



Conference for Food Protection

EXECUTIVE DIRECTOR

Position Description

The Executive Director (Director), along with the Conference Chair (Chair), the Executive Board (Board), and Conference Executive Staff, is responsible for conducting the ongoing administrative business of the Conference for Food Protection (CFP) as well as the planning and execution of the biennial meeting as outlined in the *Constitution and Bylaws*. The Director is an independent contractor 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 all CFP governing documents including the *Constitution and Bylaws*, *Biennial Meeting/Conference Procedures*, *Biennial Meeting Information Manual*, and relevant policies such as the Commercialism Policy, Travel Policy, etc.
- Reports to and serves as an ex officio, non-voting member of the Board.
- Has a working knowledge of Robert's Rules of Order and parliamentary procedure as employed during Board, Council, and Assembly of State Delegates meetings.
- Maintains the CFP office, all official documents, correspondence, files, supplies, and historical material.
- Provides administrative support to the Board:
 - Makes arrangements for hotel lodging and meeting room space for Board meetings.
 - Develops a draft agenda with the Chair at least sixty (60) days prior to each Board meeting.
 - Assists with execution of the Board meeting.
 - Conducts electronic balloting.
 - Apprises Board of important communications and ongoing developments.
 - Serves as the Board's primary contact with legal representatives and allied organizations.
 - Assists the Executive Assistant with documenting new and amended Board policies.
 - Presents Director Report at each Board meeting.
- Delegates to and supervises work of the Executive Assistant (EA) and Executive Treasurer (ET).
- Provides administrative assistance to Council Chairs and Committee Chairs.
- Distributes meeting materials to Board members fifteen to thirty (15-30) days prior to each Board meeting.
- Reviews the budget and financial reports prepared by the ET for the Conference and the Biennial Meeting.
- Reviews, approves, and signs expense reports submitted by the ET.
- Assists the EA in managing the Council Member and Council/Standing Committee volunteer application processes.
- Assists the Chair and Council Chairs in managing the Council and Standing Committee selection process.
- Assists the Chair during the Council formation process.
- Receives, redirects, and/or responds to inquiries and communications, and messages received via the CFP website when forwarded by the EA.

- Makes presentations about CFP at professional meetings when invited.
- Disseminates educational and informational materials to members.
- Posts information on CFP Facebook page.
- Serves as an ex officio, non-voting member of the Strategic Planning, Sponsorship, and Local Arrangements Committees.
- Has primary responsibility for site selection of the CFP biennial meeting three to four (3-4) years in advance:
 - Works with a third-party event management company, the prospective local arrangements hosts, and the local Convention/Visitors Bureau (CVB) to visit prospective meeting sites.
 - Analyzes hotel and convention center ability to meet the needs of the Biennial Meeting.
 - Receives and summarizes meeting venue bids, reviews contract financial elements with ET.
 - Presents recommendation to Board for review and approval.
 - Examines contract provisions for meeting venue space and signs contract.
- Responsibilities prior to the biennial meeting:
 - In cooperation with ET, prepares biennial meeting budget; sets registration fees one (1) year in advance; submits for Board approval.
 - Specifies all meeting venue responsibilities regarding meeting room space, setup, AV, and food and beverage. Reviews and approves meeting venue banquet event orders.
 - With the assistance of the EA, revises Local Arrangements Planning Guide and works with the LAC to plan and execute the CFP biennial meeting.
 - Ensures appropriate public notice of the biennial meeting.
 - Coordinates with Program and Issue Chairs and the EA to develop pre-registration materials, as mandated, at least one hundred fifty (150) days prior to biennial meeting. These materials notify members of the Conference of the time and place of the Biennial Meeting, and include information for submitting Issues, and a statement that all Issues shall be submitted to the Conference at least ninety (90) days preceding the CFP biennial meeting.
 - Conducts mailing to States, District of Columbia, and US territories regarding designation of Voting Delegates, as mandated, at least one hundred fifty (150) days prior to biennial meeting; conducts outreach and follow-up.
 - Receives finalized and assigned Issues from Issue Chair and makes Issues available to all CFP members, meeting registrants, Council members and alternates, and Voting Delegates, as mandated, at least forty (40) days prior to the biennial meeting.
 - Arranges for court reporter for the Assembly of State Delegates Meeting.
 - Oversees the LAC with recruiting Parliamentarians, Scribes, and Runners.
 - Assists the Chair with recruiting an App Liaison for each Council to disseminate information on the status of Issues using a mobile app.
 - Oversees Program Chair in relation to Workshop and Reports and Updates Session.
 - Plans the Opening Session including inviting Keynote speakers and representatives who will present the federal agency reports.
 - Prepares Council voting member and alternate member certificates of appreciation.
 - Provides content to the desktop publisher for the Program Book and edits all revisions until a camera-ready copy is available for distribution and posting on the CFP website.
 - Arranges for dissemination, duplication, and/or shipment of materials needed for attendees.

