



# *Conference for Food Protection*

## *EXECUTIVE DIRECTOR*

### *Position Description*

The Executive Director (Director), along with the Conference Chair (Chair) and the Executive Board (Board), is responsible for conducting the ongoing administrative business of the Conference for Food Protection (CFP) as well as the planning and execution of the biennial meeting as outlined in the *Constitution and Bylaws*. The Director is an independent contractor subject to the terms of the prevailing service agreement.

#### **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*.
- Reports to and is an ex officio member of the Board.
- Has a working knowledge of Robert's Rules of Order and parliamentary procedure.
- Maintains the CFP office, all official documents, correspondence, files, supplies, and historical material.
- Provides administrative support to the Board:
  - Hotel and meeting room arrangements for Board meetings
  - Develops an agenda with the Chair at least sixty (60) days prior to each Board meeting
  - Assists with execution of the Board meeting
  - Conducts E-balloting
  - Apprises Board of important communications and ongoing developments
  - Records Board policies
  - Presents Director Report to Board
- Delegates to and supervises work of the Executive Assistant.
- Assists the Executive Assistant with maintenance of CFP website.
- Assists the Executive Assistant with maintenance of CFP database.

- Provides administrative assistance to Council/Committee Chairs.
- Monitors the activities of the Standing Committees and with the Chair, requests that written reports be submitted for distribution thirty (30) days prior to each Board meeting.
- Distributes Council Chair summary reports of committee activities to Board thirty (30) days prior to each Board meeting.
- Provides administrative support for the Council formation process.
- Facilitates the Committee formation process.
- Receives, redirects, and/or responds to all inquiries and communications.
- Primary responsibility for site selection of CFP biennial meeting four (4) years in advance:
  - Works with local arrangements host and CVB to visit prospective hotel sites.
  - Analyzes hotel ability to meet Conference needs.
  - Receives and summarizes hotel bids; reviews contract financial elements with Treasurer.
  - Presents recommendation to Board for review and approval.
  - Examines contract provisions and signs contract.
- Responsibilities prior to the biennial meeting:
  - In cooperation with Treasurer, prepares biennial meeting budget; sets registration fees one (1) year in advance; submits for Board approval.
  - Specifies all hotel responsibilities regarding meeting room space, setup, AV, and food and beverage. Reviews and approves hotel banquet event orders.
  - Assists Chair with invitation, food and beverage for Chair reception.
  - Arranges for professional copy service for all biennial meeting copy needs.
  - Revises Local Arrangements Planning Guide and works with Local Arrangements host to plan and execute the CFP biennial meeting.
  - Ensures appropriate public notice of the biennial meeting.
  - Coordinates with Program and Issue Chairs to develop registration materials; print and mail, as mandated, at least one hundred fifty (150) days prior to biennial meeting.
  - Conducts mailing to States regarding designation of Voting Delegates, as mandated, at least one hundred fifty (150) days prior to biennial meeting; outreach and follow-up.
  - Receives assigned Issues from Issue Chair and makes Issues available to all CFP registrants, Council members and Voting Delegates, as mandated, at least forty (40) days prior to the biennial meeting.
  - Arranges for court reporter.

- Assists Council Chairs with Parliamentarian, Scribe, Runner recruitment and filling Council member vacancies.
  - Oversees Program Chair in relation to Workshop, Reports and Updates, and Opening Session Agency Reports.
  - Develops and prints biennial meeting Program Book.
  - Arranges for duplication and/or shipment of all master copies and materials needed for attendees.
- Responsibilities during the biennial meeting:
    - Holds a pre-Conference meeting with hotel and local arrangements core group.
    - Ensures that pre-arranged hotel goods and services are satisfactorily performed.
    - Acts as on-site liaison between hotel and CFP attendees.
    - Ensures timely turnaround of Issue recommendations by professional copy service. Oversees distribution to delegates and attendees.
    - Identifies Board term expiration schedule and coordinates election caucuses.
    - Prepares agendas, in conjunction with Chair, for each on-site Board meeting.
    - Oversees posting of Issue status sheets; Issue movement between Councils;
    - Oversees preparation of all table tents; placement for Delegates.
    - With the local arrangements committee extends hospitality and information to CFP attendees.
    - Provides Council Chairs with pre-formatted electronic storage media; ensures their collection and safety at the conclusion of each Council session.
    - Addresses all ad hoc needs.
    - Prepares and distributes Delegate roster; conducts roll call of States and tabulates votes during Assembly.
    - Presents Director Report to Assembly.
    - Supervises set-up and function of court reporter during Assembly session.
  - Responsibilities after the biennial meeting:
    - Arranges for return shipment of all CFP materials to office.
    - Holds hotel Post-Conference meeting.
    - Reviews, make corrections and gives final approval to court reporter transcript.
    - Prepares and distributes new Board roster.
    - Supervises Executive Assistant to ensure final Issue recommendations are posted on website, all acknowledgement letters are written, Resolutions of Appreciation and Council member certificates distributed.
    - Assists the Executive Assistant with compilation and distribution of biennial meeting Proceedings.
    - Provides a biennial meeting summary at the fall Board meeting following the biennial meeting.

### **Selection Criteria**

- A member in good standing of CFP.

- Has a thorough working knowledge of the goals, structure and process of the Conference.
- Be a professional, forward-thinking emissary, dedicated to the collaborative process and to organizational growth and enhancement.
- Possesses sound judgment, balance, integrity and objectivity.
- Possesses good organization and planning skills.
- Possesses good computer skills; proficient in the use of Microsoft WORD
- Be able to assess and meet the needs of the Conference membership.
- Has the ability to communicate well, both in written and oral form.
- Commits to serving a minimum of two (2) years; ensures no conflict of interest prevails; abides by the terms of the service agreement.