



# *Conference for Food Protection*

## *COUNCIL APP LIAISON*

### *Position Description*

A Council App Liaison is responsible for keeping Biennial Meeting attendees up to date on the status of Issues assigned to a Council by disseminating information via the mobile app. An App Liaison is not a member of the Council and may not participate in the discussion or voting.

#### **Responsibilities and Duties**

- Attends the training session for Runners/Scribes and Council Member Orientation prior to the start of Council sessions.
- Attends all sessions of assigned Council; needs to be on time and creates minimal disruption for the Council when performing their duties.
- Checks in with the Council Chair and/or Vice Chair at the start of each session to see if there are any special instructions.
- Takes direction only from the Council Chair/Vice Chair or Executive Director.
- Follows instructions given by the Executive Board and/or Executive Director related to mobile app use and information dissemination.
- Listens to the Council deliberations in order to know the status of an Issue and conveys information about when the Issue is opened; tabled; accepted as submitted or amended; or rejected to Biennial Meeting attendees via the mobile app.

#### **Selection Criteria**

- Has the approval and support of their employer.
- Should have basic knowledge of food safety/regulatory issues.
- Must be proficient with operation of a laptop computer, be able to type and spell, and have an excellent working knowledge of Microsoft Word and "Track Changes."
- Must be familiar with Twitter, popular social media platforms and mobile app functionality and related use/troubleshooting.
- Must be able to handle tasks competently when working under pressure.
- Must be familiar with round-table discussions and taking meeting minutes on a laptop computer.