



Conference for Food Protection

COUNCIL RUNNER

Position Description

A Council Runner provides all Conference for Food Protection (CFP) attendees with important and timely communication on the disposition of each Issue being deliberated by each Council at the biennial meeting. A Runner 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 be prepared to stay after the normal scheduled Council session is completed.
- Checks in with the Council Chair and/or Vice Chair at the start of each session to see if there are any special instructions.
- Notifies the Executive Director, Local Arrangements Chair or other designated person if there are any needs in the Council room, such as microphone problems, room temperature, chairs, water, trash pickup, etc.
- Takes direction only from the Council Chair or Council Vice Chair.
- Listens to the Council deliberations as they take place in order to know the status of an Issue at any point in time.
- Updates the Council Issues Communication Board located outside the Council meeting room by posting the Council's recommendation as instructed by the Council Chair or Council Vice Chair.
- Transfers an Issue, as requested by the Council Chair, which has been referred from one Council to another Council.

Selection Criteria

- Have the approval and support of their employer to attend the Scriber/Runner Orientation and New Member Orientation and all Council sessions.