



Conference for Food Protection

COUNCIL VICE CHAIR

Position Description

At the end of the Conference for Food Protection (CFP) biennial meeting the newly elected Conference Chair, with approval by the Executive Board (Board), appoints the Council Vice Chair. The Council Vice Chair assists the Council Chair in carrying out the Council's assigned charges throughout the two years between biennial meetings as well as during Council deliberations at 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 CFP Board meetings.
- Assumes the duties of the Council Chair in the event the Council Chair is unable to fulfill required duties during the two (2) year term until a new Council Chair of the same constituency is appointed by the Board.
- Assists the Council Chair in selecting Committee Chairs.
- Works with the Council Chair and Committee Chairs as they select Committee members.
- Assists the Council Chair in ensuring that Committees are actively working on their assignments:
 - Committee assignments are being deliberated through face-to-face meetings or conference calls.
 - Committee membership is current and constituency balance is maintained.
 - Committee reports are written and submitted to the Council Chair at least thirty (30) days prior to the Board meeting.
 - Ensures that final committee reports and Issue(s) are completed and submitted to the Issues Chair seventy-five (75) days prior to the biennial meeting.
- Works with the Council Chair and Committee Chairs to nominate Council members and alternates, as set forth in Article IX of the *Constitution and Bylaws*, from persons who have submitted applications to the Executive Director during the summer preceding the biennial meeting.
- Assists the Council Chair during the deliberation of the Issues assigned to the Council.

- During Council deliberations, in the absence of the Council Chair, votes on Council Issues only in the event of a tie.
- Attends the Scribe/Runner Orientation and supervises the activities of the Council Scribe and Runner.
- Attends the Council member orientation session during the biennial meeting.
- Assists the Council Chair in verifying 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.
- Assists the Council Chair in preparing the Council Report for presentation to the Assembly of State Delegates.
- Consults with the outgoing Council Chair to determine suitable Vice Chair candidates and makes a recommendation to the Conference Chair subject to Board review and approval.

Selection Criteria

- A member in good standing of CFP.
- Commits to serving through two (2) biennial Conference meetings, i.e. two (2) years as Council Vice Chair and two (2) years as Council Chair; and have the approval and support of their employer.