



Committee
Formation Session
Columbus, Ohio
2006

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Types of Committees

- ◆ Standing Committees – 6
 1. Program Committee
 2. Issue Committee
 3. Resolutions Committee
 4. Constitution and By-Laws Committee
 5. Audit Committee
 6. Food Protection Managers Training, Testing and Certification Committee

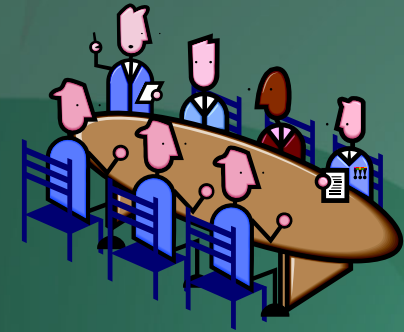
Types of Committees

◆ Council Committees

Formed as a result of a Conference action to study a specific issue and report back to the next biennial meeting.

Examples :

- Plan Review Committee
- Allergen Committee
- Inspection Form Committee



Committee Balance

- Constituencies
- Geographics
- Federal Advisors (non-voting)



Committee Formation

- New Council chairs submit committee chair name to Executive Board
- Conference Chair makes formal appointment of committee Chair
- Committee chair selects committee members and submits to board for final approval

Committee Term

Committee term is completed when final report is submitted *UNLESS*.....

Council and Assembly reauthorize continuance to continue work on the issue.

Committee Process

“Working Committees”

Committees are (very) active during the interim 2 years between conferences

- Face to Face Meetings
- Conference Calls
- Email
- Prior to conference at meeting site



Committee Process

- ◆ Notify chair if unable to actively participate
- ◆ Committee chairs should have a structured agenda with objectives and milestones
- ◆ Only committee members may vote on committee issues (simple majority for passage)



Committee Process

- ◆ Committee work begins immediately after approval unless committee is requested to report to board at next fall meeting (email ballots)
- ◆ Subgroups may be formed within the committee

Committee Reports

◆ Interim “Status” Reports

- Each Executive Board meeting (30 days prior)
(Council chair presents)



◆ Final Report

- To Council with recommendation in the form of an issue for Conference deliberation (75 days prior to conference)
- Chair presents to appropriate council

Your Commitment

- ◆ Consider as “2-Year” Commitment
- ◆ Active participation and production of final work product
 - Meetings
 - Conference Calls
 - **FEEDBACK!!**
- ◆ Complete Work Assignments



Committee

- **Work**
- **Resolution**
- **Knowledge**



Helpful Hints

- Members notified within a couple of months and begin committee work
- Establish an action plan and timeline early (written road map)

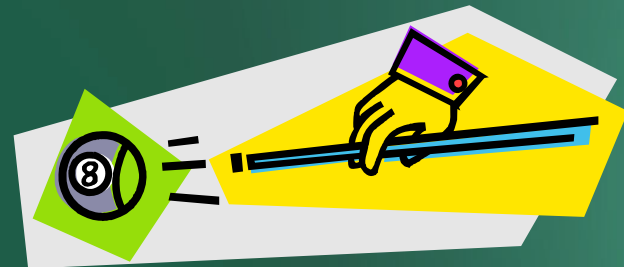


Committees Chairs

- Involve members
- Listen to the members
- Agenda
- Delegate
- Conference call minutes
 - Timely
 - Assignments
 - Reminders between calls

Committee Members

- Prepare for the conference calls/meetings
- Do not be afraid to volunteer your comments
- Okay to disagree
- Provide gentle reminders if you do not hear from Chair(s)—no activity



Bonus Points



Enhances chances for Council membership due to your familiarity with the process and the issues

(hint – sign up sheets are in the back 😊)

Questions

