



Conference for Food Protection **EXECUTIVE BOARD MEMBER**

Position Description

Members of the Executive Board (Board) are elected by Conference for Food Protection (CFP) attendees representing each of the constituencies as described in Article IV of the *Constitution and Bylaws*. The term of office is six (6) years, is effective at the conclusion of the biennial meeting at which elected, and continues through three (3) biennial Meetings. Board members may be appointed by the Conference Chair and approved by the Executive Board to fill the remaining term of a resigning Board member.

Responsibilities and Duties

- Supports the objectives of CFP as stated in Article I of the *Constitution and Bylaws*.
- Has a thorough knowledge of all CFP governing documents.
- Commits to attending two (2) scheduled Board meetings annually, in the spring and fall, and three (3) biennial meetings in their entirety unless an emergency situation requires early departure. The Board can vote to remove members if they miss an excessive number of meetings without an excused absence.
- Thoroughly reviews all communications prior to all Board meetings and the biennial meeting and is prepared to actively participate in deliberations that occur at these meetings.
- Actively participates in discussions with all members of the Board and Executive Director and, for voting members, responds in timely fashion to Board E-ballots.
- Serves as a member of at least one Standing Committee each biennium over their term of office.
- Serves as a member of an ad hoc committee as needed to assure balanced representation among constituent groups and geographical regions.
- Communicates with and updates their respective constituencies on the progress of CFP.
- Supports the Conference by active participation in public discussions for and about CFP and assists the Conference Chair and Executive Director in managing CFP business.
- Upon request, provides training on the history, purpose and structure of CFP to interested parties.

Selection Criteria

- A member in good standing of CFP.
- Maintains a position such that constituency representation is appropriate.
- Commits to serving six (6) years as Board member and have the approval and support of their employer.