

HANDBOOK FOR SAAFoST COMMITTEE MEMBERS

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Committee Members' Handbook. 2006.

SAAFoST ACTIVITY CALENDAR

by Owen Frisby

JANUARY

1. **On 1 January:** Remove names of unpaid members from mailing lists as membership has ceased. Branches to try to get them to pay and be reinstated.
2. Send nomination forms to the universities for the Academic Achievement Awards, the SAAFoST Study Grants and the Koeppen Memorial Scholarship. (Closing date: end Feb).
3. Update all the SAAFoST forms (Information brochure, Membership Application Forms *etc.*), as necessary.
4. Call for nominations for the best printed and electronic media food articles from the previous year for the two Meritorious Journalism Awards (with closing date end April).
5. Collate relevant year's material for archives.
6. Half year pro-rata reduction in annual subscriptions for new members (except for students).
7. Financial books to be submitted to the Auditors.

FEBRUARY

1. Closing date for receipt of nomination forms for the Academic Achievement Awards, the SAAFoST Study Grants and the Koeppen Memorial Scholarship (28 February).

MARCH

1. Judging by Exco of recipients of the Academic Achievement Awards, the SAAFoST Study Grants and the Koeppen Memorial Scholarship. Advise recipients and arrange payment and certificates (where appropriate).
2. Student membership applications received in this month are not charged for the rest of the year.

APRIL

1. New membership applications are not charged for the rest of the financial year.

MAY

1. Judging by President, Vice-President and President Elect and three others, appointed by Exco, of the nominations received for the two Meritorious Journalism Awards. Advise recipients and arrange payment and presentation of certificates at a suitable function.
2. Council members to submit any new items for inclusion in the new budget.
3. Institute a membership drive.
4. Consider a long term investment of any budget excess available.
5. **Biennially:** Invite nominations for Vice-President and President Elect (and President if required) if Biennial General Meeting (BGM) is held in July.
6. Notify members about now if any amendments are to be made to the Constitution at the BGM (if held in July).

7. Branches to call for nominations for the Branch Committees a month before their BGMs.

8. Branches to send out notices of their BGMs to reach members ten days before the BGMs.

JUNE

1. Send out membership subscription invoices. The invoices to include:
 - (a) Students to remit full membership fee or student fee with documentary proof if they are still FULL TIME students.
 - (b) Invitation to suitably qualified members to upgrade to Professional Membership.
 - (c) Retired members (over 65) of 12 years' standing can apply for Retired Membership.
 - (d) Retired and Honorary Members to advise if still interested in receiving the journals and the circulars.
 - (e) Send invoice to consultants who advertise on the SAAFoST web page.
2. Closing date for receipt of Presidential nominations (if BGM held in July).
3. Post Presidential ballot forms to Corporate Members (if BGM held in July).
4. Send out Notices and Agenda of BGM if it will be held in July.

JULY

1. Subscriptions for the new membership year due 1 July.
2. BGM can be held from this month onwards. Branches must hold theirs at least a week before the National BGM.
3. First Meeting of the new Council to be held as soon as possible after the national BGM.

AUGUST

1. **On 1 August:** First reminder to be sent to all members whose subscriptions are unpaid.
2. Traditional month for a Council Meeting, national BGM and Biennial Congress where Meritorious Awards for Journalism, Honorary Life Memberships, and Dreosti, Ginsburg and President's Awards are made.
3. Audited financial statements and books to be recovered from the Auditors for presentation at the national BGM.
4. Notices of the BGM to be sent to all members.
5. Traditional month for new budget approval.
6. Branches (biennially) send all members a copy of the audited Branch financial statement.

SEPTEMBER

1. **On 1 September:** Second reminder to be sent to all members whose subscriptions are still in arrears on 31 August.
2. Follow-up of outstanding subscriptions to start this month by the Branches.
3. Council Members to submit budget inputs for next year
4. National Treasurer to submit a budget for the following year.

OCTOBER

Third reminder to be sent to all members whose subscriptions are unpaid.

(3)

NOVEMBER

1. **On 1 November:** Remove addresses of unpaid members from mailing lists for publications and notices, at National and Branch levels. Branches to try to get them to pay and be reinstated. Membership Secretary to send reminder accounts with a note that they are suspended to all defaulters.
2. **Biennially** send all members a summary of the audited financial statements, the Minutes of

- the BGM, a Presidential message and the new Members' Handbook. In the other years, send a Presidential Christmas message to all the members (if not published in *SA Food Review*).
3. Staff / Secretariat assessments.

DECEMBER

1. Ask *SA Food Review* to advertise the call for nominations from the universities for the Academic Achievement Awards, and SAAFoST Study Grants the Koeppen Memorial Scholarship (with closing date end February) as well as for the nominations for the best printed and electronic media food articles from the current year for the two Meritorious Journalism Awards (with closing date end April).
2. Treasurer and Branches to close books 31 December.
3. Make all outstanding payments in the budget for the relevant year (awards, claims, educational assistance *etc.*) before the end of the month.

OTHER

Monthly: Update membership lists.

Monthly (approximately): Exco meetings.

Monthly: Send labels to *SA Food Review* to be received by 11th of each month. Send editorial for *SA Food Review* by 12th of the previous month (i.e. 12th November for December issue).

Annually: Two Council meetings to be held.

Annually: Pay membership fees to IUFoST *etc.*

MINIMUM NOTICE PERIODS/TIMETABLE

- 10 days - posting of notice of a Biennial or General Meeting. (Con. 16)
- 14 days - written notice to Secretary to bring forward a motion at a meeting. (Con. 17)
- 4 weeks - posting of all proposed amendments to the Constitution or Rules. (Con. 14.1)
- 1 week - notice of an Extraordinary General Meeting to be received by members. (Con. 15.1)
- 1 week - minimum time between Branch and National BGMs. (Con. 14.3)
- 8 weeks - posting of invitation for nominations for Vice-President and President Elect (and President if required). (Rule 7)
- 3 weeks - after posting, closing date for receipt of Presidential the nominations.(Rule 8)
- 3 weeks - prior to BGM post ballot papers for Vice-President and President Elect. Replies to be received before the BGM. (Rule 9.1)
- 8 weeks - before BGM, determine how many Council Members to be appointed by each Branch. (Rule 11.1)
- 4 weeks - before Branch BGM call for nominations for Branch committees. (Rule 17.1)

THE SOUTH AFRICAN ASSOCIATION FOR FOOD SCIENCE AND TECHNOLOGY

DUTIES OF SAAFoST COUNCIL MEMBERS

PRESIDENT

1. Serve as a figurehead for the Association, represent it and speak on its behalf publicly.
2. Take the chair at Executive Committee, Council and Biennial General Meetings (BGM).
3. If unable to Chair a meeting arrange for a deputy.

VICE-PRESIDENT

1. If so appointed by Council, serve as Chairman of the Executive Committee.
2. Stand in as President at the request of the President when he is not available.
3. Serve as President or President-elect on the resignation or demise of the President or President Elect until such time as a new one has been elected.

PRESIDENT ELECT

1. Observe the running of the Association in preparation for taking over the Presidency after the next BGM (unless decided otherwise by the Council and the BGM).

NATIONAL TREASURER

1. Draw up an annual budget and submit it to Exco for approval.
2. Submit the Exco approved budget to Council for approval.
3. Invest surplus funds as approved by Exco / Council.
4. Appoint an auditor approved by Council, have the books audited annually and obtain an auditor's report. Table the report at the next Exco and Council meetings and the next biennial general meeting.

EXECUTIVE DIRECTOR (ED)

Is a full time employee of SAAFoST and may not be a member of a Branch Committee or Council and may not be elected to office in the Association. The incumbent should attend branch meetings/committee meetings as an observer and advisor where possible but should not become an active member of any one branch so as to ensure that his/her time is devoted primarily to national issues.

The ED's priorities and objectives are determined from time to time by Presidents (Past, Present & Elect), and the ED submits reports on activities to Executive Committee and Council Meetings.

The responsibilities of the ED are detailed under "Duties of Staff Members" following.

COUNCIL MEMBERS

1. Attend Council meetings and help to decide on policy and procedural matters of the Association.
2. Whenever possible, attend Executive Committee meetings and help in the running of the day-to-day matters of the Association.
3. Promote the wellbeing of the Association.
4. Perform such special duties as allocated by the Council.
5. Non attendances at meetings requires an apology.

DUTIES OF SAAFoST STAFF MEMBERS

EXECUTIVE DIRECTOR (Drafted by Ron Timm and Northern Branch)

The Executive Director is responsible for the efficient running of the administration of the Association and reports to Council via the Chairman of Exco / Presidential Team (a core group of council members normally consisting of President, Past-president and President Elect). His main duties would be to promote actively the objectives of the Association identified by the Presidents/ Council and to advance the visibility and stature of the Association in professional, academic, research, government and industrial circles.

