



# *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**

- 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*.
- Has a working knowledge of *Robert's Rules of Order/Parliamentary Procedure*.
- Attends all CFP Board meetings.
- Supervises and trains the Council Vice Chair in the execution of all duties assigned to the Council Chair.
- Supervises the formation and functioning of committees assigned to the Council:
  - Receives committee sign-up sheets at the close of the biennial meeting.
  - Selects Committee Chairs within sixty (60) days of the biennial meeting and submits their names to the Conference Chair for Board approval.
  - Assists Committee Chairs in the selection of committee members, ensures that the committee membership is representative of CFP, and submits the membership list to the Board for approval no later than the fall Board meeting following the biennial meeting.
  - Supervises the activities of all committees assigned to the Council to ensure that the assignments of the biennial meeting are being handled in a timely fashion.
  - Assures committee reports are submitted in a timely manner so a Council summary report can be written and submitted it to the Conference Chair and Executive Director at least thirty (30) days prior to each Board meeting.
  - Ensures final committee report(s) and Issue(s) are completed and submitted to the Issues Chair no later than the Issue submission deadline, seventy-five (75) days prior to the biennial meeting.

- Ensures that the Issues assigned to the Council are handled during the two years between Conferences.
- Prepares a written Council summary report on the status of assigned Issues and committee activities and submits the report to the Conference Chair and Executive Director at least thirty (30) days prior to each Board meeting.
- Establishes Council membership as set forth in Article IX of the *Constitution and Bylaws*:
  - Reviews Council applications as submitted during the summer preceding the biennial meeting.
  - Selects Council members ensuring balanced representation as described in Article IX and the Appendix of the *Constitution and Bylaws*
  - 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.
  - Notifies all Council applicants of their appointment status.
  - Maintains communication with Council members prior to the biennial meeting and ensures pre-registration to confirm ability to serve on the Council.
- Attends Council member orientation session during the biennial meeting.
- Manages the Council deliberation process as described in Article XI of the *Constitution and Bylaws* and Section V of the *Conference Procedures*:
  - During Council deliberations votes on Issues only in the event of a tie.
  - Assigns the Council Vice Chair to supervise the activities of the Council Scribe and Runner.
  - Verifies that all Issues are properly recorded at the end of each day of Council deliberations and that the electronic copy of Issues is delivered to the Executive Director.
  - Prepares the Council Summary Report at the conclusion of Council deliberations for presentation to the Assembly of State Delegates as described in Section VII of the *Conference Procedures*.
- 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.
- Assists incoming Conference Chair in the preparation of the final Conference recommendations pursuant to Section IX, *Conference Procedures*.

## **Selection Criteria**

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