



# *Conference for Food Protection Program Standards Committee Chair Position Description*

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

## **Responsibilities and Duties**

- Supports the objectives of CFP as stated in Article I of the *Constitution and Bylaws*.
- Has a thorough knowledge of the Voluntary National Retail Food Regulatory Program Standards as administered by the FDA.
- Reports to the Board as a standing committee chair and follows the direction of the Board.
- Selects members of the Program Standards Committee from the roster of current CFP members. Unless otherwise defined by the Board, the Committee size and constituency will be established as stated in Article XV, Section 9 of the *Constitution and Bylaws*.
- Schedules committee work and meetings, delegates assignments to committee members, strives to achieve consensus in committee deliberations, and ensures completion of assigned charges.
- Submits a report of the Committee's activities to the Board no less than 30 days before each spring and fall Board meeting. Any changes to the Committee roster following Board approval shall be submitted to the Board for its consideration and approval.
- Submits the Committee's final report and issue(s) for the biennial CFP meeting in accordance with CFP procedures.

## Selection Criteria:

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