During the term of appointment as Executive Director the incumbent may not serve as a member of a Branch Committee or Council and may not be elected to office in the Association. The incumbent should attend branch meetings/committee meetings as an observer and advisor where possible but should not become an active member of any one branch so as to ensure that his/her time is devoted primarily to national issues.

The following would be the major functions:

1. **Membership** - to conduct an annual membership drive and to ensure a net membership growth in line with objectives set by the Council. Implement at least one initiative aimed at providing specific new benefits to members each year.
2. **Advertising** - to promote actively the Association to professional, government and industrial sectors in order to increase visibility and awareness of the association both locally and internationally .
3. **Professional Recognition** - to promote actively the use of the services of professional members of the association by industry and to ensure that authoritative information on current food issues is available through the SAAFoST web site to members.
4. **Communications** - to manage the SAAFoST web site and Snippets, and ensure that information is current and correct.
5. **Educational Support** - to devise alternative funding mechanisms for educational bursaries and awards so that SAAFoST funds can be deployed elsewhere.
6. **Peer Recognition** - to ensure that links are established and actively maintained with similar and complementary organisations worldwide.
7. **Government Recognition** - to ensure that SAAFoST is promoted as the primary advocate for science information on food related issues to regulatory authorities.
8. **Public Recognition** - to ensure that factual, and scientifically correct information is available to FACS for public dissemination and that SAAFoST is acknowledged as the source. Respond as required to food related issues in the media.
9. **Congress and Exhibition** - to provide overall direction and guidance to the Congress Organising committee and to provide the link for the continued technical and financial success of this event. To act as Congress Finance Committee convener.
10. **National Symposium** - to oversee the organisation of a Technical Symposium/Food Exposition during the Congress off year.
11. **Specialist Training Event** - to oversee the organisation of an annual Specialist Training Course.
12. **Supplier/Manufacturer Endorsements** - to manage the Council's scheme for supplier/Manufacturer endorsements (yet to be devised).
13. **Budget and Objectives** - to participate actively in the drawing up of the Council Budget and of his/her own monthly, quarterly and annual objectives for approval by the Council. Prepare a written report for each Exco meeting.
14. **Finance** - generate sufficient income to make the position of Executive Director self financing within two years of its implementation.

15. **Representation** - the Executive Director will represent the Association as required by the Council on Statutory and other bodies (*e.g.* FLAG, FACS).
16. **Organisation** - The National Secretary reports to the Executive Director who
 - a. oversees and approves the work of the National Secretary/Treasurer on an ongoing basis.
 - b. authorises all payments made in the name of SAAFoST.
 - c. decides on items that need to be discussed at Executive Committee meetings.

Membership Development Officer: duties

1. To maintain and increase membership, interact with members and become involved in projects, events, meetings and functions as necessary and to assist with the general day-to-day smooth functioning of the organisation and develop a sound working knowledge of the Association and its activities.
2. Is required to travel occasionally and attend up to fifteen after-hour events annually, such as lecture evenings, workshops, congress events, etc as part of duties.
3. To report to the SAAFoST Executive Director and submit a brief activity report to the aforementioned on a monthly basis.
4. To devote all working time and attention to the Association's business and none to any other business without the prior written consent of the Association.

National Secretariat - (Voluntary National Secretary)

(by Ernest Newbery 29.12.94 and revised by Maurice Kort)

1. Issue notices and agendas of Executive Committee, Council, Biennial and Special General Meetings in accordance with the constitution and rules of SAAFoST.
2. Take Minutes of all Executive Committee and Council meetings and distribute them to all Council members within 14 days of Exco meetings and 28 days of Council meetings.
3. Take minutes of Special General Meetings and Biennial General Meetings and distribute them to all members within 28 days of the meetings.
4. Arrange rental of a postbox for SAAFoST at a convenient post office.
5. Clear the postbox daily and hand over to the Membership Secretary all membership applications and fees received and to the Treasurer, all financial correspondence. Bank the cheques and cash received.
6. Maintain orderly correspondence files, refer incoming correspondence to Exco and table outgoing correspondence at Exco meetings. Copies of letters written by the Treasurer should be filed by the National Secretary as well as by the Treasurer.
7. Issue notices calling for nominations for Vice-President and President Elect (and President if required), and thereafter ballot papers, in accordance with the constitution and rules.
8. Post notices of Biennial and any Special General Meetings of the Association, nomination forms for Officers of the Association, and any other notices to the members concerning membership (*e.g.* invitations to upgrade from Member to Professional Member) with the annual invoices for membership fees as required and in accordance with the constitution and rules of SAAFoST. (If required, ballot papers for the Officers of the Association must be sent subsequently to the members.)
9. Operate telephone, fax and computer services.
10. Obtain the authorisation of the Council/Executive Director for out of the ordinary expenses.
11. Table a membership summary at Council meetings as well as a list of members with subscriptions outstanding about three months after being invoiced.
12. Maintain a petty cash record.
13. Submit monthly PAYE forms together with payment to the Receiver of Revenue, including the calculation of PAYE payable.
14. Fill in and return annually, by registered post to the Receiver of Revenue, the required summary forms for PAYE.
15. Fill in and return annually to the Regional Services Council, together with payment, the Regional Services levy form.

16. With Exco's approval, arrange insurance for the Association's equipment.
17. At the request of the President/Exco Chairman, arrange a venue and meals for any Council or Special General Meetings.
18. Draw up a monthly income and expenditure schedule and a bank reconciliation statement and have it distributed with the agenda for the next Exco meeting.
19. Draw up a monthly budgetary control schedule reflecting expenditure against budget and have it distributed with the agenda for the next Exco meeting.
20. Deposit all monies received into a bank account and maintain financial records.
21. Maintain close liaison with the branch secretaries and distribute minutes of all branch committee meetings to all Council members.
22. The National Secretary reports to the Executive Director.
23. Retain in safe keeping the UIF cards of all SAAFoST employees and if they leave the employ of SAAFoST, sign and return to them.

MEMBERSHIP SECRETARY (by Maurice Kort)

1. Maintain a full and up to date set of computerized records of all current and past members, and provide the data to officers of the association as requested. The computerized records should also reflect the subscription payment status of the members.
2. Issue pro forma invoices of subscriptions due to all members, including honorary life members and retired members (but with zero amounts), in accordance with the constitution and rules. This would be done in June each year and entails different formats for each membership category (Institution, Member, Professional Member, Student, Honorary and Retired), as well as for South Africa, abroad, by e-mail to those who have this, and by post for those who don't. A strict record must be kept of all actions.
3. In addition to sending the pro forma (and then tax) invoices for the membership fees, these must be sent to those members who wish to be included on the Web site as consultants.
4. A strict record must be kept of all actions, including hard copies of the invoices, and/or electronic copies - as requested.
5. At the end of August and again at the end of September, copies of pro forma invoices are sent, to those members whose fees are still unpaid.
6. On 1 November, pro forma invoices, marked suspended, are again sent all the members with unpaid fees. This action may have to be repeated after 1 January.
7. Update the membership database with the payments received and any changes of contact details.

NEW MEMBERS

1. On receipt of completed application for membership forms, enter the names and addresses in the membership record and give the forms, if necessary, to the Membership Grading Committee/Executive Director, for classification. When the forms are returned by the grading committee, enter the membership class in the member's record and file the forms in perpetuity.
3. Membership certificates must be printed and posted to all new members once their fees have been paid, as well as when there is a change of membership category (Student Member to Member and Member to Professional Member, Honorary Member *etc.*
4. The allocated life-time membership numbers and dates of joining must follow consecutively. Process all new membership applications which will include, but not limited to, grading (as above) sending letters of acceptance and pro forma invoices for the membership fees, as well as a Tax Invoice once the fees have been paid.

GENERAL

1. Maintain individual records of every member (including new members) in which are shown:
 - (i) Name and address and date of joining SAAFoST.

- (ii) Class of membership, membership number, and date of any change in membership class.
 - (iii) Dates of payment of subscriptions and balances outstanding.
 - (iv) Date of removal of a name from the membership list and the reason for such removal.
 - (v) Any address/contact detail changes.
2. Maintain orderly files of correspondence concerning membership, refer incoming correspondence to Exco and table outgoing correspondence at Exco meetings.
 3. Operate telephone and fax services and a computer/word processor.
 4. Obtain the authorisation of the NS/ED to purchase stationery as required and maintain a suitable supply.
 5. Table a membership summary / list at Council meetings as well as a list of members with subscriptions outstanding.
 6. Prepare receipts for subscriptions received and if requested, post them.
 7. Report new applications for membership, resignations, upgradings and addresses unknown and changes, *etc.* to the NS/ED for the Exco meetings. (This can be electronically as per the database).

