



Conference for Food Protection *ISSUE COMMITTEE CHAIR*

Position Description

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

Responsibilities and Duties

- Supports the objectives of the Conference for Food Protection as stated in Article I of the *Constitution and Bylaws*.
- Has a thorough knowledge of the *Constitution and Bylaws*, *Conference Procedures*, and *Biennial Meeting Information Manual*.
- Selects members of the Issue Committee* from the roster of current CFP members. Ensures that the membership reflects a balanced representation of the constituency of the Conference.
- Reports to the Board as a standing committee and follows the direction of the Board.
- Schedules committee work and meetings, delegates assignments to the committee members and ensures committee work is completed on time.
- Submits a report of the Committee's activities to the Board 30 days prior to each spring and fall Board meeting.
- Supervises the Issue Committee in its review of the Issues by doing the following:
 - Reviews Issues submitted at least seventy-five (75) days before the biennial meeting.
 - Consults with Issue submitters and works with submitters to revise Issues as needed.
 - Submits to Issue Committee members all Issues that have met the Issue acceptance criteria specified in the *Conference Procedures*, as shown below, and are ready for council assignment.
 - All sections of form completed
 - Issue described completely with impact on retail distribution identified.
 - Public health aspect clearly stated so as to be easily understood.
 - Suggested solution or rationale sufficiently detailed to cover all aspects of the submission.
 - No commercialism.

- Processes late breaking Issues accepted by the Board as follows:
 - A late breaking Issue submitted after the deadline may be considered for Council assignment if it has first been presented to the Board for review and acceptance.
- Rejects those Issues that have not met the Issue acceptance criteria specified in the *Conference Procedures* as follows:
 - Issue Chair will make a reasonable attempt to contact the submitter with a brief explanation of the suggested changes.
 - Failure of the submitter to correct and or resubmit the Issue prior to the deadline date will result in rejection of the Issue.
 - At least thirty (30) days before the Conference meeting, the submitter of a rejected Issue is notified as to the reason for the rejection. The Conference Chair receives a copy of this communication.
 - A rejected Issue may be considered a special Issue if resubmitted by the submitter, accepted by the Board and submitted by the Board to a Council at the beginning of the biennial meeting.
- Numbers the assignments and attachments to reflect the Issue Committee assignments.
- Submits the assigned and numbered Issues and attachments to the Executive Director.
- Reassigns or transfers Issues between Councils as needed during Council deliberations.

Selection Criteria

- A member in good standing of CFP.
- Commits to serving two (2) years as Chair of this standing committee and have the approval and support of their employer.

*Note: The committee membership should be composed of at least eight (8) members: a Chair and at least one (1) representative from each of the following: state regulatory, local regulatory, federal agency, foodservice, retail food, academic institution and consumer organization.