



Conference for Food Protection

ISSUE CHAIR

Position Description

At the end of the Conference for Food Protection (CFP) biennial meeting, the newly elected Conference Chair appoints the Issue Chair(s), with the approval of the Executive Board (Board), to serve through the next biennial meeting. This position reports directly to the Board.

Responsibilities and Duties

1. Supports the objectives of the Conference for Food Protection as stated in Article I of the *Constitution and Bylaws*.
2. Has a thorough knowledge of the CFP governing documents.
3. Serves as Chair of the Issue Committee.
 - a. Selects members of the Issue Committee from the roster of current CFP members. Committee should be comprised of at least eight (8) members and membership reflects a balanced representation of the constituency of the Conference.
 - b. Reports to the Board as a standing committee chair and follows the direction of the Board.
 - c. Schedules committee work and meetings, delegates assignments to the committee members, and ensures committee work is completed on time.
 - d. Submits a report of the Committee's activities using the approved format to the Board thirty (30) days prior to each spring and fall Board meeting.
4. Serves as a member of the Constitution and Bylaws, Procedures Committee, and other ad-hoc committees as appropriate, to ensure compatibility of any new or revised policy or procedures that may impact the Issue process.
5. Serves as an ex officio (non-voting) Board member.
6. Works with the Executive Director to establish the annual calendar and confirm Issue submittal and review deadline dates.
7. Maintains guidance documents and instructions related to Issue preparation and review for posting on the CFP website and for use during the biennial meeting; provides any draft revisions for Board review and approval.
8. Works with Council Committee and Standing Committee Chairs, in conjunction with the Council Chairs and Council Vice Chairs, Executive Director, and Committee Whip (Conference Vice Chair), to ensure that all committee submitted Issues, final reports, and attached documents meet the terms and conditions for Issue acceptance:
 - a. Conducts a preliminary review of all draft committee documents for clarity, understanding, and completeness.
 - b. Monitors final online Issue submittals and notifies each Council Chair of the status of Issues submitted by their committee chairs; copies the Executive Director and Committee Whip (Conference Vice Chair) with all correspondence.

9. Works with the Conference Management Program (CMP) and Issue Management Program (IMP) to ensure that all Issues are submitted, reviewed, edited, and finalized or rejected according to CFP governing and guidance documents.
 - a. Ensures that all Issues meet the required terms and conditions for Issue acceptance.
 - b. Works with Issue submitters to revise Issue submission forms and content documents to ensure clarity, understanding, and completeness.
 - c. Follows procedures outlined in the CFP governing documents regarding any Issue that fails to meet the required terms and conditions for Issue acceptance.
10. Supervises the Issue Committee in its review of the Issues by doing the following:
 - a. Submits to Issue Committee members all Issues that have been finalized, i.e., Issues that have met the Issue acceptance criteria specified in the CFP governing documents, and are ready for council assignment.
 - b. Ensures that the Issue Committee completes its assignments in accordance to the CFP governing documents.
11. Works with Council Chairs and Vice Chairs to ensure that Issues are numbered in accordance with the CFP governing documents.
12. Submits the finalized Issue packets to the Executive Director.
13. Processes late breaking Issues according to the Late Issue Submission Policy.
14. During the biennial meeting:
 - a. Reassigns or transfers Issues between Councils as needed during Council deliberations by working with Council Vice Chairs to ensure that appropriate material is transferred to the new Council, and verifying that a notice has been posted.
 - b. Conducts a review of Issue recommendations from all Councils as soon as possible after final language is delivered from Councils. The focus of this review is on format, clarity, and understanding; any suggested changes must be approved by Council Chair or Council Vice Chair.
 - c. Prints copy of final Issue recommendations for Council Chair and Council Vice Chair to review; obtains their signatures indicating approval.
 - d. Maintains electronic and hard copy file of final approved Issue documents.
 - e. Provides Executive Director with the electronic file of all approved Issue documents organized by Council, in numeric order, and ready for printing and posting on the CFP website.
 - f. Transfers all hard copies of final Issue documents, signed by Council Chair and Council Vice Chair, to the Executive Assistant when the biennial meeting concludes.

Selection Criteria

1. A member in good standing of CFP.
2. Commits to serving two (2) years as Issue Chair, and:
 - a. devoting the time required to complete assigned tasks by mandated deadlines;
 - b. attending the biennial meeting to complete Issue related tasks; and
 - c. has the approval and support of their employer.
3. Has excellent writing, editing, and organizational skills.