LABELS

1. On a regular basis, as requested, every month supply a set of labels with the name and address of each member to National Publishing for use in distributing *SA Food Review*.
2. All sales of address labels must be approved by the ED in writing.
3. Send the updated database to the branches as requested.

ADMINISTRATION

1. After Biennial General Meetings, updated Members' Handbooks must be posted to all the members
2. The Membership Secretary shall report to the National Secretary.
3. During the term of appointment as Membership Secretary the incumbent may not serve as a member of a Branch Committee or Council and may not be elected to office in the Association.
4. NOTE: This is only a rough guide, in an attempt to cover all eventualities. More items might need to be added.
5. Should the Membership Secretary and the NS/EC be in different cities, or should posts be combined or duties "contracted out" many of the above items might need modification.

PROCESSING OF APPLICATIONS FOR MEMBERSHIP

When form is received by the Membership Secretary

1. Assign a membership number and the grade of membership (after consulting the guidelines, Membership Classification Committee or ED). This is done after ensuring that the applicant was not previously a member. If the applicant was, the old membership number is used and arrears of one year, at the member fee of the previous grade, is owed.
2. Write to applicant advising that he/she has been accepted by the Council as a ...(grade)... member, enclosing an invoice for the membership fee. From 1 July to 30 September the full

fees for the year are charged. From 1 October to 31 December 75% of the annual fees are

charged (Students still pay the full fees) and from 1 January to 31 March, 50% of the fee is charged (except in the case of Students where the full fee is still charged for January and February and the fees for the following year for March). From 1 April to 30 June no fee for the remainder of that calendar year is charged but the invoice is sent for the full fees for the following year. VAT is charged except for non-South African members but for them any bank commission charges of foreign payments due must be added to the invoice.

3. Places name and address *etc.* onto computer records.
4. Once the fees have been paid, print the Membership Certificate and send this with the Member's Handbook and a copy of the Constitution if desired. The date of sending these must be noted on the original Membership Application form.
5. Advise National Secretary and Branch Membership Secretaries of the details of the new members with other membership changes (addresses, married names, reinstatements, transfers, upgradings, resignations, suspensions, mail returned, corrections, deaths *etc.*) at regular intervals.
6. Table name and membership grade and number, date of joining and Branch affiliation at the next Exco meeting as well as all membership changes as in No. 5 above.
7. File application form.

When Form is Received by the Branch Secretary

1. Notes name and address of new applicant.
2. Send application form without delay to Membership Secretary.

THE SOUTH AFRICAN ASSOCIATION FOR FOOD SCIENCE AND TECHNOLOGY

GUIDELINES FOR MEMBERSHIP GRADING

by

Pieter van Twisk

The following guidelines are normally followed. It is fairly straightforward and it is seldom that one finds a "problem" application.

INSTITUTION MEMBERS

Must be satisfied that the application is from a reputable/legal/licensed organisation involved somehow with food or nutrition. (It has been found on a few occasions that organisations wanted to join for the sole purpose of obtaining the SAAFoST membership list – which they will not obtain anyway).

PROFESSIONAL MEMBERS

1. A four year degree or higher plus one year's experience in a food related industry.
*The following four year degrees qualify for Professional membership:
Food science, chemistry, microbiology, biochemistry, engineering, domestic science/home economics, dietetics, nutrition, any other sciences if applicant works in the field of food.*
2. A four year degree or higher, working for six months and active in SAAFoST.
3. Either a three year degree, a Higher National Diploma, or a National Diploma plus six year's experience in a food related industry.
*Other qualifications for Professional Membership:
B.Sc. in sciences (three year degree),
Diploma in sciences or engineering.*
4. As in 3. above but if the applicant is active in SAAFoST the experience is reduced to four years.

MEMBERS

1. Applicants who do not qualify for Professional Membership but who are involved in food or related fields of activity. As with Institution Membership, make sure that the applicant is not only interested in the SAAFoST membership list.

STUDENT MEMBERS

Bona fide full time students, which status has to be verified on the application form by someone from the teaching institution. Diploma students doing their in-service training are still classified as student members.

THE SOUTH AFRICAN ASSOCIATION FOR FOOD SCIENCE AND TECHNOLOGY

Duties of Branch Office Bearers

CHAIRMAN

- 1) The chairman is ultimately responsible for organising the branch and all its activities. Branch activities are the lifeblood of SAAFoST and this is a most responsible position.
- 2) The Chairman must also ascertain that the other officers are carrying out their tasks meticulously and in good time.
- 3) The Chairman should be conversant with the SAAFoST Constitution and Rules particularly as to how they govern Branch matters.
- 4) The Chairman will Chair all Branch and Committee meetings and if unable to do so will arrange with the vice chairman or for a deputy.
- 5) The Chairman is the only person authorised to speak on behalf of the branch.

VICE-CHAIRMAN

Will normally deputise for the Chairman, and in the event of the resignation or departure of the Chairman the Vice-Chairman will assume the role of Branch Chairman.

TREASURER

- 1) The Treasurer is responsible for the funds of the Branch.
- 2) The Treasurer will present a statement of Income and Expenditure at every committee meeting in the amount of detail required by the Chairman.
- 3) The Treasurer should forward any Application for Membership received to the National Secretary without delay, after having made a note of the details.
- 4) The Treasurer is required to keep account of all funds involved in all activities of the branch to the satisfaction of the Chairman and Auditor.
- 5) The Treasurer is required to keep a record of all members and guests attending Branch Activities and follow up on those that fail to pay the required fees.
- 6) The Branch accounts run from January to December and the Treasurer will prepare (yearly) and present (biennially) the audited accounts for the previous two years at each Branch BGM.
- 7) If there are adverts etc. accompanying Branch Notices it will be necessary to Invoice the advertisers and send Statements where necessary.

SECRETARY

- 1) The Secretary should send a reminder to all members 7 days prior to any committee meeting as detailed in the prior meeting minutes.
- 2) The Secretary should have a copy of the SAAFoST Constitution and Rules at every meeting and should be conversant with the contents, particularly those parts relating to Branch matters.
- 3) The Branch Secretary will take minutes at all meetings of the branch. The minutes of each meeting should be submitted to the Chairman for possible correction within 7 days of the meeting.
- 4) The Minutes of ALL Branch Meetings as accepted by the Chairman are to be distributed as soon as possible to every member of the committee or subcommittee.
- 5) **IN ADDITION** a copy of all Minutes must be sent to the:
 - i. President,
 - ii. The Executive Director

- iii. The National Secretary
 - iv. The National Archive Secretary (Ron Timm)
 - v. The Chairman of all other Branches
 - vi. The Secretary of all other Branches
- 6) The Secretary should prepare notices of all Branch meetings and dispatch them to all members about 30 days before the function.
 - 7) Members without e-mail addresses are entitled to receive timely notice of all activities, hence printed notices need to be generated and posted. (Copies of SNIPPETS also should be included with posted notices).
 - a. ADDITIONALY Copies of printed notices need to be sent to: The National Archive Secretary, Branch Treasurer, Executive Director.
 - 8) The Secretary should arrange / is responsible for bookings for all Branch Activities and ensure that the Treasurer has adequate details regarding Fee payments.
 - 9) The Secretary should forward any application for Membership received to the National Secretary without delay, after having made a note of the details.
 - 10) The Secretary should maintain an up to date list of Branch Committee Members, including contact numbers and addresses and on receiving any changes, should recirculate the list to all members as well as the Chairman and Secretary of all other branches. Any changes to the list should also be tabled at the next Committee Meeting.

OTHER COMMITTEE MEMBERS

1. The Chairman from time to time may allocate or delegate special duties to each and every committee member. These duties should be completed meticulously and in good time.
2. Such delegated responsibilities could be Functions Coordinator, Branch Membership Secretary, Branch Press Liaison, Branch Education Officer, Branch Council Representative, Advertising Officer, Refreshments Organiser, etc.
3. In all such cases the committee member, if necessary, should ascertain what is expected of them. (A job description, and after a while the member should generate their own job description for the benefit of those following).
4. All committee members are to constantly be on the look-out for high quality, knowledgeable speakers capable of addressing the branches.
5. All committee members are to be on the lookout for recruiting new members of the Association.
6. Any committee member failing to attend three committee meetings without forwarding an apology will be removed from the committee and replaced.

THE SOUTH AFRICAN ASSOCIATION FOR FOOD SCIENCE AND TECHNOLOGY

APPLICATION FOR MEMBERSHIP: Application can also be done on line at: www.saafoST.org.za

A. INDIVIDUALS. Complete sections A and C.
The Membership Committee will decide on the category of membership of individuals applying in their personal capacity.

Surname (Prof/Dr/Mr/Mrs/Ms):

.....
First names:

.....
Correspondence address:

.....
.....

Tel: (h) (b)

e-mail:

Fax: **Date of birth:**

School/Technical/Scientific education:

School:

College/University:

.....

