



Conference for Food Protection **CONFERENCE CHAIR**

Position Description

At the end of each Conference for Food Protection (CFP) biennial meeting, the newly constituted Executive Board (Board) elects a Conference Chair for the next biennial meeting. The term of office is two (2) years, is effective at the conclusion of the biennial meeting at which elected, and continues through the next biennial Conference meeting. The Conference Chair is selected from regulatory members of the Board.

Responsibilities and Duties

- Supports the objectives of CFP as stated in Article I of the *Constitution and Bylaws*.
- Has thorough knowledge of all CFP governing documents.
- Commits to maintaining all obligations of a member of the Board while assuming significant additional duties as Conference Chair.
- Conducts all assigned duties as outlined in the *Constitution and Bylaws* and *Conference Procedures*.
- Conducts the following duties relating to Councils and Assembly of State Delegates:
 - Presides at all meetings of the Assembly of State Delegates, except as provided in Article VII, Section 1 of the *Constitution and Bylaws*.
 - **A Conference Chair who is a state regulator shall arrange for a proxy to represent his/her agency at the Assembly meeting. If a proxy is not available, the Conference Chair shall vote only in case of a tie.**
 - Appoints the members of each Council with the advice of the Council Chair and the approval of the Board by the fall meeting prior to the next biennial Conference meeting.
 - Ensures that all Councils and Committees have a balance in representation as required by the *Constitution and Bylaws* or *Conference Procedures* or as appropriate to the Issue or subject under consideration.
 - Ensures that the Conference Vice-Chair is working with Council Chairs to see that Committee periodic reports are submitted as required for each Board meeting and that final reports and Issues are written and submitted by established deadlines.
 - Participates in the Council Member Orientation session and, along with the Parliamentarian, conducts the orientation session for the State Delegates.
 - Appoints, with Board approval, Council Chairs and Council Vice-Chairs during the biennial meeting.
 - Appoints, with Board approval, Council Committee Chairs and members of Council committees no later than the fall Board meeting following the biennial meeting.

- Conducts the following duties relating to the biennial meeting:
 - Assists the Executive Director in arranging Conference meetings.
 - Selects Parliamentarian(s) for the biennial meeting.
 - Convenes the Executive Board sessions at the meeting
 - Convenes the Assembly of State Delegates
 - Presides at the Opening Session

- Selects the Chair and Vice-Chair of Standing Committees and informs the Board of the appointments prior to the Fall Board meeting following the biennial meeting:

- Conducts the following duties as Conference Chair:
 - Assists the new Conference Chair in compiling the final Conference recommendations for the FDA and USDA and submits letters to the appropriate agency outlining these recommendations within forty five (45) days of the conclusion of the biennial meeting.
 - Meets with the leadership of the FDA, USDA, CDC and other national organizations.
 - Upon request, represents CFP at national meetings.
 - The Conference Chair is the de facto lead spokesperson representing the organization in all official communications. The Chair may delegate this responsibility to the Conference for Food Protection staff, a member of the Executive Board, Council Chair, Council Vice-Chair, or Committee.

- Conducts the following activities relating to the Board:
 - Works closely with the Executive Director to maintain an open line of communication with Board members through phone calls, mail and email including copies of pertinent correspondence.
 - Assists the Executive Director with developing the agenda for each Board meeting at least sixty (60) days prior to the meeting.
 - Presides at Board meetings.
 - Monitors the activities of and requests written progress and final reports are submitted by Council and standing committees thirty (30) days prior to each Board meeting.
 - Schedules time at each Board meeting for Council Chairs and standing committee Chairs to discuss the progress of their respective committees and present written reports of committee activities to the members of the Board.
 - Calls special meetings of the Board with 2/3 approval of the Board.
 - Fills vacancies created by resignation from the Board by appointing a replacement that represents the same constituency, subject to Board approval.

Selection Criteria

- A member in good standing of CFP.

- A member of the Board and have at least two (2) years remaining on the term of elected representation.

- Maintains a position with a regulatory agency such that constituency representation is appropriate.

- Commits to serving two (2) years as Conference Chair and have the approval and support of their

employer.

- Have a working knowledge of Roberts Rules of Order.