

CFP Position Descriptions

DRAFT EDITS REGARDING ISSUE PREPARATION AND SUBMITTAL

COUNCIL CHAIR

Final Adopted: August, ~~2005-2013~~

At the end of the Conference for Food Protection (CFP) biennial meeting, each Council Vice Chair assumes the position of Council Chair subject to Conference Chair appointment and Executive Board (Board) approval. The Council Chair ensures the Council responsibilities are carried out during the two years between biennial meetings and manages the Council deliberations during the biennial meeting.

Responsibilities and Duties

- Supports the objectives of CFP as stated in Article I of the *Constitution and Bylaws*.
- Has a thorough knowledge of the CFP governing documents (i.e. *Constitution and Bylaws*, *Conference Procedures*, and *Biennial Meeting Information Manual*).
- Has a working knowledge of *Robert's Rules of Order/Parliamentary Procedure*.
- Attends all CFP Board meetings.
- Supervises and trains the Council Vice Chair in the execution of all duties assigned to the Council Chair.
- Supervises the formation and functioning of committees assigned to the Council:
 - Receives committee sign-up sheets ~~at the close of the~~ following each biennial meeting.
 - Selects Committee Chairs within sixty (60) days of the biennial meeting and submits their names to the Conference Chair for Board approval.
 - Assists Committee Chairs in the selection of committee members, ensures that the committee membership ~~is representative of CFP~~ reflects a balanced representation of the constituency of the Conference, and submits the membership list to the Board for approval no later than the fall Board meeting following the biennial meeting.
 - ~~Supervises the activities of all committees assigned to the Council to ensure that the assignments of the biennial meeting are being handled in a timely fashion.~~
 - Assures committee reports are submitted in a timely manner ~~so a Council summary report can be written and submitted to the Conference Chair and Executive Director at least thirty (30) days prior to each Board meeting.~~
 - ~~Ensures final committee report(s) and Issue(s) are completed and submitted to the Issues Chair no later than the Issue submission deadline, seventy five (75) days prior to the biennial meeting.~~
 - Ensures that ~~the Issues charges~~ assigned to the Council are handled during the two years between Conferences biennial meetings.
 - Supervises the activities of assigned committees to ensure that charges from the biennial meeting are handled in a timely fashion.
 - Prepares a written Council summary report on the status of assigned Issues and committee activities and submits the report to the Conference Chair and Executive Director at least thirty (30) days prior to each spring and fall Board meeting.
 - Works with the Issue Chair to ensure that final committee reports and Issues are submitted for a preliminary review, and then submitted online at least 90 days in advance of the biennial meeting as required in the Constitution and Bylaws.
 - Conducts a preliminary review of final committee reports, draft Issues, and all work submitted as Issue attachments to ensure clarity, understanding, and completeness.
- Serves as a member of the Issue Committee.
- Works with the Council Vice Chair and Issue Chair to ensure that finalized Issues assigned to their Council are numbered according to the CFP governing documents.

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- Establishes Council membership as set forth in Article IX of the *Constitution and Bylaws*:
 - Reviews Council applications as submitted during the summer preceding the biennial meeting.
 - Selects Council members ensuring balanced representation as described in Article IX and the Appendix of the *Constitution and Bylaws*
 - Provides the names of nominated Council members and alternates for appointment by the Conference Chair and approval by the Board at the fall Board meeting prior to the next biennial meeting.
 - Notifies all Council applicants of their appointment status.
 - Maintains communication with Council members prior to the biennial meeting and ensures pre-registration to confirm ability to serve on the Council.
- At the biennial meeting:
 - Attends Council member orientation session during the biennial meeting.
 - Manages the Council deliberation process as described in Article XI of the *Constitution and Bylaws* and Section V of the *Conference Procedures*:
 - During Council deliberations votes on Issues only in the event of a tie.
 - Assigns the Council Vice Chair to supervise the activities of the Council Scribe and Runner.
 - Verifies that all Issues are properly recorded at the end of each day of Council deliberations and that the electronic copy of Issues is delivered to the Executive Director.
 - Works with Issue Chair and Scribe Supervisor to conduct a final review and editing of all Issues-recommendations from their Council to ensure clarity and understanding, and to ensure Issues are in the approved format.
 - Gives final approval of their Council Issue recommendations prior to publication or web posting.
 - Prepares the Council Summary Report at the conclusion of Council deliberations for presentation to the Assembly of State Delegates as described in Section VII of the *Conference Procedures*.
- Consults with the incoming Council Chair to determine suitable Council Vice Chair candidates for recommendation, subject to Board review and approval and Conference Chair appointment.
- Assists incoming Conference Chair in the preparation of the final Conference recommendations pursuant to Section IX, *Conference Procedures*.

