



Conference for Food Protection **CONSTITUTION AND BYLAWS/PROCEDURES CHAIR**

Position Description

At the end of each Conference for Food Protection (CFP) meeting the newly elected Conference Chair appoints the Chair of the CFP Constitution and Bylaws/Procedures Committee, with the approval of the Executive Board (Board), to serve through the next biennial Conference meeting.

Responsibilities and Duties

1. Supports the objectives of CFP as stated in Article I of the *Constitution and Bylaws*.
2. Has a thorough knowledge of the CFP Governing Documents.
3. Attends CFP Executive Board meetings.
4. Reports to the Board as a standing committee chair and follows the direction of the Board.
5. Selects members of the Constitution and Bylaws/Procedures Committee from the roster of current CFP members. Committee should be comprised of at least eleven (11) members and reflect a balanced representation of the constituency of the Conference.
6. Submits a report of the Committee's activities to the Board 30 days before each spring and fall Board meeting.
7. Serves as chair of the Constitution and Bylaws / Procedures Committee and oversees conduct of Committee responsibilities, including:
 - a. Submission to the Board any Committee recommendations to improve CFP administrative functions through proposals to amend the CFP governing documents.
 - b. Review of proposed memoranda of understanding or other draft documents being considered by the Board to ensure consistency with other CFP memoranda of understanding, the CFP governing documents, and other working documents.
 - c. Preparation, submission, and presentation at the biennial meeting, of Issues for Council II deliberations that contain the Board's recommendations to amend the CFP governing documents.
 - d. Presents a training session at the beginning of the biennial meeting to inform the participants about the workings of CFP, the CFP governing documents *and* other CFP working documents.
 - e. Reviews draft Bylaws proposed by other CFP Committees for consistency and uniformity with the CFP governing documents.
 - f. Keeps current the CFP governing documents reflect recommendations duly adopted by the CFP and submit official copies to the Executive Director for electronic

storage and duplication as needed.

- g. Edits other master documents of the CFP.
8. Prior to each biennial meeting, reviews all Issues related to CFP governance to ensure recommended language is consistent and uniform and does not conflict with existing CFP documents; any suggested edits shall be submitted in writing to the Board, and to the Council Chair and Council Vice Chair for presentation during the Council deliberation.

Selection Criteria

1. A member in good standing of CFP.
2. Commits to serving two (2) years as Chair of this Standing Committee and have the approval and support of employer.