

Association of American Feed Control Officials (AAFCO)
Board of Directors Committee Assignments
(Adopted: September 2008)

Goals

To increase Board of Directors contact with developing leaders and proven leaders in the AAFCO organization through the committee structure. Each Director will purposefully plan to contact their assigned committee chairs for the following purposes:

- 1) To encourage introduction and incorporation of new issues, as they arise, for possible consideration by Committee Chairs or to be taken up as committee topics;
- 2) To ensure coverage of committee meeting sessions at the annual and midyear meetings by maintaining regular channels of communication;
- 3) To enhance vision and mission objectives of AAFCO;
- 4) To support Committee Chairs and their committee infrastructures;
- 5) To mentor Chairs in conducting meetings or in otherwise serving the AAFCO organization.

Activity

Each Director will assume responsibility for communicating with a cluster of Committees with whom they should plan to communicate on a semi regular basis, but especially 60 days prior to a midyear or annual meeting of the AAFCO organization. Sixty days prior to a midyear or annual meeting of the AAFCO organization, a director should check to see that the Chair will be able to attend the session, set an agenda and will be able to fulfill their Committee Chair responsibilities, or that the session has been adequately covered in the absence of the Committee chair. It is the responsibility of the Committee Chair to establish an agenda for the committee meeting, and to see that a qualified and informed person is covering the committee meeting in his/her absence, e.g., the Vice Chair. A Vice Chair, or other designated substitute, may adjust the Committee Agenda with approval of the Chair and/or the contact director. A director may assist the Committee Chair in identifying possible substitutes in the absence of the Committee Chair and in providing assistance with possible agenda topics. A Board Director may participate in any committee, not only the committees to which they may be assigned.

Board of Director Assignment (2009-2010)

1. Kent Kitade, President
2. Chad Linton, President-Elect
3. Kevin Armbrust, Director
4. Robert Waltz, Director
5. Meagan Davis, Director
6. Andy Gray, Immediate Past President
7. Rodney Noel, Secretary-Treasurer
8. Sharon Krebs, Assistant Secretary-Treasurer

Suggested Assignments

Comment: No director should be overburdened by added committee work. If we individually set up our calendars to make a contact approximately 60 days prior to the meetings this should work very simply. The President and Assistant Secretary in particular will have numerous meeting responsibilities, so their portions are a little lighter. Assigned Committee focus areas may be more or less related to strategic functions of the office of the Board member, or they may not be related. The Board Directors may need, on occasion, to serve as mentors of a committee to which they are assigned. The role is not necessarily to do the teaching but to make the Chair aware of how to run a meeting, where to go for help, what is expected, etc. Mentoring a Committee should not exclude participation in other committees, or require that a Director oversee and be a member in the committee in which he/she is a member.

Committee Assignments

President – Kent Kitade

Education Task Force

States-Industry Relations Committee

Vice President – Chad Linton

Bio-Fuels Co-Products Task Force

Feed Administrator Meeting

Director 1 – Kevin Armbrust

E-Commerce

Enforcement Issues

Feed Contaminants

Director 2 - Robert Waltz

Feed Manufacturing

Inspection and Sampling

Long Range Planning

Director 3 – Meagan Davis

Communications

Feed Labeling Committee

Pet Food Committee

Immediate Past President – Andy Gray

By-Laws

Ingredient Definitions

Nominating Committee

Secretary Treasurer – Rod Noel

Collaborative Check Sample

Laboratory Methods and Services

Model Bill and Regulations

Assistant Secretary Treasurer – Sharon Krebs

Necrology and Membership

Parliamentarian

Mentoring, New Member

These committees will remain assigned to each Board of Director representative until the term is completed and will be passed onto the newest Director. For example, when the Past President has finished his term served on the Board, those committees will be awarded to the newest named Director.

If a Board of Director representative removes themselves from the Board, then the committees assigned to them will be awarded to the newest name Board representative.