Selection Criteria

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

In order to maintain their neutrality during Council deliberations, the following rules of conduct shall apply to the Council Chair during the biennial conference:

- Outside the Council deliberations, the Chair shall refrain from publicly voicing a personal opinion on an Issue that is before the Council in such a manner or extent that it may call into question his or her ability to remain neutral when the Issue ultimately reaches the Council floor.
- May answer questions related to a specific Issue during Council deliberations if the intent of the response is to objectively educate or clarify the Council, presenter or person approved to address the Council.
- May offer personal opinions in the following situations:

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- Outside of council deliberations, including constituency consensus meetings and caucuses, with the clarification that one is offering a personal opinion and not speaking as the Council Chair.
- During Council deliberations, only when one's position as Chair has been clearly relinquished to someone else (per Robert's Rules of Order Newly Revised).

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COUNCIL VICE CHAIR

Final Adopted: August, ~~2005-2013~~

Position Description

At the end of the Conference for Food Protection (CFP) biennial meeting the newly elected Conference Chair, with approval by the Executive Board (Board), appoints the Council Vice Chair. The Council Vice Chair assists the Council Chair in carrying out the Council's assigned charges throughout the two years between biennial meetings as well as during Council deliberations at the biennial meeting.

Responsibilities and Duties

- Supports the objectives of CFP as stated in Article I of the *Constitution and Bylaws*.
- Has a thorough knowledge of the CFP governing documents (i.e. ~~Constitution and Bylaws, Conference Procedures, and Biennial Meeting Information Manual.~~).
- Has a working knowledge of *Robert's Rules of Order/Parliamentary Procedure*.
- Attends CFP Board meetings.
- Assumes the duties of the Council Chair in the event the Council Chair is unable to fulfill required duties during the two (2) year term until a new Council Chair of the same constituency is appointed by the Board.
- Assists the Council Chair in selecting Committee Chairs.
- Works with the Council Chair and Committee Chairs as they select Committee members.
- Assists the Council Chair in ensuring that Committees are actively working on their assignments and meeting deadlines, including but not limited to assuring:
 - Committee assignments charges are being deliberated through face-to-face meetings or conference calls.
 - Committee membership is current and constituency balance is maintained.
 - Committee reports are written and submitted as required to the Council Chair at least thirty (30) days prior to the Board meeting.
 - Ensures that final committee reports and Issue(s) are completed and submitted as required to the Issues Chair seventy-five (75) days prior to the biennial meeting.
 - Preliminary review of final committee reports, draft Issues, and work submitted as Issue attachments is completed to ensure clarity, understanding, and completeness.
- Serves as a member of the Issue Committee.
- Works with the Council Chair and Committee Chairs to nominate Council members and alternates, as set forth in Article IX of the *Constitution and Bylaws*, from persons who have submitted applications to the Executive Director during the summer preceding the biennial meeting.
- Works with the Council Chair and Issue Chair to ensure that finalized Issues assigned to their Council are numbered according to the CFP governing documents.
- At the biennial meeting:
 - Assists the Council Chair during the deliberation of the Issues assigned to the Council.
 - During Council deliberations, in the absence of the Council Chair, votes on Council Issues only in the event of a tie.
 - Works with the Issue Chair to ensure that any reassigned Issue, supporting documentation, and rationale for reassignment is successfully communicated and assigned to the new Council.
 - Attends the Scribe/Runner Orientation and supervises the activities of the Council Scribe and Runner.
 - Attends the Council member orientation session during the biennial meeting.

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- Assists the Council Chair in verifying that all Issues are properly recorded at the end of each day of Council deliberations and that the electronic copy of Issues is delivered to the Executive Director.
- Assists in conducting a final review of all Issues prior to publication to ensure clarity and understanding, and to ensure Issues are in the approved format.
- Assists the Council Chair in preparing the Council Report for presentation to the Assembly of State Delegates.
- Consults with the outgoing Council Chair to determine suitable Vice Chair candidates and makes a recommendation to the Conference Chair subject to Board review and approval.

Selection Criteria

- A member in good standing of CFP.
- Commits to serving through two (2) biennial Conference meetings, i.e. two (2) years as Council Vice Chair and two (2) years as Council Chair; and have the approval and support of their employer.

