



Conference for Food Protection **RESOLUTIONS COMMITTEE CHAIR**

Position Description

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

Responsibilities and Duties

- Supports the objectives of CFP as stated in Article I of the *Constitution and Bylaws*.
- Selects members of the Resolutions Committee* from the roster of current CFP members.
- 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.
- Presents completed resolutions to the Conference Chair at least 30 days prior to the biennial meeting.
- Oversees conduct of Committee responsibilities, including:
 - Canvassing the Board members to identify worthy resolution recipients.
 - Prepares all necessary resolutions for Board approval prior to the biennial meeting with the assistance of the Executive Director
- Submits a report of the Committee's activities to the Board 30 days before each spring and fall Board meeting.
- Presents the Resolutions to the Assembly of Delegates as required by the *Constitution and Bylaws*, Article XVI, Subsection 5.

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 employer.

*The committee membership should be composed of at least four (4) members: the Committee Chair and at least one (1) representative from state regulatory and one (1) representative from local regulatory and one (1) representative from industry.