



# *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**

- Reports to the Director.
- Supports the objectives of CFP as stated in Article I of the *Constitution and Bylaws*.
- Has or will acquire a working knowledge of the *Constitution and Bylaws*, *Conference Procedures*, and *Biennial Meeting Information Manual*.
- Manages the information on the CFP website with the assistance of a professional webmaster.
  - Posts all Committee and Board related documents to the website and other materials as requested by the Conference Chair, Board members, Council and Committee Chairs and the Executive Director
- Maintains the CFP membership database; creates reports and rosters, and develops mailing lists.
- Maintains the electronic version of governing documents, including but not limited to the Constitution and Bylaws, Conference Procedures, Biennial Meeting Information Manual, and other policies.
- Assists the Director to Support Council and Standing Committees
  - Manages the Council and Standing committee application process.
  - Manages the Council application process.
  - Assists Council Chairs as assigned by the Director
  - Assists Standing Committee Chairs as assigned by the Director.
- Assists the Executive Treasurer with Financial Transactions
  - Receives funds and conducts banking activities related to receipt of registration, sponsorship, and membership funds paid by check.
- Works with online 3<sup>rd</sup>. 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 transferred to the CFP Membership Database.
- Assists the Director with Board Meeting Planning and Preparation
  - Solicits and receives all Committee rosters and reports that are required to be submitted 21-30 days prior to each Board Meeting. Creates a PDF bundle of same and emails them to all Board members.
  - Prepares, updates, and distributes Membership Roster for the Executive Board.
  - 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 preparation for the Biennial Meeting, including:
  - Prepare correspondence for council members, alternates, and individuals not selected to serve on a council
  - 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)
  - Provide Issue Lists to the Local Arrangements Committee to print the lists on chart size paper in order to post the lists outside the appropriate meeting rooms
  - Print colored labels (see template) for the runners to place on the charts
  - Oversees posting of Issue status sheets and Issue movement between Councils
  - Oversees preparation of all table tents for workshop, opening session, Councils, and Assembly of Delegates.
  - Sponsorship Support Activities including:
    - Maintains communication with Sponsorship Chair to ensure sponsorships are accurately documented and tracked.
    - Provides information to Sponsorship Chair, Executive Treasurer and Executive Director on funds received and funds pledged for sponsorships.
    - Answers questions from Sponsors concerning their sponsorship application and provides information about the manner in which funds are received.
  - Provides onsite assistance to the Issue Chairs and Scribe Supervisor as requested at the biennial meeting, when there is no conflict with primary duties of the EA during the biennial meeting.
  - Writes and distributes acknowledgements to workshop participants, Council members and resolution recipients at the conclusion of each biennial meeting.
  - Compiles biennial meeting Proceedings with the assistance of the Director, including:
    - Post the final Issue recommendations results from the Assembly of Delegates and other relevant documents and correspondence on the CFP website.
    - Other duties as directed by the Director.

### **Selection Criteria**

- A self-starter who can work independently with minimal supervision.
- Has excellent writing, word processing, database management skills.
- Has the ability to accurately capture oral reports, discussion and action items that occur during Executive Board Meetings and convey them via the Minutes of the meeting.
- Has the ability to post information on the CFP website and perform other activities related to the management of the website.
- Commits to attending Board meetings and the biennial conference meeting.
- Commits to serving two (2) years; ensures no conflict of interest prevails; and abides by the terms of the service agreement.