

	administrative"; "governing"; "instructional
<b>Constitution &amp; Bylaws</b>	governing
<b>Biennial Meeting/Conference Procedures</b>	governing
<b>Position Descriptions</b>	
<b>EXECUTIVE Administration Positions</b>	
Board Member	governing
Director	governing
Executive Treasurer	governing
Executive Assistant	governing
<b>LEADERSHIP Positions</b>	
Conference Chair	governing
Conference Vice Chair	governing
Immediate Past Chair	governing
<b>COUNCIL Positions</b>	
Council Chair	governing
Vice Chair	governing
Council Member	governing
Council Scribe	governing
Council Runner	governing
Parliamentarian	governing
App Liaison	governing
<b>STANDING Committee Positions</b>	
Audit Committee Chair	governing
Constitution & Bylaws Committee Chair	governing
Finance Committee Committee Chair	governing
Food Protection Manager Certification Commit	governing
Issue Committee Committee Chair	governing
Nominating Committee Chair	governing
Program Committee Chair	governing
Program Standards Committee Chair	governing
Publications Committee Chair	governing
Resolutions Committee Chair	governing
Strategic Planning Committee Chair	governing
<b>Committee Chair Handbook</b>	governing
<b>Policies</b>	
Antitrust Policy	governing
Archiving CFP Documents	governing
Audit Policy	governing
Commercialism & Comity Policy	governing
Crumbine Award Policy	governing
Late Issue Submission Policy	governing
Open Meeting Policy	governing
Record Retention Policy	governing

Travel Subsidy Policy governing  
Conference Spokesperson Policy governing  
Invoice Approval Policy governing  
Privacy Policy governing

**Helpful Templates**

CATEGORIZATION OF ALL CFP DOCUMENTS

Committee Periodic Report Instructions instructional  
Committee Periodic Report Template administrative  
Committee Final Report Instructions instructional  
Committee Final Report Template administrative  
Conference Call Documentation Form Template administrative  
Council Chair Periodic Summary Report Instructional instructional  
Council Chair Periodic Summary Report administrative  
Council Chair Final Summary Report Instructional instructional  
Council Chair Final Summary Report administrative

**Terms and Conditions of Issue Acceptance**

Issue Pre-submission Form administrative  
Late Issue submission policy governing  
Issue Preparation & Review-Process & Check list instructional

**Membership Form/Application**

administrative

**Update Contact Information Form**

administrative

**Sponsorship Application Form**

administrative

**Sustaining Supporter Application**

administrative

Constitution and Bylaws 2018 July	administrative"; "governing"; "instructional
Biennial Meeting / Conference Procedures 2019	governing
Biennial Meeting Information Manual Not posted Removed from website in 2018 pending revision	instructional
<b>Polices</b>	instructional
Antitrust Policy 2001 August	governing
Archiving CFP Documents 2014 April	governing
Audit Policy 2006 August	governing
Commercialism and Comity Policy 2017 August	governing
Crumbine Award Policy 1997 March	governing
Late Issue Submission Policy 2013 August	governing
Open Meeting Policy 2000 August	governing
Record Retention Policy 2006 August	governing
Travel Subsidy Policy 2018 April	governing
Conference Spokesperson Policy 2014 May	governing
Invoice Approval Policy 2017 August	governing
<b>Position Descriptions (PDs)</b>	
<i>Leadership Positions</i>	
Conference Chair 2018 August	instructional
Conference Vice Chair 2018 August	instructional
Immediate Past Chair PD not available	instructional
<i>Executive Administration Positions</i>	
Executive Board Member 2018 August	instructional
Executive Director 2019 April	instructional
Executive Treasurer 2016 February	instructional
Executive Assistant 2018 August	instructional
<i>Council Positions</i>	
Council Chair 2017 August	instructional
Council Vice Chair 2017 August	instructional
Council Member 2019 April	instructional
Council Scribe 2017 August	instructional
Council Runner 2017 August	instructional
Parliamentarian 2017 August	instructional
Council App Liaison 2019 April	instructional
<i>Committee Positions</i>	
Council Committee Chair / Vice Chair 2017 August	instructional
Committee Member 2005 August	instructional
<i>Standing Committee Positions</i>	
Audit Committee Chair 2005 August	instructional
Constitution & Bylaws Committee Chair 2014 August	instructional
Finance Committee Chair 2016 August	instructional
Food Protection Manager Certification Committee Chair 2015 October	instructional
Issue Chair 2017 August	instructional
Nominating Committee Chair Not dated	instructional
Program Chair 2005 August	instructional
Program Standards Committee Chair 2015 April	instructional
Publications Committee Chair PD not available	instructional
Resolutions Committee Chair 2005 August	instructional
Strategic Planning Committee Chair 2015 November	instructional
<b>COUNCIL and COMMITTEE REPORT TEMPLATES Document Date Target Review Cycle Assigned Reviewer Status</b>	
<i>Committees</i>	
Committee Final Report Instructions Not dated	administrative
Committee Final Report Template Not dated	administrative
Committee Periodic Report Instructions 2016 April	administrative
Committee Periodic Report Template 2016 April	administrative
Committee Roster and Instruction Form Template 2018 September Note: instructions do not match template	administrative
CFP Committee Conference Call Documentation Form Template 2018 April	administrative
CFP Council Committee Chair Handbook 2019 April	instructional
<i>Councils</i>	
Council Chair Periodic Summary Report Instructions 2014 May	administrative
Council Chair Periodic Summary Report 2014 May	administrative
Council Chair Final Summary Report Instructions	administrative
Council Chair Final Summary Report Instruction (form) 2018 March	administrative
<b>FORMS Document Date Target Review Cycle Assigned Reviewer Status</b>	
Membership Application 01/30/2019	administrative
Sponsorship Applications – Sustaining and Event Pending Documents currently in the development stage	administrative
Sustaining Supporter Application Not dated Revised January 2019 to update EA contact info	administrative
<b>CFP PRESENTATIONS (organizational) – PowerPoint Document Date Target Review Cycle Assigned Reviewer Status</b>	
CFP Orientation PowerPoint Not dated Location: "about the conference," "current organization"	instructional
Committee Formation PowerPoint 2014 Location: "conference administration," "standing committees"	instructional
New Board Member Orientation PowerPoint Not posted Most recent version from 2014	instructional
CFP Biennial Meeting Council Orientation PowerPoint Not posted Most recent version from 2018	instructional