Major fields of study:

.....

Highest examination passed:

Length of course (years):

(For Individual Membership classification purposes, **A CERTIFIED COPY OF THE APPLICANT'S HIGHEST ACADEMIC QUALIFICATION** must be submitted with this form - students excepted.)

Present employer:

Position:

Previous employers | Positions held | Dates

.....

.....

SACNASP Reg. No.(if applicable)

Signature of applicant: Date:

I agree to abide by the Association's Professional code of Conduct. (Available from secretariat or website)

B. INSTITUTIONS. Complete sections B and C.
An Institution Member shall be a company, research institute or other body engaged directly or indirectly in food science or technology. An Institution shall appoint a suitable company representative.

Name of firm/organisation & registration No.:

.....

Correspondence address:

.....

.....

Business conducted:

.....

Tel: Fax:

e-mail:

Full name of representative:

.....

Status of representative:

.....

Signature of representative:

..... Date:

I agree to abide by the Association's Professional code of Conduct. (Available from secretariat or website)

C. PROPOSER (Must be a Professional Member - call the Secretariat at the number below if you need assistance)

This applicant is proposed by:

Name:

Signature:..... Date:

D. MEMBERSHIP COMMITTEE

This applicant was accepted as a/an:

= Professional Member

= Member

= Institution Member

= Student Member

Signature:..... Date:

Please return this form to the address following. Send no payment, you will be invoiced in due course. To: The MEMBERSHIP SECRETARY, SAAFoST, P O Box 868, FERNDALE 2160
Tel.: (011) 789-1384 Fax: (011) 789-1385
e-mail: saafoST@vdw.co.za

SAAFoST - a Scientific Organisation for Food Professionals.

Reg. No. 013-075 NPO

<http://www.saafofst.org.za>

SAAFoST is a National Association which is concerned with advancing the knowledge of Food Science and Technology. This it does through encouraging scientific research, organising meetings, seminars, workshops exhibitions, congresses, publishing papers and assisting in educational activities. Currently the Association has in the order of 1500 members throughout Southern Africa - the Cape, KwaZulu-Natal and Northern branches attend to the regional affairs of the Association. The national secretariat is situated in Ferndale, Johannesburg.

WHAT DOES SAAFoST DO?

- * Seven study grants and seven academic achievement awards are available each year to Food Science and Food Technology students via their universities and institutes.
- * A post-graduate scholarship is available annually to an academically excellent bona fide student.
- * An International Congress is organised every second year as well as a Food Expo in the intermediate years.
- * An award is made for the best local scientific paper presented at the Congress.
- * An award is made for the best local poster presented at the Congress.
- * Workshops or mini-symposia are frequently held between congresses dealing with issues such as food additives, safety, irradiation, microwaves, shelf-life, organoleptic properties of food, legislation, HIV-AIDS, Pre / Probiotics, etc. Workshops have been held for food demonstrators - covering aspects of health, nutrition, additives, labelling, food processing, etc.
- * Monthly, lecture meetings featuring prominent local or overseas experts are organised covering a wide range of subjects of interest to members.
- * Information arising from congresses, workshops etc. is often printed and bound or placed on the Association website. Much of this material is housed in the State Library and is available to members and the public.
- * SAAFoST was a co-founder of the prestigious *South African Journal of Food Science and Nutrition* and provided a part of the finance needed to publish the Journal until its publication ceased.
- * As a representative on the Food Legislation Advisory Group (FLAG), SAAFoST contributes towards the formulation and revision of food regulations as published by the Department of Health.
- * Two Meritorious Awards for Journalism are made available for presentation every year - one for the press and the other for radio and television. The awards are made to authors or presenters of objective and scientifically correct articles in the local press or media which contribute towards sound consumer knowledge of controversial and complex food issues.
- * Careers in food science and technology are promoted by the production, distribution and presentation of career CDs and by career preparation workshops held annually in each of the branch centres of Cape Town, Durban and Gauteng.
- * SAAFoST was instrumental in establishing the Food Advisory Consumer Service (FACS) in January 1995 as a service to South African consumers interested in factually/scientifically correct information on food issues such as health, nutrition, safety, preservatives, colours, additives, chemicals, irradiation, processing, labelling etc. The Association now administers the internet based service. (www.foodfacts.org.za).
- * The Association responds to and challenges misleading articles, advertisements and claims concerning food processing and the food industry.

WHAT BENEFITS ARE THERE FOR SAAFoST MEMBERS?

- * Each member receives a membership certificate, a member's handbook and a copy of the SAAFoST constitution and rules.
- * Each member receives a regular monthly copy of the official SAAFoST Journal, *SA Food Review*.
- * Members are kept up to date with the numerous SAAFoST activities and receive regular invitations to lectures organised by their branches.
- * Members regularly receive a food science information brochure comprising articles of interest called *SAAFoST Snippets*.
- * Through membership of SAAFoST companies are able to contribute towards, and gainfully participate in, a host of educational and promotional activities aimed at continuously elevating the standards of quality and professionalism in the food industry.
- * Through membership of SAAFoST, individuals show and can exercise their commitment to food science professionalism.
- * Institution membership by companies is strongly encouraged because it helps to promote food professionalism in the industry while the slightly higher membership fees contribute greatly towards the student study grants, scholarships and awards offered each year by the Association.

SAAFoST is the Association for the caring, concerned food professional - it is active, progressive and dynamic and its members want to keep it that way.

Membership applications can be done online or via forms from the SAAFoST website (www.saafofst.org.za) or via forms obtainable from The National Secretary, SAAFoST, P O Box 868, FERNDAL. 2160.

Tel.: (011) 789-1384 Fax: (011) 789-1385. E-mail: saafofst@vdw.co.za

1/06

THE SAAFoST INVESTMENT POLICY

The following investment policy was proposed at the Council Meeting held on 13 February 1995, page 3, as confirmed and amended at the Exco Meeting of 2 March 1995, page 2:

RISK

It is the policy of the SAAFoST Council that the funds of the Association are not placed in speculative or high risk investments. Funds may, at the discretion of Exco, be placed in:

- * Fixed interest investments with Banks or Building Societies.
- * Mortgage Participation Bonds
- * Capital Growth Investments where the capital is guaranteed (e.g. Guaranteed Performance Trusts).

TERM

It is the policy of the SAAFoST Council that funds should be available within thirty days to meet expenses of up to 25% of the approved annual budget.

THE USE OF THE SAAFoST NATIONAL MAILING LIST

SAAFoST will allow strictly controlled use of its mailing list under certain circumstances and on the condition that the mailing is handled by VdW & Co who will manage its use.

If a mailing is deemed by Council, Exco or the Executive Director, to be appropriate to members, SAAFoST will assist by referring the interested party to the National Secretariat, VdW & Co, which is able to quote on and arrange stationery, a full copying, stuffing, franking and mailing service plus the SAAFoST address list without making the list itself available to any outside entity. The entire cost of the mailing is borne by the third party.

An additional fee, from R2,500, for use of the list is payable to SAAFoST if the mailing is of a commercial nature but this tends not to be the case with the following: 1) sister associations (such as ADSA, Nutrition Society), 2) research and allied councils (CSIR, ARC), 3) industry organisations (Chamber of Milling / Baking), 4) educational institutions (Universities), 5) organisations that are promoting a SAAFoST endorsed Continuing Education Programme (CEP) event, 6) Custodian Members or any other organisation that is offering an event, service or product of particular interest, relevance, quality or value to members or to the Association itself.

If **Branch Labels** are required the same conditions apply. The charge, where applicable, is usually on a *pro rata* basis -which would mean a charge of about a fifth of the above rates for the Cape or KwaZulu-Natal Branches and three-fifths for the Northern Branch.

A VERY important point to remember is that SAAFoST does not give its address lists out to anyone and the only way they would be allowed to be used by an outsider is:

- (a) The event must be of interest/benefit to the SAAFoST members
- (b) The labels will be used for this one event only and will NOT be copied or duplicated. [The labels are therefore only given to someone of trust, see (ii) above].
- (c) The request, and any deviation from these guidelines, must have the approval of Exco/ED, Council, or the relevant Branch committee.
- (d) Except in exceptional circumstances, payment must be received before the mailing can be undertaken.

**NATIONAL FUNDS
EXPENSE CLAIM VOUCHER**

Details of Expense:

Amount:

R	
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Recipient:

(Printed):

Authorised By: (President, Treasurer, Executive Director or either, plus a Committee Member)

Chairman:

Date:

Treasurer:

Account Allocation:

Bank account details for direct deposit.

Bank ...

Branch number

Account number ...

(WHERE APPLICABLE SUPPORTING INVOICES/SLIPS SHOULD BE ATTACHED)

BRANCH FUNDS EXPENSE CLAIM VOUCHER

Details of Expense:

.....

