



Conference for Food Protection

EXECUTIVE ASSISTANT

Position Description

The Executive Assistant (Assistant) works with the Executive Director (Director) and Executive Treasurer (ET) 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 a prevailing service agreement.

Responsibilities and Duties

- Reports to the Director and serves as an ex officio, non-voting member of the Executive Board (Board).
- Supports the objectives of CFP as stated in Article I of the *Constitution and Bylaws*.
- Has or will acquire a working knowledge of the CFP governing documents, including the *Constitution and Bylaws*, *Biennial Meeting/Conference Procedures*, *Biennial Meeting Information Manual*, and policies.
 - Maintains official copies of the electronic version of all governing documents as approved by the Board.
 - Assists the Director with documenting new and amended Board policies.
- Manages all information on the CFP website with the assistance of a professional webmaster.
 - Posts all biennial meeting, committee, and Board related documents, and other materials as requested by the Conference Chair and the Director.
- Maintains the CFP membership database; creates reports, rosters, and mailing lists.
- Assists the Director to support Councils and Committees.
 - Manages the Council Committee and Standing Committee volunteer application process.
 - Manages the Council member application process.
 - Assists Council Chairs as assigned by the Director
 - Assists Council Committee Chairs and Standing Committee Chairs as assigned by the Director.
- Assists the ET with financial transactions.
 - Conducts banking activities related to receipt of any funds paid by check.
 - Monitors receivables via online third-party membership, sponsorship/donation, and event registration program.
- Serves as CFP's administrator for an online third-party membership management and registration/application program.
 - Creates, maintains, and edits all webpages for online application processes for CFP activities.
 - Creates complimentary fillable PDF forms as necessary for submittal of offline applications.
 - Ensures that all content and member contact information is transferred to the CFP Membership Database.
 - Updates individual member data to include participation in designated volunteer roles (e.g., Committee, Council, and Board assignments).
- Assists the Director with Board Meeting planning and preparation
 - Prepares, updates, and distributes Board Rosters.
 - Prepares and distributes Board meeting Minutes for approval.
 - Maintains a list of outstanding action items assigned during Board meetings.
 - Prepares periodic written reports and a summary report to track any Board action taken between Board

meetings (e.g., electronic balloting).

- Responds to general email inquiries received through the CFP website or as assigned by the Director.
 - Forwards emails to appropriate destination for responses (e.g., Director, ET, Committee Chair).
- Assists the Director with tasks related to biennial meeting planning and staging.
 - Assists the ED with editing the digital Program Book until a camera-ready copy is available for distribution and posting on the CFP website.
 - Manages the attendee registration process.
 - Assists the Director in developing pre-registration materials and the biennial meeting *Information Booklet*.
 - Monitors status of registration and provides periodic reports to the Director.
 - ✓ Confirms registration of Board members, Council members, Delegates, and speakers.
 - ✓ Provides data needed for food and beverage guarantees and any reported dietary restrictions.
 - Creates registration lists for the Local Arrangements Committee (LAC), including “stacker ribbon” lists to designate specific role(s) of each attendee and volunteer.
 - Provides support for the Issue process.
 - Maintains approved version of the written protocol for Scribes and Runners (e.g., *Scribe and Runner Handbook*).
 - ✓ When requested, assists with Scribe and Runner training.
 - Prepares electronic folders for each Council containing editable scribe version of Issues, full version of Issues, and all Issue attachments.
 - Oversees onsite posting of Issue status sheets outside each Council room.
 - ✓ Provides Council specific lists to the LAC to print on chart size paper.
 - ✓ Prepares colored labels for Runners to designate current Issue status.
 - Provides onsite assistance to Issue Chair(s) and Scribe Supervisor as requested and when there is no conflict with primary duties.
 - Provides Sponsorship/Donor support activities.
 - Maintains communication with Sponsorship Chair(s) and LAC Chair(s) to ensure Sustaining Sponsorships and Event/Service Support Donations are accurately documented and tracked.
 - ✓ Provides information to Sponsorship and LAC Chairs, ET, and Director on funds received and funds pledged for sponsorships.
 - ✓ Maintains listing of sponsorships and donations attributed to the LAC’s outreach efforts.
 - Provides support to Sponsors concerning the application and payment process.
 - Assists Sustaining Sponsors with processing “complimentary” biennial meeting registrations provided as a sponsor benefit.
 - ✓ Oversees preparation of all table tents for opening session, Councils, and Assembly of Delegates.
 - ✓ Assists the ET with processing attendee registration payments and refunds; assists with onsite registration as needed.
 - Compiles biennial meeting documents with the assistance of the Director.
 - Posts to the CFP website the final Issue Recommendations:
 - ✓ From each Council in advance of the Assembly of Delegates meeting.
 - ✓ Final documents as approved by the Assembly of Delegates.

- Assists the Director in coordinating election caucuses and any onsite ad hoc needs.
- Assists the Director with tasks related to formal recognition of CFP participation, such as purchasing appreciation awards and preparing Council certificates and Resolutions of Appreciation.
 - After the biennial meeting, coordinates with the Director to ensure distribution of any unclaimed recognition to the intended recipient.
- Assists the Director in revising and maintaining the *Local Arrangements Planning Guide*.
- Other duties as assigned by the Director.
 - A detailed list of tasks and activities is maintained for all Executive Staff.
- Responsibilities for research or service grants awarded in collaboration with other agencies and aligned with CFP objectives:
 - Assists the Director to complete administrative requirements for grant activities and deliverables.
 - Conducts banking activities related to receipt of funds received by check; assists the ET in tracking these funds.

* NOTE: Compensation for grant-related duties and responsibilities is commensurate with the scope and terms of the grant and will be in addition to the salary listed in the *Conference for Food Protection Executive Assistant Service Agreement*.

Selection Criteria

- A self-starter who can work independently with minimal supervision.
- Has excellent writing, editing, desktop publishing, database management, and organizational skills.
- Has the ability to accurately capture highlights from verbal reports, general discussion points, and action items that occur during Board Meetings and convey them via written minutes.
- Has the ability to post information and upload documents on the CFP website and perform other activities related to the management of the website.
- Commits to participating in Board meetings and the biennial meeting.
- Possesses sound judgment, balance, integrity, and objectivity.
- Able to assess and meet the needs of the Conference membership.
- Commits to serving a minimum of two (2) years; ensures no conflict of interest prevails; and abides by the terms of the service agreement.