



Conference for Food Protection *Constitution and Bylaws Committee* *Report* August 2005 Board Meeting

Committee Charge: Shall submit recommendations to improve Conference administrative functions through proposals to amend the *CFP Constitution and Bylaws*. The Committee shall review proposed memorandums of understanding and ensure consistency among the memorandums of understanding, the *Conference Procedures Manual*, the *CFP Constitution and Bylaws* and other working documents. The Committee shall report all recommendations to the Executive Board prior to Council II deliberation and shall follow the direction of the Executive Board.

Committee Members: See attached roster of members.

Committee Report: The committee's work has been in two areas since the conclusion of the 2004 biennial meeting, the development of Positions Descriptions associated with the Conference and the gathering together of changes to the *CFP Constitution and Bylaws*.

With regards to Position Descriptions, the committee has successfully completed the development of Position Descriptions for 19 positions within the Conference, see attached. These have been sent to you for your review and acceptance.

So far the committee has identified 6 changes to the *CFP Constitution and Bylaws*, 2 changes to the *Conference Procedures Manual* and the adoption of the MOU between USDA and CFP. A list of these has also been attached.

Requested Action: Based on the above report the Constitution and Bylaws Committee requests adoption of the 19 Position Descriptions by the CFP Executive Board

I would be happy to entertain any questions you may have about this report..

Attachments