Amount:

R	
----------	--

Recipient:

(Printed):AUTHORISED BY: (Chairman & Treasurer or either, plus a Committee Member)

Chairman:

Date:

Treasurer:

Account Allocation:

ELECTRONIC TRANSFER TO:

Bank

Branch code

Account number

(WHERE APPLICABLE SUPPORTING INVOICES / SLIPS SHOULD BE ATTACHED)

REIMBURSEMENT OF COUNCIL MEMBERS' EXPENSES

Council meetings

When an employer or a company does not pay for travel costs (airfare and car hire) for an out of town Council member to attend a Council meeting, application can be made to Exco for reimbursement. Where this is necessary the least expensive airfares and car hire rates must be used and bookings must therefore be made very well in advance to obtain the most economical fares. (Budget type hired cars should be shared or lifts to the Council meetings should be obtained from members resident in the host city of the Council meeting if at all possible.)

All Council members are encouraged to attend the Association's Biennial General Meeting (BGM). The Council will therefore entertain claims for accommodation to attend the BGM for out of town Council members whose employers will not meet these expenses. Application can be made to Exco for reimbursement, at a rate commensurate with that of a Town Lodge, City Lodge, Guest House, etc. The Council does not meet congress accommodation expenses beyond the day on which the BGM is held and does not meet expenses for attendance at social functions for Council members.

Complimentary congress registrations

The President and National Secretary, Executive Director, Membership Development Officer, Honorary Life Members, should be given free congress registration by the Congress Organising Committee or Council, if their expenses are not paid by their employers. This privilege is to ensure their participation and would only be granted on application.

CONGRESS ORGANISATION AND BUDGETING

Date of congress

Congress organisers need to look at the world and local congress calendars well in advance so as to avoid any clashes. Late August has traditionally suited both local and foreign academics and businessmen and is a good time to hold the BGM. The BGM should be held at the conclusion of the first day of the congress unless an alternative time is agreed by Exco. The chosen dates are to be widely advertised and announced to avoid clashes with other events. The use of a congress Website on the Internet is essential.

Venue

The venue must be of good value, well sited with adequate secure parking, and large enough to accommodate the expected number of delegates. It must be visited and inspected by the Congress Organising Committee to ensure its suitability and quality. Air conditioning must be available and at an acceptable temperature. The poster presentation area must be near the main activities, not in a separate venue, and must be well lit and signposted. Suitable audio-visual facilities must be available as well as backup systems to ensure continuity and non-disruption of the programme. There must also be audio-visual backup staff to correct any problems immediately. In addition, systems of timing lights to assist the Session Chairmen in controlling the speakers adherence to the times allotted to them are essential. It is desirable to have synchronised clocks in each lecture venue and a loud buzzer or a loud bell to signal the end of tea times, lunches *etc.* There must be enough space for lunches *etc.* to ensure good flow. The caterers must understand exactly what is required and the lunches should be healthy, clean and safe and bear in mind any kosher, halaal and vegetarian requirements. The catering mechanism must be so designed that at least three queues of delegates can be served simultaneously. All forms of congestion must be avoided. It is not necessary for delegates to be seated for lunch and buffet style self service is preferred.

Programme

A suitable time slot must be dedicated to the poster session (preferably in a morning session since delegates drift away after afternoon tea) with the authors being present. The papers eligible for the Dreosti Award must be scheduled to be presented before the congress banquet so that the judging can be completed and this award and the Ginsburg Award for the best poster can be presented at the banquet. *Curriculum vitae* of all the speakers are to be given to the Session Chairmen in advance and experienced SAAFoST Members or special guests should be chosen as these Session Chairmen.

SAAFoST invited overseas speakers

Suggested invited overseas speaker should be discussed with Council, thereby ensuring that their credentials are well known and clarified. A speaker, and spouse if applicable, who is sponsored by SAAFoST will be given free congress registration, accommodation, meals and entertainment. The costs will be borne by the congress account. (Air tickets offered by SAAFoST are normally economy class). It is most important that a clear written understanding is reached with the speaker regarding nature of participation, fees payable if any, costs and grades of air travel, type and period of accommodation, congress registration and social event payments, *etc.*, so that there is no embarrassing misunderstanding or disappointment afterwards. In addition, it is the responsibility of the congress organiser to pay for the travel and accommodation expenses involved for the overseas invited SAAFoST speaker to address the other branches and to supply speaker details, alternative lecture topic titles, *curriculum vitae etc.* (The branches may be able to obtain local sponsorship for these experts, especially by making them available for visits to local industries, factories, institutes *etc.* for lectures, lunches *etc.*) Air bookings must be made

well in advance to obtain the best possible rates and the accommodation should be at the level of a Town

Lodge, City Lodge, Guest House, *etc.* The invited speaker must deliver at least two papers at the biennial congress and it is imperative that this speaker does not present these same papers at the branches prior to the congress.

Every attempt needs to be made to take advantage of speaker exchange programmes or speaker sponsorship programmes run by other food science and technology associations in the world to obtain additional overseas speakers, *e.g.* IFT (available at three yearly intervals), AIFST, IFST, *etc.* The Congress Organising Committee should consult with the Council member dealing with the international liaison portfolio at least 18 months prior to the congress on this matter.

SAAFoST invited speakers

When someone has been invited to present a paper, he can generally attend the congress on that day at no charge. However those who offer to present papers must pay full congress registration fees.

Full transparency

The Executive Committee, Executive Director and Branch Chairmen are to be kept fully informed by means of all Minutes of the Congress Organising Committee meetings and regular updates on the congress budget and developments so that branch committee and Council members are able to promote the congress on circulars and at meetings and help with other matters relating to the organisation, such as advice, comments, potential sponsors *etc.* *SA Food Review* is to be given regular news updates for publication so that additional publicity for the congress can be obtained. After the congress full audited financial statements are required. (The auditors need not be a professional company but must be acceptable to the Council/Exco).

Aspects to ease the registration process on the day.

Early registration, *e.g.* afternoon/evening before the first day during the pre-congress ice-breaker, should be considered as it alleviates the pressure on the first day of registration, and therefore local (SA) delegates could be encouraged to register at this early registration opportunity. Every effort should be made to obtain the registration fees before the congress, especially from well known members whom you would expect to pay on time.

Proceedings

Speakers should be encouraged to make website friendly copies of their presentations available to SAAFoST or to place copies of their papers on an Internet Website (especially those from academic institutions) and details of the Website address should be published in the congress programme.

ADJUDICATION PROCESSES FOR THE DREOSTI (best congress paper) AND THE GINSBURG (best congress poster) AWARDS

It is recommended that the task of Congress Awards Chairman be delegated to an education oriented committee member or volunteer, fairly well in advance of the congress in order to ensure that it is sufficiently well promoted and that a good, well balanced and properly prepared adjudication team can be appointed.

All Congress participants under the age of 35 reporting on actual research in the fields of food science and technology (basic or applied) carried out by them in South Africa will be considered for these awards. (Review papers or papers delivered by guest speakers do not qualify.) In the Call for Papers form, the Congress Organising Committee must therefore request potential presenters of papers/posters to indicate whether they will be under the age of 35 at the commencing date of the congress. The prize will be given to the presenter of the paper or poster. If there is more than one author it is up to the authors to agree how the prize is to be shared.

Papers and posters for adjudication will be pre-selected by the Congress Organising Committee on the

basis of submitted abstracts. Approximately 5 - 10 papers and 5 - 10 posters should be pre-selected. For pre-selection, the criteria for selection of papers and posters are the same, and should include:

- (a) Compliance with the above rules.
- (b) The abstract should describe the objectives of the work, essential methodology, key results and conclusions.
- (c) Originality, scientific, technical and intellectual contents and relevance to the needs of South Africa.

Adjudication will be carried out by confidential panels (one for the Dreosti Award and one for the Ginsburg Award). The Congress Organising Committee must appoint a suitably qualified person to chair these two congress award adjudication panels. Authors will not be advised whether their papers have been pre-selected for adjudication and the decision of the adjudication panel is final. Each panel should comprise four members, ideally one member from each of the three Branches and one of the invited speakers. It is preferable that panel members should serve on only one panel.

Adjudication of Papers for the Dreosti Award

Before the congress, the Panel Chairman must inform the members of the panel of the judging scheme to be used. The Chairman is free to decide the exact scheme. The following criteria and points system serve as a guide: Scientific and technical content (30); logical order of presentation (20); standard of oral presentation (20); standard of visual aids (20); ability to answer questions from the audience (10). It is suggested that the panel members individually score each paper out of 100 and then rank the papers.

Ideally, the Chairman and all panel members should listen to all the pre-selected papers. The programme of papers should be organised in such a way as to avoid clashes, even if this necessitates a programme rearrangement.

