



Conference for Food Protection

PROGRAM COMMITTEE CHAIR

Position Description

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

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*.
- Identifies and recruits Committee* members from the roster of current CFP members.
 - Ensures that the committee 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.
- Develops program for Workshop session at biennial meeting, including:
 - Contacts Workshop presenters
 - Develops agenda
 - Moderates Workshop session
 - Arranges for CEU credit, as applicable.
- Arranges for federal agency reports during Opening Session of biennial meeting, including:
 - Contacting presenters,
 - Securing presenter biographies for introductions,
 - Introducing presenters.
- Schedules committee work and meetings, delegates assignments to committee members and ensures committee work is completed on time.
- Moderates Reports and Updates session at the biennial meeting and works with the Executive Director to develop an agenda.

- Submits a report of the Committee's activities to the Board thirty (30) days prior to each spring and fall Board meeting.

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.

*The committee membership should be composed of at least six (6) members: the Committee Chair and at least one (1) representative from each of the following: state regulatory, local regulatory, industry, academia and a consumer group.