



Conference for Food Protection

CONFERENCE VICE CHAIR

Position Description

At the end of the biennial Conference for Food Protection (CFP) meeting, the newly elected Executive Board (Board) elects a Conference Vice 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 meeting. The Conference Vice Chair is selected from industry members of the Board. The Conference Vice Chair does not move into the Conference Chair position as that role is reserved for a regulatory member of the Board.

Responsibilities and Duties

- Supports the objectives of CFP as stated in Article I of the *Constitution and Bylaws*.
- Has a thorough knowledge of the CFP governing documents.
- Commits to meeting all obligations of a Board member while assuming any duties delegated by the Conference Chair or Executive Director.
- Assists the Conference Chair and Executive Director with managing the affairs of the Conference.
- Performs the duties of the Conference Chair on a short term basis in the event that the Conference Chair is unable to fulfill the required duties.
- Performs, when acting as Conference Chair, all the necessary duties for the Conference Chair as outlined in Article VI of the *Constitution and Bylaws*.
- Works closely with the audit and finance committee by serving as a non-voting member of both committees.
- Acts as Conference Whip by:
 - Assisting Council Chairs with Committee selection and timely reporting of Committee activities;
 - Working closely with Council Chairs on the disposition of Issues assigned to them as outlined in Article XI, Section 6 of the *Constitution and Bylaws*.
 - Working with and monitoring the Caucus Meetings
 - Working with the Executive Director to discover the facts of any situation between the board and/or membership and assist in reporting back to the Chair.

- Assures progress reports are written and submitted in a timely manner to the Council Chair so a Council summary report can be written and submitted it to the Conference Chair and Executive Director at least 30 days prior to each Board meeting.
- Ensures final Council and Standing Committee report(s) are written and Issue(s) are submitted by established deadlines. Reviews Issues, Final Reports and other documents submitted by Standing Committees.
- Monitors the activities of the Standing Committees and with the Chair, requests that written reports be submitted for distribution thirty (30) days prior to each Board meeting.
- Attends Council member orientation session during the biennial Conference meeting.

Selection Criteria

- Be a member in good standing of CFP.
- Be a member in good standing of the Board and have at least two (2) years remaining on the term of elected representation.
- Maintains a position with industry such that constituency representation is appropriate.
- Commits to serving two (2) years as Vice Chair and have the approval and support of their employer.
- Have a working knowledge of Roberts Rules of Order