Adjudication of Posters for the Ginsburg Award

Before the congress, the Chairman must inform the members of the Panel of the judging scheme to be used. The Chairman is free to decide the exact scheme. The following criteria serve as a guide: Scientific and technical content (40); logical order of presentation (20); clarity (20); and visual impact (20). It is suggested that the Panel members individually score each poster out of 100 and then rank the posters.

Ideally, the Chairman and all panel members should view all the pre-selected posters.

Making the Awards

After the completion of the Research Paper session, the Chairman and Panels should meet to decide upon the recipients of the awards. Ideally, the Panels should reach a consensus on the recipients of the awards. If this proves not to be possible, then the Chairman must make the final decision.

The Chairman of the panels comprising the Congress Awards Committee must then inform the Chairman of the Congress Organising Committee of the names of the recipients of the Dreosti and Ginsburg Awards (and the titles of the paper and the poster) in time for the awards to be announced at the congress banquet.

N.B. It is essential that the names of the Chairman and the members of the Adjudication Panels remain confidential.

CALL FOR NOMINATIONS FOR NATIONAL OFFICERS

As per the amended (18 July 2001) SAAFoST Constitution, nominations are hereby invited for the positions a Vice-President and a President Elect for the next two year period from (*date ...*). This nomination form must be signed by those nominated to the effect that they accept nomination, as well as by the proposers and seconders who must be Corporate Members (*i.e.* Honorary Life Members or Professional Members). *Curriculum vitae* must accompany the nominations. Only Corporate Members are eligible to stand for the positions of Officers.

There is no need for a nomination for the President as this position will be filled by the current President Elect.

Nomination forms must be returned to the following to be received by: *DAY ... DATE ... :-*

The National Secretary,
SAAFoST, P O Box 868, FERNDALE 2160
Tel.: (011) 789-1384 Fax: (011) 789-1385
e-mail: saafost@vdw.co.za

Jean Venter
National Secretary

NOMINATION FOR VICE-PRESIDENT:

NAME: DATE:

I hereby accept nomination as Vice-President SIGNATURE:.....

PROPOSER: NAME: SECONDER: NAME:

SIGNATURE: SIGNATURE:

NOMINATION FOR PRESIDENT ELECT:

NAME: DATE:

I hereby accept nomination as President Elect SIGNATURE:.....

PROPOSER: NAME: SECONDER: NAME:

SIGNATURE: SIGNATURE:

BRANCH NOMINATION FORM
XXXXXX BRANCH

**NOMINATIONS FOR THE ELECTION OF THE XXXXX
 BRANCH COMMITTEE FOR 2007/2009**

Office (a)	Name of Nominee (Block capitals)	Signature of Proposer	Signature of Seconder	Certification by Nominee
1. Chairman				
2. Vice-Chairman				
3. Corporate Member				
4. Corporate Member				
5. Corporate Member				
6. Non-corporate Member				
7. Non-corporate Member				

A

- Posts 1, 2, 3, 4 and 5 are filled by **corporate members**, nominated by **corporate members** only.
- Posts 6 and 7 are filled by **corporate OR non-corporate members**, nominated by **non-corporate members** only.
- The past Chairman represents the eighth committee member.

B. Each nomination must be supported by the signature of the proposer and seconder and certification that the nominee accepts nomination. Please refer to your membership certificate to ascertain your correct class of membership or refer to the membership list on the SAAFoST website. (Honorary Life Members and Professional Members are corporate members, whereas Institution Members, Members and Student Members are non-corporate members).

C. Present Committee:

Chairman: XXX	Vice-Chairman: XXX
Secretary: XXX	Treasurer: XXX
Committee Members: XXX	XXX
XXX	XXX

All the above, except XXX and XXX are available for re-election.

D. This nomination form must be lodged with the Secretary (Name & Address) before DATE XXX

E. The BGM will be held on DATE at VENUE & ADDRESS at TIME.

Please make a special effort to attend the BGM as this is your chance to influence the running and activities of the branch. If you are thinking of standing for the committee but are uncertain about what is involved or do not have a proposer /seconder, then contact any member of the Branch committee for assistance.

ORGANISATION OF LECTURE EVENINGS AND EXCURSIONS

Regular Branch presentations accompanied by dinner, cocktails or snacks are the core activities and lifeblood of the Association. They should be held every month at a safe, convenient and cost effective venue and should be well organised, affordable to all, start promptly, cover a wide range of interesting, relevant and exciting technical subject matter and feature the best speakers in their fields. Unless all of these requirements are consistently met, members will not participate. Various innovations, formats, venues and times of day have to be tried in order to accommodate a wide spectrum of needs and preferences and deal with traffic, family demands, security issues, etc. A turnout equivalent to 10% of the membership is regarded as good in Gauteng but less well supported, more specialised / scientific subject matter is also necessary in the lecture calendar of a scientific association such as SAAFoST and has to be presented from time to time - a full programme of ten to twelve lectures per year makes this possible and is useful in reaching more members.

- (a) After the committee has decided on the speaker and the topic, a designated committee member will contact the speaker and the sponsor, if there is one (who may be the same - delete)) to confirm availability of self and spouse, to confirm the exact presentation title and obtain a CV.
- (b) The visual aids (35mm Slide, Overhead and/or Data projectors, etc.) which will be required by the speaker must be ascertained. (If the latter, presentations should be loaded onto discs or memory sticks, etc).
- (c) The venue must be booked with definite instructions as to the seating, catering and (cash) bar requirements. These will depend on the committee decision, the sponsorship obtained, and the popularity of the lecture subject.
- (d) A notice must be sent to all members at least three weeks before the event giving the details of the speaker (name, title, position), topic title, timetable venue and time of the address.
- (e) Obtain a *curriculum vitae* (i.e. brief details of the qualifications and experience) of the speaker to give to the Chairman for use to introduce the speaker at the meeting.
- (f) A few days before the meetings, confirm the speaker's requirements (audio-visual, map) and availability of the venue. Also confirm the seating, catering and bar arrangements at the venue.
- (g) The above items can be organised and confirmed by telephone and in writing. (The Secretary must get copies of all letters written).
- (h) Ensure that the Speaker Register will be brought to the meeting (by the Chairman).
- (i) An hour before the meeting, confirm again that all the requirements at the venue have been fulfilled.
- (j) Ensure that the Chairman and the committee member elected to thank the speaker are present. If either is not, obtain a substitute from the committee members present (or any other suitable candidate).
- (k) Obtain, if possible, preferably beforehand, a copy or a summary of the paper presented for publication in *SA Food Review* or for placement on the SAAFoST website. Also try to obtain a photograph of the speaker.
- (l) After the talk, ensure that letters of thanks are sent to the speaker and the sponsor. These letters are written as detailed under "(g)" above.
- (m) In arranging excursions, the above guidelines apply as far as contacting and thanking the organisations are concerned.
- (n) It is SAAFoST policy not to pay for speakers but a small gift of appreciation is acceptable. SAAFoST ties, mugs and pens or bottles of wine have been presented to Branch speakers over the years. SAAFoST speakers and their partners are always invited to the accompanying dinner or cocktail as non-paying guests of the Association.

INFORMATION FOR SPEAKERS AT SAAFoST LECTURE EVENINGS

Duration of lecture

The lecture is scheduled for 45 minutes which includes 5 to 10 minutes allowed for questions. People have come especially to hear you so they should be given value for money in terms of time and content. However, even the most entertaining speaker can fall when he/she runs over time.

Content of lecture

Don't forget the obvious. The purpose of a lecture is to inform, to entertain, and to stimulate discussion. Lectures should ideally begin with an exposition of what you are going to talk about and they should end with some concluding remarks to sum up the subject. The SAAFoST audience in the main comprises people with a wide knowledge of food science and technology at a general level. In the audience there will also be a few people who have expert knowledge of the subject of your lecture. Try to give something to everybody. It is a good idea to start the lecture with general information on the subject to 'bring everyone up to speed' and then to move gradually to more specialised and demanding material.

A word of warning, SAAFoST is a professional association. The blatant advertising of products or services is not permitted and is not well received by the members.

NB: Speakers are requested to submit a copy of their lecture, if they are prepared to make one available, to the Branch Chairman at the conclusion of the presentation.

Visual aids

We live in a world where we are bombarded with powerful visual images. One has to be a very good lecturer to keep people's attention by use of the spoken word alone. Unless you fall into this category, use of a Powerpoint presentation, 35 mm slides or overhead transparencies is recommended. A common mistake made in the preparation of these is to put too much information on the slide/transparency and to use too small a print size. As far as is possible, presenters should use a presentation program like PowerPoint for the preparation of their visuals. (For text use no more than six lines or 20 words. Try to avoid using tables, rather show data in figure form. If this is not possible, use no more than six rows of numbers. With figures, bar charts and pie diagrams are the easier to comprehend.)

