and will be promoted by FCSI TA Headquarters.
 - While it may be different in different geographic areas, some have learned that when the events start at noon or later the attendance is up because many can drive to the location that day and not have to come in the day before. A seminar that starts at noon and ends at 5:00 can be followed by the Chapter Meeting and/or Networking Reception.
 - In most cases, there will be no need for an on-site presence by a Headquarters staff person. Headquarters will provide administrative support in the form of nametags, CEU sign-up sheets, membership literature, etc. with appropriate notice. If the Chapter would like a staff member from Headquarters to be onsite, the costs must be funded by the Chapter event.
 - Food and Beverage for Chapter Events

Option 1 - everyone pays registration fees to attend the chapter event which includes the cost of the networking reception food and beverages.

Option 2 - the Education Provider sponsors the food and beverage costs for all attendees.

- Chapter events may be promoted to all FCSI members in any given geographic area including the entire Americas database.
- In the interest of increasing FCSI brand recognition and, if the educational topic is of general interest, the event should be promoted to all interested client-based associations (NACUFS, SHFM, AHF, etc.) in that Chapter's geographic region.

6. Chapter Web Page

- In an effort to promote participation and camaraderie at the Chapter level, FCSI TA has dedicated a page of the Society website to disseminate information about Chapter happenings and leader contacts.

<http://www.fcsi.org/about-fcsi/divisions/the-americas/chapters/>

7. Support

- **FCSI TA Headquarters**
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Chapter Leader Statement of Acknowledgement

I have read the FCSI The Americas Chapter Manual in its entirety and understand the contents and agree to abide by the terms therewithin. In the event that any of the policies outlined are not properly adhered to, I understand as Chapter Leader I could be held personally and financially responsible.

Chapter Leader Name (Print)

Chapter Leader Signature

Date

Chapter Representing

FCSI TA Executive Director Signature

Date