

# Conference for Food Protection – Committee Periodic Status Report

Template rev: 07/16/2013

**Committee Periodic Status Reports are considered DRAFT until reviewed and acknowledged by the Executive Board**

Council Chairs are required to submit committee reports to the Executive Director at least 30 days prior to each Executive Board meeting (held in Spring and Fall of each year); please submit reports far enough in advance of this deadline to permit review by the Council Chair. Committee Periodic Status Reports are intended to update the Executive Board on the status of the committee and the progress toward fulfilling the charges approved by the Assembly of Delegates or assigned by the Executive Board.

**Before submitting report, REMOVE ALL INSTRUCTIONS IN RED or USE TEMPLATE available on the CFP website.**

**COMMITTEE NAME:** *insert full name of Committee (acronyms or abbreviations may be placed in parenthesis after the committee name and used without parenthesis throughout the document in lieu of full committee name)*

**COUNCIL or EXECUTIVE BOARD ASSIGNMENT:** *insert Council I, Council II, or Council III as appropriate. Standing committees and ad-hoc committees report directly to the Executive Board and should insert "Executive Board" in this space*

**DATE OF REPORT:** *insert actual date the report is submitted, not the Executive Board meeting date. If a report addendum or correction is submitted, please append date with "addendum (or correction) to report dated XYZ"*

**SUBMITTED BY:** *insert name(s) of Committee Chair(s)*

**COMMITTEE MEMBER ROSTER:** *Roster must contain required information (limited to member's name, position, constituency, employer, city, state, phone, email address) and must be submitted using the "Committee Members Roster Template" in Excel format (available at [www.foodprotect.org/work/](http://www.foodprotect.org/work/))*

**see attached roster for updated member listing and Executive Board approval**

*New rosters and any change to committee membership requires Executive Board approval; if committee membership has changed since the last written report was submitted, please check this box, and attach an updated roster (rosters submitted as attachments to Periodic Status Reports will be posted on the CFP website):*

- *Changes that received prior Executive Board approval via e-vote should be noted in "Progress Report" space below.*
- *Changes pending approval by the Executive Board should be indicated in "Committee's Requested Action for Board" space below; please include all required roster information for the new member and the name and constituency of the member leaving the committee.*

**committee membership has not changed; see previously submitted and approved roster dated: \_\_\_\_\_**  
*Once a roster is approved by the Executive Board, it is not required to be re-submitted with each Periodic Status Report if there has been no change to the membership.*

**COMMITTEE CHARGE(s):** *insert full Issue number(s) and exact charges as presented in final Issues from the previous Biennial Meeting. If charge was assigned or amended by the Executive Board, include date and wording exactly as noted in meeting minutes where charge was assigned or amended.*

**COMMITTEE'S REQUESTED ACTION FOR EXECUTIVE BOARD (If Applicable):**

*This space is reserved ONLY for those items that require action by the Executive Board, such as funding requests, clarification of charges, or approval of committee membership changes. **Please list all requests using number format (do not use bullets).***

**PROGRESS REPORT / COMMITTEE ACTIVITIES WITH ACTIVITY DATES:**

***Please use number format throughout progress report (do not use bullets).***

**1. Progress on Overall Committee Activities**

*Include general discussion items such as:*

- Overall work plan and time frames to accomplish the committee's charges;*
- Frequency of meetings and conference calls;*
- Sub-committee or workgroup structure;*
- Challenges in meeting the committee's charges;*
- Communication or consultation outside the committee (e.g., Executive Board, other groups / agencies); and*
- Any other business that the Executive Board should be made aware of.*

**2. Progress Addressing each Assigned Committee Charge**

*Include specific discussion for each charge; include items such as:*

- Background or executive summary;*
- Progress report;*
- Milestones completed; and*
- Work still in progress.*

***The Council Chair or Conference Chair can return a report with a request that the committee work further on its report. REMINDER: all committee created documents and recommendations are required to be submitted as Issues at the Biennial Meeting; each Issue must have a stated public health reason and a recommended solution.***

*Insert committee name and date of report in footer*

*Page 1 of 1*