



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

Position Description

At the end of each biennial 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

- Supports the objectives of CFP as stated in Article I of the *Constitution and Bylaws*.
- Has a thorough knowledge of the *Constitution and Bylaws*, *Conference Procedures*, and *Biennial Meeting Information Manual*.
- Attends CFP Executive Board meetings.
- Reports to the Board as a standing committee and follows the direction of the Board.
- Selects members of the Constitution and Bylaws/Procedures Committee* from the roster of current CFP members.
- Submits a report of the Committee's activities to the Board 30 days before each semi-annual Board meeting.
- Oversees conduct of Committee responsibilities, including:
 - Submission to the Board of Committee recommendations to improve CFP administrative functions through proposals to amend the CFP *Constitution and Bylaws and/or Conference Procedures*.
 - 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 *Conference Procedures*, *Constitution and Bylaws*, and other working documents.
 - Preparation, submission, and presentation at the biennial meeting, of Issues for Council II deliberations that contain the Board's recommendations to amend the *Constitution and Bylaws and/or Conference Procedures*.

-Presents a training session at the beginning of the biennial meeting to inform the participants about the workings of CFP, the *Constitution and Bylaws*, *Conference Procedures*, *Biennial Meeting Information Manual* and other CFP working documents.

-Reviews draft Bylaws from other CFP Committee Chairs for consistency and uniformity with the *Constitution and Bylaws*, and the *Conference Procedures*.

- Keeps current the *Constitution and Bylaws and Conference Procedures* to reflect recommendations duly adopted by the CFP and submit official copies to the Executive Director for electronic storage and duplication as needed.

-Edits other master documents of the CFP, including the *Biennial Meeting Information Manual*.

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 employer.

*Note: The committee should have at least eleven (11) members: a Chair, a Vice Chair, two (2) members from state regulatory agencies, two (2) from local regulatory agencies, two (2) from the industry, one (1) from an academic institution, one (1) from a consumer organization, and one (1) from a federal agency.