Committee Formation Session - Virtual
2021

Presented by: Elizabeth A. Nutt, AFDO Retail Food Safety Director

Types of Committees

Standing Committees

Council Committees
Standing Committees

Established with Constitutional charges by CFP approval of an Issue recommendation.

Report directly to the Conference Chair and the Executive Board.

More charges can come from the Executive Board or approved Issue recommendations.

Chairs are appointed by the Conference Chair. Chairs select the members of the committee and submit a list to the Executive Board for final approval.

Current Standing Committees

1. Audit Committee
2. Constitution and By-Laws Committee
3. Issue Committee
4. Finance Committee
5. Food Protection Manager Certification Committee
6. Nominating Committee
7. Program Committee
8. Program Standards Committee
9. Resolutions Committee
10. Strategic Planning Committee
11. Publications Committee
**Council Committees**

Formed with assigned charges by CFP approval of a recommended solutions to study a specific issues and report back to the next biennial meeting.

**Examples of Previous Committees**

- Clean in Place
- Food Recovery
- Employee Food Safety Training
- Demonstration of Knowledge
- Food Recovery
- Produce Wash
- Mail Order Food Safety

**Balanced Committee Membership**

- All constituencies included with every reasonable effort to maintain balance.
- Geographic diversity promoted
- Federal Agency Consultants (non-voting)
- “At-large” committee members may participate in committee activities but are not permitted to vote on motions.
Council Committee Formation

CFP members volunteer to serve as a member and/or Chair of a committee by applying online in response to a message sent by CFP in August 2021. This message will be sent after the conclusion of the virtual Biennial Meeting.

PLEASE RESPOND PROMPTLY

Council Committee Formation

New Council Charis submit the names of proposed Council Committee Chairs to the Executive Board for review and approval.

Conference Chair makes formal appointment of committee Chairs.

Committee Chairs select the members of their committee and submit a list to the Executive Board for final approval.
Council Committee Term

A Council Committee will be disbanded when it has completed its charges and submitted a final report to the Conference UNLESS...

A Council and the Assembly of State Delegates approves an Issue recommending re-creation of the committee to work on new or continued charges until the next Biennial Meeting.

COMMITTEE PROCESS
Each one of us can make a difference. Together we make change.

Barbara Mikulski

Committee Process

Council Committees are “Working Committees”

Committees are very active during the period between Biennial Meetings. Work is conducted via:

- Video chat
- Telephone Conference Calls
- Email
- Meetings held prior to the start of the Biennial Meeting.

Only rarely will a committee meet face-to-face.
Committee Process (continued)

Notify the committee chair if you are unable to actively participate.

Committees chairs should have a structured agenda with objectives and milestones.

Only voting committee members may vote on committee issues (simple majority for passage).

Committee Process (continued)

Committee work begins immediately after its membership has been approved by the Executive Board.

Subgroups may be formed within the committee to undertake special assignments.
2018 – 2020 CFP Committees

Council I Committee
Food Recovery

Council II Committee
Allergen

2018 – 2020 CFP Committees (continued)

Council III Committees
Direct to Consumer Delivery Food Safety
Produce Wash Water
Product Assessment
COMMITTEE MEMBERS

Selection Criteria

- Member in good standing in CFP.
- Commits to being an **ACTIVE** participant in all Committee activities.
- Has employer approval and support.
- Has knowledge of committee issues/charges.
- Handles tasks competently.
- Willing to achieve consensus.
“Too busy” is a myth. People make time for the things that are really important to them.

Mandy Hale

Committee Members

Prepare for the conference calls/meetings.

- Don’t be afraid to volunteer your comments and concerns.
- Know that it’s okay to disagree
- If you don’t hear from a committee chair, it is perfectly acceptable to inquire about when the next meeting is scheduled.

“Confidence comes from being prepared.”

John Wooden
Your Commitment

Consider committee membership a “2-Year” commitment.

Active participation and production of final work products including the committee’s Final Report, Issues and supporting documents.

Complete all Work Assignments in a timely fashion.

COMMITTEE CHAIRS
Committee Chairs – Selection Criteria

- A member in good standing of CFP
- Employer approval/support
- Notify Council Chair of interest
- Identify interest when signing up

Committee Chairs

- Involve members.
- Actively listen to the members.
- Provide and agenda for meetings.
- Establish a Committee Process/Rules of Engagement.
- Delegate tasks.
- Conference call minutes. (timely, assignments, reminders between calls)
Committees Reports

Interim “Status” Reports
- Submitted for each Executive Board meeting
  - 30 days prior
  - Council chair presents

Final Report
- To Conference in the form of an Issue with a recommendation(s)
  - 75 days prior to conference
- Chair presents to appropriate Council

Helpful Hints
Members will be notified following approval of Committee rosters. This will occur in October 2021 for Committees that will report back to the 2023 Biennial Meeting.

Establish an action plan and timeline early.
- Written Road Map
“Alone, we can do so little; together, we can do so much.”

Frank Yiannas,
Deputy Commissioner for
Food Policy and Response –
New Era of Smarter Food Safety

BONUS POINTS

Committee membership enhances chances for Council membership at future Biennial Meetings due to your familiarity with the process and the Issues.
Possible Committees for 2020 - 2022

**Council I Committees**
- Joint Shellfish
- Safe Use of Re-Usable Containers
- Food Code Review in Relation to Food for Animals
- Shared Kitchens

Possible Committees for 2020 – 2022 (continued)

**Council II Committees**
- Food Defense
- Digital Food Safety
- Digital Temp Monitoring Equipment
- Food Safety Management System
- Employee Food Safety Training
**Possible Committees for 2020 – 2022 (continued)**

**Council III Committees**

- Update Guide on Beef Ground at Retail
- Intended use-STEC Hazards in Retail
- HACCP Plans for Sushi @ Retail
- Rotisserie Chicken Food Safety

**Next Steps**

CFP will email information to all CFP members after the 2020 Biennial Meeting that describes how to volunteer to serve as a member and/or Chair of a Council Committee or Standing Committee.

Incoming Council Chairs will nominate the Chair for each Council Committee formed within their Council for Executive Board approval. Council Chairs and Council Committee Chairs will then select the remaining members of the Council Committees. The Council Chairs will submit full committee rosters to the Conference Chair for final review and approval by the Executive Board.

Standing Committee Chairs will be appointed by the Conference Chair. The rosters for Standing Committees will be submitted to the Executive Board for review and approval.
2023 Biennial Meeting of CFP
Westin Galleria
Houston, TX
April 23 – 29, 2023

What questions do you have?