There can be nothing so dull as to listen to a lecture on ice-cream or beer and not be able to try the product. However, handing products around during the lecture is unwise as it distracts the audience from the presentation. It is much better to set up a small table-top exhibition so that your audience can see and possibly taste the products after the lecture. Technical pamphlets and brochures may also be displayed or made available afterwards.

With our best wishes for a most successful lecture
The SAAFoST Branch Committee

01/06

CIRCULAR TO EDITORS AND JOURNALISTS

SAAFoST MERITORIOUS AWARDS FOR JOURNALISM

In the interests of promoting public education on food issues, particularly with respect to Food Safety, Food Additives and Food Processing, SAAFoST has established (a) Meritorious Awards for Food Science Journalism to recognise those journalists who adopt a responsible approach and whose reports are objective and scientifically correct and consequently whose work contributes to sound consumer knowledge and understanding of controversial or complex food issues.

Nominations for the following categories are invited:

1. Printed Media
2. Electronic Media

Details of the awards are attached. Additional nomination forms are available from the National Secretary. Nomination forms together with a copy/tape of the article/programme should be sent to: The National Secretary, SAAFoST, P O Box 868, FERNDALE 2160. Tel.: (011) 789-1384 Fax: (011) 789-1385. e-mail: saafost@vdw.co.za

CLOSING DATE FOR NOMINATIONS: FRIDAY 30 APRIL 2006

SCOPE

This award embraces reports or articles covering any issue related to Food Science and Technology (with the exception of purely nutritional issues) which are:

- (i) published in South African newspapers, magazines or periodicals directed at the general public or a section of the public (Trade and House Magazines are excluded),
- (ii) broadcast on South African radio or television.

Only material published or broadcast during the **calendar year** 2005 will be considered..

ENTRIES

Entries may be submitted by any journalist, author, publishing house or media department. Nominations for the award may be made by any member of SAAFoST. In cases where nominations have been made by a third party the nomination form must be countersigned by the nominee.

ADJUDICATION

The entries and nominations will be adjudicated by a panel consisting of the Association's President, the Vice-President, the President Elect and three other members appointed by the Executive Committee of the SAAFoST Council. The panel may refer the entry to an expert in the field for evaluation but such expert will not form part of the adjudication panel.

NATURE OF THE AWARD

Two Meritorious Awards will be given, one for the electronic media and one for the printed media. They will take the form of a certificate and a cash prize of R 5,000 each. A "Finders" fee of R1,000 will be awarded to each of the finders in the "published" and the "broadcast" categories. If the winning item is submitted by more than one "finder", the fee will go to the first submission received by the National Secretary. The presentation of the awards will be made annually by the President at a SAAFoST function. The travelling and accommodation expenses of recipients will be met by SAAFoST. The panel may also decide to award Certificates of Excellence to other deserving entrants. No cash prizes apply to the latter.

**The Meritorious Award for Journalism
Nomination Form for Articles and Programmes in 2005**

I hereby nominate:

Name
for the SAAFoST Meritorious Award for Journalism.

Name of Article/Programme

1. Magazine/Newspaper

Date published.Page(s)

2. Radio station/TV channel.....

Date & time broadcast

Nominated by.....

Address

Tel. Fax

E-mail:.....SAAFoST Member [yes] [no]

**A COPY/TAPE OF THE ARTICLE/PROGRAMME MUST ACCOMPANY
THIS NOMINATION FORM**

DECLARATION BY NOMINEE

I accept nomination for this award and understand that the decision of the judges is final.

Signed

Postal address

.....

Tel. FaxE-mail.....

SEND FORM (WITH COPY/TAPE) TO
The National Secretary
SAAFoST
P O Box 868
2160 FERNDALE.
Tel.: (011) 789-1384 Fax: (011) 789-1385
e-mail: saafost@vdw.co.za

THE KOEPPEN MEMORIAL SCHOLARSHIP

To honour the late Professor B H Koeppen who was Head of the Department of Food Science at the University of Stellenbosch up to his death in 1980, the Council of SAAFoST has made available one postgraduate scholarship, "THE KOEPPEN MEMORIAL SCHOLARSHIP", valued at R 25 000 per annum. Names of students registered for Masters or Doctorate degrees in the Departments of Food Science at the Universities of Stellenbosch, Pretoria, or the Free State OR the Departments of Food Technology at the Durban Institute of Technology or the Cape Peninsula University of Technology, the Tshwane University of Technology or the University of Johannesburg may be submitted by the respective Department Heads as candidates for this award. Applications must include details of the research projects being undertaken. The students must be non-working, non-sponsored and be South African citizens. (and study at a South African tertiary institution - delete). Recommendations based on academic excellence in previous degree results must reach the National Secretary by 28 February each year. Nomination forms are obtainable from the National Secretary. The Executive Committee of SAAFoST will adjudicate the final selection for the award which will be made at a meeting of the local branch of SAAFoST at a suitable function. Payment will be made to the institution towards the fees.

NOMINATION FORM

University/Institute Stamp:

To:

The National Secretary
SAAFoST, P O Box 868, FERNDALE 2160
Tel.: (011) 789-1384 Fax: (011) 789-1385
e-mail: saafost@vdw.co.za

Dear Sir,

I hereby recommend (student number) for the above Award for study in **2006** based on the **previous results** for the University/Institute

..... Department Signed (HOD)
..... Course Print (HOD)
..... Academic Year Position (HOD)
..... Grade / Mark* Fax No:..... Date:.....

Institution Banking Details:

Bank:.....
Bank Account No.....Branch No:.....Reference:.....

Award Winner Details:

Name as wanted on certificate:.....
Postal Address:,.....
Tel:.....Cell:.....Fax:.....E-mail.....
Member of SAAFoST: [Yes] [No] (Tick block)

* **PLEASE ENCLOSE SUPPORTING DOCUMENTATION, INCLUDING DETAILS OF THE RESEARCH PROJECT AND RETURN BY 28 FEBRUARY TO THE NATIONAL SECRETARY. ADDRESS ABOVE.**

THE SAAFoST STUDY GRANT

The Council of SAAFoST makes available a study grant for each of the Departments of Food Science at the Universities of Stellenbosch, Pretoria, and the Free State and the Departments of Food Technology at the Cape Peninsula University of Technology, Durban Institute of Technology the Tshwane University of Technology and the University of Johannesburg, based on performance and need, to the value of R 20, 000.00 each, for the final year of undergraduate/diplomate study. The students must be non-working, non-sponsored, South African citizens and have an undisputed record of academic distinction, e.g. over 75% in all subjects for the previous academic year. Recommendations by the Department Heads, based on such academic excellence and need, must reach the SAAFoST National Secretary by 28 February each year. Nomination forms are obtainable from the National Secretariat. The Executive Committee of SAAFoST will adjudicate the final selection for the awards. Awards will be made at a meeting of the local branch of SAAFoST at a suitable function. Payment will be made to the tertiary institution towards the fees.

NOMINATION FORM

To: The National Secretary
SAAFoST, P O Box 868, FERNDALE 2160
Tel.: (011) 789-1384 Fax: (011) 789-1385
e-mail: saafost@vdw.co.za

University/Institute Stamp:

Dear Sir,

I hereby recommend (student number) for the above Award for study in **2006** based on the **previous results** for the University/Institute

..... Department Signed (HOD)
..... Course Printed (HOD)
..... Academic Year Position (HOD)
..... Grade / Mark* Fax No:..... Date:.....

Institution Banking Details:

Bank:
Bank Account No:.....Branch No:.....Reference:

Award Winner Details:.....

Name:
Tel:.....Cell:.....Fax:.....E-mail:.....
Member of SAAFoST: [Yes] [No] (Tick block)

* **PLEASE ENCLOSE SUPPORTING DOCUMENTATION AND RETURN BY 28 FEBRUARY TO THE NATIONAL SECRETARY. ADDRESS ABOVE.**

THE SAAFoST ACADEMIC ACHIEVEMENT AWARD

The Council of SAAFoST makes available an award of a certificate and an amount of R1, 000 annually for the most deserving students at each of seven tertiary South African institutions. Awards are based on results obtained in the previous year, for a completed first degree in Food Science from the Universities of Pretoria, Stellenbosch and the Free State or a completed four semesters for a diploma in Food Technology at the Cape Peninsula University of Technology, The Durban Institute of Technology, the Tshwane University of Technology and the University of Johannesburg. Judging for the award is left to the discretion of the Department Heads of the respective institutions and is based on academic excellence. The names of the students must be submitted, by 28 February each year to the National Secretary from whom nomination forms are obtained. The certificate and prize money will be transferred to the respective branches for distribution.

