



Conference for Food Protection

COUNCIL CHAIR

Position Description

At the end of the Conference for Food Protection (CFP) biennial meeting, each Council Vice Chair assumes the position of Council Chair subject to Conference Chair appointment and Executive Board (Board) approval. The Council Chair ensures the Council responsibilities are carried out during the two years between biennial meetings and manages the Council deliberations during the biennial meeting.

Responsibilities and Duties

1. Supports the objectives of CFP as stated in Article I of the *Constitution and Bylaws*.
2. Has a thorough knowledge of the CFP governing documents.
3. Has a working knowledge of *Robert's Rules of Order* and parliamentary procedure.
4. Attends all CFP Board meetings.
5. Mentors the Council Vice Chair in the execution of all duties assigned to the Council Chair.
6. Directs the formation and functioning of committees assigned to the Council:
 - a. Receives committee sign-up sheets following the biennial meeting.
 - b. Selects Committee Chairs within sixty (60) days of the biennial meeting and submits their names to the Conference Chair for Board approval.
 - c. Assists Committee Chairs in the selection of committee members, ensuring that the committee membership reflects a balanced representation of the constituency of the Conference as stated in Article XV, Section 10 of the *Constitution and Bylaws*.
 - d. Submits the committee membership list(s) to the Board for approval no later than the fall Board meeting following the biennial meeting. Any changes to a committee's membership roster following Board approval shall be submitted to the Board for its consideration and approval.
 - e. Ensures committee work plans and reports are submitted to the Conference Chair and Executive Director at least thirty (30) days prior to each spring and fall Board meeting.
7. Monitors the activities of assigned Council Committees and provides direction, as needed, to ensure that charges from the biennial meeting are managed effectively and efficiently to meet the deadlines established by the Conference.
8. Prepares a written Council summary report on the status of assigned charges and committee activities and submits the report to the Conference Chair and Executive Director at least thirty (30) days prior to each spring and fall Board meeting.
9. Serves as a member of the Issue Committee.
10. Works with the Issue Chair(s) to ensure that draft final committee reports and Issues are submitted for a preliminary review and are finalized for online submission at least ninety (90) days in advance of the biennial CFP meeting as required in the Constitution and

Bylaws.

11. Conducts a preliminary review of final committee reports, draft Issues, and all work submitted as Issue attachments to ensure clarity, understanding, and completeness; provides feedback to Committee Chairs and assistance in final document preparation.
12. Works with the Council Vice Chair and Issue Chair(s) to ensure that finalized Issues assigned to their Council are numbered according to the CFP governing documents.
13. Establishes Council membership as set forth in Article IX of the *Constitution and Bylaws*:
 - a. Reviews Council applications as submitted during the summer preceding the biennial meeting.
 - b. Selects Council members ensuring balanced representation as described in Article IX and the Appendix of the *Constitution and Bylaws*
 - c. Provides the names of nominated Council members and alternates for appointment by the Conference Chair and approval by the Board at the fall Board meeting prior to the next biennial meeting.
 - d. Maintains communication with Council members prior to the biennial meeting and ensures pre-registration to confirm ability to serve on the Council.
14. At the biennial meeting:
 - a. Ensures conformance with the Conference governing documents, including but not limited to, Article XI of the *Constitution and Bylaws* and Sections V and VII of the *Biennial Meeting/Conference Procedures*; and policy and guidance documents approved by the Board.
 - b. Attends Council Member and Scribe/Runner orientation sessions during the biennial meeting.
 - c. Facilitates the deliberation of Issues assigned to the Council as a consensus building process.
 - d. Devotes the time necessary at the close of each Council session to ensure final Issue recommended solutions (and any Issue content document modified by Council) are transcribed as intended by the Council, proofread, and transferred as required.
 - e. Votes on Council Issues only in the event of a tie.
 - f. Assigns the Council Vice Chair to supervise the activities of the Council Scribe and Runner.
 - g. Monitors status of all Council Issue recommendations and ensures they are properly recorded and that the electronic copy is delivered to the designated location at each break and when deliberation ends each day.
 - h. Ensures that any reassigned Issue, supporting documentation, and rationale for reassignment is communicated to the new Council.
 - i. Works with Issue Chair(s) and Scribe Supervisor to conduct a final review and editing of all Council Issues recommendations to ensure clarity and understanding, and to verify approved format.
 - j. Gives final approval of each Council Issue recommendation prior to publication or web posting.
 - k. Prepares the Council Report for presentation to the Assembly of State Delegates as described in Section VII of the *Biennial Meeting/Conference Procedures*.
14. Consults with the incoming Council Chair to determine suitable Council Vice Chair candidates for recommendation, subject to Board review and approval and Conference Chair appointment.
15. Assists incoming Conference Chair in the preparation of the final Conference

recommendations pursuant to Section IX, *Biennial Meeting/Conference Procedures*.

Selection Criteria

1. A member in good standing of CFP.
2. Commits to serving two (2) years as Council Chair and has the approval and support of their employer.

In order to maintain their neutrality during Council deliberations, the following rules of conduct shall apply to the Council Chair during the biennial conference:

1. Outside the Council deliberations, the Chair shall refrain from publicly voicing a personal opinion on an Issue that is before the Council in such a manner or extent that it may call into question his or her ability to remain neutral when the Issue ultimately reaches the Council floor.
2. May answer questions related to a specific Issue during Council deliberations if the intent of the response is to objectively educate or clarify the Council, presenter or person approved to address the Council
3. May offer personal opinions in the following situations:
 - a. Outside of council deliberations, including constituency consensus meetings and caucuses, with the clarification that one is offering a personal opinion and not speaking as the Council Chair.
 - b. During Council deliberations, only when one's position as Chair has been clearly relinquished to someone else (per Robert's Rules of Order Newly Revised).