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COMMITTEE CHAIR

Final Adopted: August, ~~2005~~2013

At the end of the ~~biennial~~ Conference for Food Protection (CFP) ~~biennial~~ meeting, the new Council Chair and Vice Chair nominate Chairs for their respective Committees who will be formally appointed by the Conference Chair and approved by the CFP Executive Board (Board).

Responsibilities and Duties

- Supports the objectives of CFP as stated in Article I of the *Constitution and Bylaws*.
- Has a working knowledge of Robert's Rules of Order/Parliamentary Procedure.
- Manages a Committee that serves from appointment until replaced or until the committee's charge(s) is completed.
- Selects the Committee Members with the assistance of the Council Chair and Council Vice Chair, ensuring that the membership ~~is balanced among regulatory, industry, academia and consumers~~reflects a balanced representation of the constituency of the Conference.
- Submits the recommended membership list to the Council Chair who forwards it to the Executive Director for distribution to the Board for review and approval by the August (Fall) Board meeting following the biennial CFP meeting.
- Notifies committee applicants of their appointment status and apprises committee members of their responsibilities.
- Assists the Council Chair and Council Vice Chair in identifying qualified Committee members for Council positions from the list of Council applicants.
- Oversees conduct of Committee responsibilities, including:
 - Determines whether the Committee needs to have written Committee Bylaws and develops them for review by the Constitution and Bylaws Committee; the Committee Chair then submits the reviewed Bylaws to the Council Chair for presentation to the Board for approval.
 - Copies Council Chair and Council Vice Chair on all communications sent to Committee members.
 - Follows the guidelines for Committees written in the *Conference Procedures*, Section VIII.
- Establishes a work plan and timeline to accomplish the committee's assigned charges.
 - Schedules committee work, conference calls and meetings, delegates assignments to the committee members and ensures committee work is completed on time.
- Requests from the Executive Board via the Council Chair any modification of assigned charges.
 - Contacts the CFP Executive Director for information and required forms to be completed for Executive Board approval of CFP funds that are available to assist a Committee in conducting its business.
 - Completes reports on a timely basis as requested by the Council Chair at least 30 days before each fall and spring Board meeting (~~held in April and August~~).
- Writes Issue(s) and a final Committee Report with the assistance of the committee members as requested by the Council Chair.
 - Submits draft of final committee report, Issues, and committee generated documents and recommendations for preliminary review by the Council Chair, Council Vice Chair, and Issue Chair by a stated due date.
 - Edits documents as necessary and works with Council Chair and Issue Chair to ensure clarity, understanding, and completeness of all committee generated documents, including making any non-substantive changes without requiring committee member approval (e.g., reorganization of information, insertion of missing information).

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- Shall submit to the committee any substantive changes to document content (i.e., change of purpose, intent or direction) for their approval with 48 hour response time requirement; majority vote of those that respond shall deem documents as "approved."
- Submits committee Issues by a stated due date and in the required format, and works with Issue Reviewers to ensure Issues are readable, easy to understand, and meets all submittal and acceptance criteria.

Selection Criteria

- A member in good standing of CFP.
- Commits to serving as Committee Chair and have the approval and support of their employer.

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ISSUE COMMITTEE CHAIR

Final Adopted: August, ~~2005~~2013

Position Description

At the end of the Conference for Food Protection (CFP) biennial meeting, the newly elected Conference Chair appoints the Issue 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 CFP governing documents (i.e. *Constitution and Bylaws*, *Conference Procedures*, and *Biennial Meeting Information Manual*).
- Serves as Chair of the Issue Committee.
 - Selects members of the Issue Committee* from the roster of current CFP members. Committee should be comprised of at least eight (8) members and Ensures that the membership reflects a balanced representation of the constituency of the Conference.
 - Reports to the Board as a standing committee chair 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 thirty (30) days prior to each spring and fall Board meeting.
- Serves as a member of the Constitution and Bylaws, Procedures Committee, and other ad-hoc committees as appropriate, to ensure compatibility of any new or revised policy or procedures that may impact the Issue process.
- Works with the Executive Director to establish the annual calendar and confirm Issue submittal and review deadline dates.
- Works with committee chairs, in conjunction with the Council Chairs and Council Vice Chairs, to ensure that all committee submitted Issues and final reports meet submittal and acceptance criteria:
 - Conducts a preliminary review of all draft committee final reports, Issues, recommendations, and content attachments for clarity, understanding, and completeness.
 - Monitors final online Issue submittals and notifies each Council Chair of the status of Issues submitted by their committee chairs.
- Works with the Conference Management Program (CMP) and Issue Management Program (IMP) to ensure that all Issues are submitted, reviewed, edited, and finalized or rejected according to CFP governing documents.
 - Ensures that all Issues meet the required Issue submittal and acceptance criteria.
 - Consults with Issue submitters and works with submitters to revise Issues to ensure clarity, understanding, and completeness.
 - Notifies the Executive Director and Conference Chair of any Issue that fails to meet the required Issue acceptance criteria.
- 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 been finalized, i.e., Issues that have met the Issue acceptance criteria specified in the *Conference*

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~~Procedures~~ CFP governing documents, as shown below, and are ready for council assignment.