NOMINATION FORM

To: The National Secretary
SAAFoST, P O Box 868, FERNDALE 2160
Tel.: (011) 789-1384 Fax: (011) 789-1385 / e-mail: saafoST@vdw.co.za

University/Institute Stamp:

Dear Sir,

I hereby recommend (student number) for the above Award for the year **2006** for the degree/diploma obtained in **2005** based on the previous examination results for the University/Institute:

..... Department Signed (HOD)
..... Course Printed (HOD)
..... Academic Year Position (HOD)
..... Grade / Mark*	Fax No..... Date:.....

Award Winner Details:

Name and Title:.....
Personal Bank account details for direct deposit:
Bank:.....Account No.....Branch No:.....
Postal Address:.....
Telephone:.....Fax:.....E-mail.....

Name as wanted on certificate:.....
Member of SAAFoST: [Yes] [No] (Tick block)

***PLEASE ENCLOSE SUPPORTING DOCUMENTATION. NOMINATION FORMS MUST BE RETURNED TO THE NATIONAL SECRETARY BY 28 FEBRUARY. ADDRESS ABOVE.**

The SAAFoST PROFESSIONAL CODE OF CONDUCT

In order to uphold the dignity, standing and reputation of their profession, members of the South African Association for Food Science and Technology (SAAFoST) are required to adhere to the following Professional Code of Conduct. They shall:

1. Have due regard to public safety, public health and well-being.
2. Act in compliance with all applicable laws and regulations.
3. Discharge their duties to their employer or client in an efficient manner and with integrity, especially when the information supplied will be used to inform the public on matters of health, nutrition and food safety.
4. Not undertake professional scientific or technological work of such a nature that their education, experience or background has not rendered them competent to perform.
5. Maintain proprietary information in confidence or obtain prior approval of the owner before disclosing such information to third parties.
6. Report all research properly and accurately.
7. Acknowledge the work and publications of others, properly and accurately.
8. Maintain objectivity when reviewing scientific work, publications or journals.
9. Treat all colleagues and co-workers with respect regardless of the individual's race, sex national origin, religion, marital status, veteran status, disability or sexual orientation.
10. Avoid conflicts of interest and if unavoidable, disclose to their client in writing, any substantial interest they may have in any company, firm or person carrying on any contracting, consulting work or manufacturing business which is, or may be, related to the work for which they are employed, as well as particulars of any royalty accruing to them from any articles or process used in, or for the purpose of, the work in respect of which they are employed.
11. Subject to rule 10, not receive either directly or indirectly, any gratuity, commission or other financial benefit in respect of any article or process used in, or for the purpose of, the work in respect of which they are employed, unless such gratuity, commission or other financial benefit has been authorised, in writing, by their employer or client.
12. Not maliciously or recklessly injure, either directly or indirectly, the professional reputation, prospects or business of any other food scientist or technologist.
13. Not knowingly attempt to supplant another food scientist or technologist in a particular engagement after a formal offer has been made to employ the latter.
14. Not advertise their professional services in a self-laudatory manner or one that will demean the profession.
15. Not misrepresent or permit misrepresentation of their own or their associates' academic or professional qualifications nor exaggerate their degree of responsibility for work of a professional nature.
16. Not, without satisfactory reason, destroy calculations or documentary or other evidence required for the verification of their work.
17. Neither personally nor through any other agency, attempt to obtain consulting work by way of touting or bribery.
18. Order their conduct in connection with scientific or technological work outside the Republic of South Africa in accordance with these rules in so far as they are not inconsistent with the law of the country concerned: provided that where there are recognised standards of professional conduct in a country outside the Republic, they shall also adhere to those standards.

CONSULTANTS TO THE FOOD INDUSTRY

SAAFoST offers a service to members and the Food Industry by maintaining a list on its Website of Professional Members of the Association who are available as Consultants to the Food Industry. As a safeguard, only SAAFoST Members who have been Professional Members for at least five years, and who are in good standing with SAAFoST, will be listed. A fee of R136.80 (VAT included) per annum will be levied to consultants who wish to feature on the list. A registration form for consultants who meet these criteria, and who wish to be listed, is reproduced below.

SAAFoST CONSULTANT REGISTRATION FORM

I wish my name to appear on the list of Consultants to the Food Industry on the SAAFoST Website. I agree to abide by the conditions set by the Council and by the decision of the Executive Committee regarding this listing. I undertake to abide by the Profession Code of Conduct of the South African Association for Food Science and Technology and also undertake to pay promptly, membership fees iro my continued Professional Membership and charges levied by the Council for the listing of Consultants on the Association's Website. I undertake to co-operate fully in an investigation by the Executive Committee should they receive a complaint in regard to my competence or conduct as a consultant and agree that their decision regarding my continued listing will be final.

NAME:.....

SAAFoST MEMBERSHIP NUMBER:

SACNASP REGISTRATION NUMBER (if applicable):

ADDRESS:

.....

..... POSTCODE:

TELEPHONE: MOBILE:

FAX: E MAIL:

HIGHEST QUALIFICATION:

AREAS OF EXPERTISE:

.....

.....

SIGNATURE: DATE:

Please attach current Curriculum Vitae and enclose R136.80 (VAT included) for the registration fee for the period 1 July to 30 June. Cheques to be issued to SAAFoST and

posted to the following address: The Membership Secretary, SAAFoST, P O Box 868, FERNDALE. 2160 .(Direct Deposits to ABSA Branch 632 005 A/C 9103 8832 33 - fax deposit slips to The National Secretary, (011) 789 1385).

1-06

www.saafost.org.za

No. 013-075 NPO

THE FOOD ADVISORY CONSUMER SERVICE (FACS)

TERMS OF REFERENCE

by Ron Timm

The objective of FACS is to provide consumers and other interested parties with information on food and nutrition issues which is both relevant and scientifically correct. FACS will largely be a Website based service administered by SAAFoST together with a consumer hotline which will be administered by the South African National Consumer Union (SANCU)

FACS will be administered by a committee appointed by the SAAFoST Council. The committee will consist of a Chairman, Treasurer, SAAFoST President, SAAFoST Executive Director, Two members from organised consumer bodies, and two other members. The Committee may co-opt additional members to the committee at its discretion. All committee members, with the exception of the consumer body members, will be professional members of SAAFoST.

The function of the committee will be to:

- Keep a register of acknowledged experts on food issues to assist with the compilation of articles (Occasional survey of SAAFoST Professional members).
- Commission the writing of articles on food and nutrition issues.
- Ensure peer review and approval by FACS committee and the SAAFoST Council before publication on the Web site (e-mail with 24 hour response deadline may be used in urgent situations). (The Chairman is authorised to speak to the media on any Food or Nutrition issue on behalf of FACS).
- Budget for expenditure, approve expenses and account to the Council for finances by means of annual audited accounts.
- Meet at least quarterly.

Articles on the website will be written primarily for consumers and the media. Each article will have:

- A header, being the FACS logo.
- A footer (FACS objective and FACS contact details with website address and hotline number)
- Year of issue or update

Articles will be reviewed by the FACS committee on a regular basis in order to keep them current (at least every three years) and updated where necessary.

Finances previously accumulated by FACS will be used exclusively for FACS work according to the approved budget and once this source of funding has been exhausted the FACS committee will submit a budget for approval by the SAAFoST Council in September of each year for an allocation from SAAFoST funds. The financial year of FACS will run from 1 January to 31 December..

FACS Web site: www.foodfacts.org.za

SAAFoST Bank Accounts and Registration Numbers

SAAFoST Bank Account: for all membership fee payments.

ABSA Bank (Cheque a/c).

Branch No: 632 005

Account No: 910 3883 233

Vat Registration No: 4740 2063 31

Non-profit organisation, number: 013-075 NPO

National Secretariat Addresses & Contact Numbers:

Van der Walt & Co (Accountants, Secretaries and Administrators)

- Postal Address: PO Box 868 Ferndale. 2160.
- Street Address: Fern Isle Building. 359 Pretoria Ave. Randburg 2194
- Tel; (011) 789 1384
- Fax; (011) 789 1385
- E-mail; saafost@vdw.co.za

Website Addresses:

SAAFoST: <http://www.saafost.org.za>

FACS: <http://www.foodfacts.org.za>

IUFoST 2010: <http://www.iufost2010.org.za/>

Branch Accounts:

Northern Branch:

First National Bank (FNB). Branch: Lyttleton, code 261 550. Account No. 545 000 44109. (Cheque a/c)

Cape Branch:

Nedbank. Branch: Maitland, code 107 309. Account No. 107 323 0899. (Cheque a/c).

KwaZulu-Natal Branch:

First National Bank (FNB) Davenport. Br Code 220 226. Account No. 50871212459. (Cheque a/c).

IUFoST::

2006:

IUFoST 13th International Congress, Nantes; Sun. 17 – Thu. 21 September 2006.

<http://www.inra.fr/iufost2006/>

2010:

The 15th International Congress, Cape Town; Sun. 22 – Fri. 27. August 2010.

<http://www.iufost2010.org.za/>