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.
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.
o Assists the Director in coordinating election caucuses and any onsite ad hoc needs.

o 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.

o Assists the Director in revising and maintaining the Local Arrangements Planning Guide.

• Other duties as assigned by the Director.
  o 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:
  o Assists the Director to complete administrative requirements for grant activities and deliverables.
  o 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.