



Conference for Food Protection

EXECUTIVE ASSISTANT

Position Description

The Executive Assistant (Assistant) works with the Executive Director (Director) to administer the day-to-day business of the Conference for Food Protection (CFP). The Assistant is an independent contractor hired on a part-time basis and is 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*, *Biennial Meeting/Conference Procedures*, and *Biennial Meeting Information Manual*.
- Reports to the Director.
- Manages the information on the CFP website with the assistance of the Director and a professional webmaster.
- Posts all Committee and Board related documents to the Website and other materials as requested by Board members and Council and Committee Chairs.
- Maintains the CFP membership database; creates reports and rosters, and develops mailing lists.
- Receives funds for membership dues, sponsorships, etc. when not submitted through online 3rd party registration program.
- Works with online 3rd party registration program to create online membership, sponsorship, and biennial meeting registration system. Ensures that all content, pricing, confirmation receipts, and member contact information is functioning and, as appropriate, transferred to the CFP Membership Database.
- Conducts banking activities related to receipt of registration, sponsorship, and membership funds paid by check.
- Manages all communication with sponsors after notification from Sponsorship Chair.
- Assists the Director with development of a Standard Operating Procedures Manual to include Position Descriptions, Board policies and other documents and is responsible for posting them on the website.
- Maintains the electronic version of governing documents, including but not limited to the *Constitution and Bylaws*, *Biennial Meeting/Conference Procedures*, *Biennial Meeting Information Manual*, and policies. This includes updating all documents with changes approved at each biennial meeting, incorporating any changes approved by the Executive Board, and posting each revision on the CFP website.

- Receives from Director all Board Meeting materials, including committee rosters and reports; ensures meeting related documents are appropriately posted to the CFP website after each Board meeting.
- Records, transcribes, and distributes Executive Board meeting minutes.
- Responds to general E-mail inquiries received through the CFP website and as assigned by the Director. Forwards emails to appropriate destination for responses (Director, Treasurer, FPMCC Chair, etc.).
- Writes and distributes routine reminder E-mails for Board meeting announcements, Council/Committee formation memos, and Council/Committee report solicitations.
- Assists the Director with the Delegate process.
- Assists the Director with preparation for the biennial meeting, including:
 - prepare correspondence for council members, alternates, and individuals not selected to serve on a council
 - develop and maintain written protocol for scribes and runners
 - prepare flash drives for each Council containing required documents (e.g., editable scribe version of Issues, full version of Issues, all Issue attachments)
 - provides Local Arrangements Committee with electronic copy of Issue list for each Council; to be printed on chart-size paper and posted outside meeting rooms to indicate progress of Issue deliberation
 - print colored labels (see template) for the runners to place on the charts
- Provides onsite assistance at the biennial meeting, including:
 - assist in CFP office with administrative activities and onsite registration
 - train scribes and runners
 - assist Director or Issue Chair(s) to assemble/download copy of Issues from Council flash drives at end of each day when Councils are in session
 - assist Issue Chair(s) in review of final Issue recommendations for all Councils (focusing on consistency of format, layout, etc.)
 - assist Director and Issue Chair(s) to organize final Issue recommendations for printing and posting on CFP website
- Writes and distributes acknowledgements to workshop participants, Council members, and resolution recipients at the conclusion of each biennial meeting.
- Assists standing committee chairs and Council Chairs as assigned by the Director.
- Compiles biennial meeting Proceedings with the assistance of the Director, including:
 - post the final Issue recommendations indicating results of the Assembly of Delegates votes on the CFP website.
- Other duties as directed by the Director.

Selection Criteria

- Has personal knowledge and experience with the structure and operation of CFP.

- Has excellent writing, word processing, and database management skills.
- Commits to attending Board meetings and the biennial meeting.
- Commits to serving two (2) years; ensures no conflict of interest prevails; and abides by the terms of the service agreement.