- ~~Ensures that the Issue Committee completes its assignments in accordance to the CFP governing documents.~~

~~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.~~

- ~~Works with Council Chairs and Vice Chairs to ensure that Issues are numbered in accordance with the CFP governing documents.~~

- ~~Submits the assigned and numbered finalized Issue packets and attachments to the Executive Director.~~

- ~~Processes late breaking Issues according to the Late Issue Submission Policy.~~

- ~~During the biennial meeting:~~

~~- Works with the Scribe Supervisor to conduct preliminary review of Issue recommendations for all Councils at end of each day; Issue Chair focuses on content clarity and understanding.~~

~~- Reviews and edits all final Issue recommendations prior to printing or web posting to ensure Issues are in the approved format.~~

~~- Reassigns or transfers Issues between Councils as needed during Council deliberations by working with Council Vice Chairs to ensure that appropriate material is transferred to the new Council, and verifying that a notice has been posted.~~

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.~~

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CONSTITUTION AND BYLAWS / PROCEDURES ~~COMMITTEE CHAIR~~

Final Adopted: August, ~~2005~~2013

Position Description

At the end of each ~~biennial~~ Conference for Food Protection (CFP) ~~biennial~~ meeting the newly elected Conference Chair appoints the Chair of the CFP Constitution and Bylaws/Procedures 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*.
- Has a thorough knowledge of the CFP governing documents (~~Constitution and Bylaws, Conference Procedures, and Biennial Meeting Information Manual~~).
- Attends CFP Executive Board meetings.
- Reports to the Board as a standing committee ~~chair~~ and follows the direction of the Board.
- Selects members of the Constitution and Bylaws/Procedures Committee* from the roster of current CFP members. Committee should be comprised of at least eleven (11) members and reflect a balanced representation of the constituency of the Conference.
- Submits a report of the Committee's activities to the Board 30 days before each ~~semi-annual~~ spring and fall Board meeting.
- Serves as chair of the Constitution and Bylaws / Procedures Committee and Oversees conduct of Committee responsibilities, including:
 - Submission ~~Submits~~ to the Board ~~of any~~ Committee recommendations to improve CFP administrative functions through proposals to amend the CFP governing documents ~~Constitution and Bylaws and/or Conference Procedures~~.
 - Review of proposed memoranda of understanding or other draft documents being considered by the Board to ensure consistency with other CFP memoranda of understanding, the CFP governing documents ~~Conference Procedures, Constitution and Bylaws~~, and other working documents.
 - Preparation, submission, and presentation at the biennial meeting, of Issues for Council II deliberations that contain the Board's recommendations to amend the CFP governing documents ~~Constitution and Bylaws and/or Conference Procedures~~.
 - Presents a training session at the beginning of the biennial meeting to inform the participants about the workings of CFP, the CFP governing documents ~~Constitution and Bylaws, Conference Procedures, Biennial Meeting Information Manual~~ and other CFP working documents.
 - Reviews draft Bylaws ~~from proposed by~~ other CFP Committees ~~Chairs~~ for consistency and uniformity with the CFP governing documents ~~Constitution and Bylaws, and the Conference Procedures~~.
 - Keeps current the CFP governing documents ~~Constitution and Bylaws and Conference Procedures~~ to reflect recommendations duly adopted by the CFP and submit official copies to the Executive Director for electronic storage and duplication as needed.
 - Edits other master documents of the CFP, ~~including the Biennial Meeting Information Manual~~.
- Prior to each biennial meeting, reviews all Issues related to CFP governance to ensure recommended language is consistent and uniform and does not conflict with existing CFP documents; any suggested edits shall be submitted in writing to the Board, and to the Council Chair and Council Vice Chair for presentation during the Council deliberation.

Selection Criteria

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- 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.

~~*Note: The committee should have at least eleven (11) members: a Chair, a Vice Chair, two (2) members from state regulatory agencies, two (2) from local regulatory agencies, two (2) from the industry, one (1) from an academic institution, one (1) from a consumer organization, and one from a federal agency.~~