

24 May 2019

Dear Members and Colleagues,

On behalf of the IUFoST Board, the purpose of this letter is to distribute the Vacancy Announcement for the full-time position of Executive Director. As some you may know, Mr. Jon Poole, our past Executive Director, has resigned with an effective date of 13 May 2019. We thank him for his efforts and wish him success in his future endeavors. We now begin the search for a full time Executive Director, and we ask that you widely distribute the Vacancy Announcement, particularly to those qualified candidates that you may know.

As President, it is my hope that a full-time Executive Director can provide the technical and administrative support for IUFoST to operate in a more effective and efficient manner.

Yours in service to IUFoST,

**Dr. Mary K. Schmidl President**

Attachment: As stated.

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**Dr. Mary K. Schmidl (USA), President** **Dr. Dietrich Knorr (Austria), Past President** **Dr. Lucia Anelich (South Africa), President-Elect**

* **Dr. Mansel Griffiths (Canada), Treasurer** **Dr. V. Prakash (India), Scientific Council Chair**
* **Dr. Jose Aguilera Radic (Chile)** **Dr. Lilia Maria Ahrné (Denmark)** **Dr. Suzana Caetano da Silva Lannes (Brazil)**
  + **Dr. Gerald Moy (USA)** **Karl Schebesta (Austria)****Shuo Wang (China) International Science Council (ISC) Member**



**VACANCY ANNOUNCEMENT IUFoST EXECUTIVE DIRECTOR**

**Location:** Home office working with some international travel required

**Status:** Full time fixed-term, initial 6-month contract, renewable dependent on performance.

**ABOUT IUFoST**

The International Union of Food Science and Technology (IUFoST) is the global scientific organization representing over 200,000 food scientists and technologists in more than 40 countries. IUFoST organizes world food congresses, among many other activities, to stimulate the ongoing exchange of knowledge in those scientific disciplines and technologies relating to the innovation, augmentation and resilience of the global food supply. For almost 50 years, IUFoST has provided the international food science and technology community with the opportunity to exchange ideas and develop strategies to meet IUFoST's goals related to food safety, security and education. IUFoST is a full scientific member of the International Science Council (ISC) and represents the international food science and technology community to international organizations, such as the World Health Organization, the Food and Agriculture Organization, the World Bank and the Codex Alimentarius Commission.

**ROLE IN BRIEF**

The Executive Director (ED) provides leadership and administrative continuity from administration to administration of the Union. This leadership role involves day-to-day interaction with the President and ensures that the Union delivers its activities and programs in accordance with its By-Laws and its Strategic P through best practices in good governance. The ED works closely with the President, the Executive Committee and the Board of Directors and liaises with IUFoST Adhering Bodies (national food science and technology institutes and organizations) as well as other key stakeholders. The ED assists the Union in obtaining financial support from donors, such as governments and industry and coordinates the marketing and promotion of IUFoST. The ED’s priorities and objectives are determined from time to time jointly by the Executive Committee and the Board of Directors. The ED will report on activities and performance at Executive Committee and Board meetings to keep them appraised of progress against plans and budgets.

**Note:** The ED may not be elected to Office in the Union or be a voting member of the General Assembly. The ED is expected to attend Executive Committee, Board and General Assembly meetings as a resource person. The ED must act in the best interests of the Union, treating all Adhering Bodies equally.

**RESPONSIBILITIES**

**Governance:**

* Working with the President, the Executive Committee, the Board of Directors, Scientific Council, Academy Council and governance committees, ensure that the activities of IUFoST are consistent with its Articles, By-Laws and Board-approved operating policies and procedures.
* Work with Articles and Bylaws Committee to assist that committees develop changes to the Articles and Bylaws to keep those consistent with best practice and the Not-For-Profit Corporations Act of Canada and regulations of Canadian Revenue Agency.
* Monitor the work of committees, including guiding the chairs as required, and report to the President, the Executive Committee and Board any concerns identified.
* Maintains official records and documents and ensures compliance with all applicable laws and regulations.
* Jointly, with the President, the Executive Committee and the Board of Directors, writes official correspondence on behalf of the Union, and jointly, with designated officers, executes legal documents within delegated authorities, such as sponsorships, website/social media services, newsletters and financial services.

# Strategy and business planning:

* Supports the Board of Directors in developing the Strategic Plan and policies and procedures that enable IUFoST to successfully meet on its goals.
* Supports the President and the Executive Committee in implementing of the Strategic Plan and related policies and procedures as defined in the bylaws and the Board of Directors.
* Creates and manages a rolling business plan in line with the Strategic Plan which delivers IUFoST’s ongoing work as well as developing new programs of activity through the cooperation and involvement of the Union’s Adhering Bodies and other stakeholders.
* Provides information and reports for the Executive Committee and Board of Directors to monitor performance of activities and projects against the agreed plan, as necessary, for the Board to function effectively and make informed decisions.
* As needed, interacts with Regional Groups and Adhering Bodies and other entities within IUFoST, such as committees and task forces.

# Financial Management, Performance and Controls:

* Together with the Treasurer and Finance Committee, develops and maintains sound financial policies and processes.
* Together with the Treasurer, Finance Committee, Audit and Risk Committee and the Board of Directors, prepares a budget and ensures compliance with budget.
* Monitors and reports on funding to ensure the Union continues to remain financial viable to carry out its work.
* Maintains a Risk Register together with the Audit and Risk Committee notifying the Executive Committee and the Board of any undue risks.

**External Representation**

* Enhances IUFoST’s reputation by representing the Union externally in the community and by working closely with other stakeholders, such as governments, international organizations, non-governmental and donor organizations, etc.
* Is responsible for ensuring public and media relations, communication and marketing activity ensuring that the Union’s activities are communicated effectively.

**Other**

* Other responsibilities as agreed with the Board of Directors.

**Remuneration:** Fixed-term Contract at $45,000 USD per annum with health benefits

**Starting date:** Immediately

**Location:** The Executive Director be located in any country with reliable internet access and can work from home, but some travel is required.

Applicants should send the curriculum vitae to Dr. Mary K. Schmidl, President, IUFoST [mschmidl@umn.edu](mailto:mschmidl@umn.edu) For further information about IUFoST, please see the IUFoST website: [https://w](http://www.iufost.org/)ww.iuf[ost.org](http://www.iufost.org/)/