- Responsibilities during the biennial meeting:
 - Holds a pre-Conference meeting with meeting venue staff and Local Arrangements Committee (LAC) core group.
 - Ensures that pre-arranged meeting venue goods are provided, and services are satisfactorily performed.
 - Acts as onsite liaison between meeting venue and CFP attendees.
 - Works with the EA to assure Issue packets are created and distributed to Delegates and attendees.
 - With the assistance of the EA, identifies Board term expiration schedule and works with Board Representatives to assure caucus elections are held when needed.
 - Prepares agendas, in conjunction with Chair, for each onsite Board meeting.
 - With the LAC, extends hospitality and information to CFP attendees.
 - Works with the EA and ET to address all onsite ad hoc needs.
 - Assists Council Chairs and Vice Chairs and the Conference Chair and Conference Vice Chair with filling Council member vacancies.
 - With the assistance of the EA, prepares Resolutions of Appreciation.
 - Prepares and distributes Delegate roster; conducts roll call of all Delegates and assists the Parliamentarian with tabulating votes during Assembly.
 - Presents oral Director Report to Assembly.
 - Supervises set-up and function of court reporter during Assembly.
- Responsibilities after the biennial meeting:
 - Arranges for return shipment of all CFP materials to office.
 - Holds meeting with current LAC and the Co-Chairs of the LAC for the next biennial meeting following the closure of the current biennial meeting.
 - Reviews, make corrections, and gives final approval to court reporter transcript.
 - Assists the EA with preparation and distribution of new Board roster.
 - Oversees the EA to ensure final Issue recommendations are posted on website, and any unclaimed Resolutions of Appreciation and Council member certificates are mailed to intended recipients.
 - Assists the EA with compilation and posting of biennial meeting documents including the transcript from the Assembly of State Delegates meeting.
 - Provides a biennial meeting summary at the fall Board meeting following the biennial meeting.
- Responsibilities for research or service grant awarded in collaboration with other agencies and aligned with CFP objectives:
 - **Pre-application and application phase:**
 - Limit grant participation to up to two (2) research or service grant projects per biennium; this limitation does not include grants used exclusively to support the Biennial Meeting or another sanctioned CFP events, or to provide travel subsidies for CFP members to attend biennial meetings of the Conference.
 - Gain Board approval to apply for research or service grants.
 - Partner with collaborators to assist in completion of grant application.
 - Develop specific CFP charges (objectives, activities, and deliverables) to be included in grant proposals.

- Determine if additional grant staff to be fully funded by the grant is needed for completion of the CFP charges in the proposed research or service projects.
- Develop the budget proposal to be submitted with grant applications.
- **Post-award phase:**
 - Review the terms of the grant contract and get Board approval to sign the contract.
 - When necessary, work with the Board to form an ad hoc grant staff Search and Screen Committee to recruit, interview, and hire any grant staff to be fully funded by the grant.
 - Serve on the ad hoc grant staff Search and Screen Committee.
 - Delegate grant duties to the grant staff including the EA and the ET.
 - Partner with grant staff and those from partnering organizations as appropriate to ensure grant project timeline is met.
 - Partner with grant staff and those from partnering organizations as appropriate to prepare the final report and deliverables as required in the grant contract.
 - Attend grant related meetings as required by the grant contract and funded by the grant.
 - Provide Periodic Progress and Final Reports to the Board on grant-related activities for the term of the grant.

* NOTE: Compensation for completion of post-award grant-related duties and responsibilities, as specified in this position description, 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 Director Service Agreement**.

Selection Criteria

- Has a thorough working knowledge of the goals, structure, and process of the Conference.
- A professional, forward-thinking emissary dedicated to the collaborative process and to organizational growth and enhancement.
- Possesses sound judgment, balance, integrity, and objectivity.
- Possesses good management, organization, and planning skills.
- Possesses good computer skills, proficient in the use of Microsoft Office applications software.
- Able to assess and meet the needs of the Conference membership.
- Has the ability to communicate well, both in written and oral form.
- Commits to serving a minimum of two (2) years; ensures no conflict of interest prevails; abides by the terms of the service agreement.