



Conference for Food Protection

COUNCIL SCRIBE

Position Description

A Council Scribe is responsible for ensuring that the work of the Council at the biennial meeting is accurately recorded as directed by the Council Chair, Council Vice Chair or Scribe Supervisor. A Scribe 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 prepared to stay after the 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.
- Takes direction only from the Council Chair or Council Vice Chair.
- Listens to the Council deliberations in order to know the status of an Issue at any point in time.
- Loads the Issues onto the computer hard drive prior to the start of Council sessions.
- Adjusts the projected image to the largest percent allowable to fit the screen with sufficient text presented to facilitate viewing. Assists Council Chair and Council Vice Chair in reading Issues.
- Proofs each completed Issue at the end of the day with the Council Chair and/or Vice Chair to ensure accuracy.
- Saves work at the completion of each Issue deliberation.
- Saves the Issues on an appropriate back up format for the Council Chair after the work has been completed at the end of the day's Council session. Makes a second copy of the saved Issues on an appropriate back up format and gives it to the Conference office for safekeeping.

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 able to handle tasks competently when working under pressure.
- Must be familiar with round-table discussions and taking meeting minutes on a laptop computer.