



Conference for Food Protection

COMMITTEE CHAIR

Position Description

At the end of the biennial Conference for Food Protection (CFP) meeting, the new Council Chair and Vice Chair nominate Chairs for their respective Committees who will be formally appointed by the Conference Chair and approved by the CFP Executive Board (Board).

Responsibilities and Duties

- Supports the objectives of CFP as stated in Article I of the *Constitution and Bylaws*.
- Has a working knowledge of Robert's Rules of Order/Parliamentary Procedure.
- Manages a Committee that serves from appointment until replaced or until the committee's charge(s) is completed.
- Selects the Committee Members with the assistance of the Council Chair and Council Vice Chair, ensuring that the membership is balanced among regulatory, industry, academia and consumers. Submits the recommended membership list to the Council Chair who forwards it to the Executive Director for distribution to the Board for review and approval by the August (Fall) Board meeting following the biennial CFP meeting.
- Notifies committee applicants of their appointment status and apprises committee members of their responsibilities.
- Assists the Council Chair and Council Vice Chair in identifying qualified Committee members for Council positions from the list of Council applicants.
- Oversees conduct of Committee responsibilities, including:
 - Determines whether the Committee needs to have written Committee Bylaws and develops them for review by the Constitution and Bylaws Committee; the Committee Chair then submits the reviewed Bylaws to the Council Chair for presentation to the Board for approval.
 - Copies Council Chair and Council Vice Chair on all communications sent to Committee members.
 - Follows the guidelines for Committees written in the *Conference Procedures*, Section VIII.
 - Schedules committee work, conference calls and meetings, delegates assignments to the committee members and ensures committee work is completed on time.

- Contacts the CFP Executive Director for information and required forms to be completed for Executive Board approval of CFP funds that are available to assist a Committee in conducting its business.
- Completes reports on a timely basis as requested by the Council Chair at least 30 days before each Board meeting (held in April and August).
- Writes Issue(s) and a final Committee Report with the assistance of the committee members as requested by the Council Chair.

Selection Criteria

- A member in good standing of CFP.
- Commits to serving as Committee Chair and have the approval and support of their employer.