

Conference for Food Protection – Committee Periodic Report

Template approved: 04/20/2016

Committee Reports are considered DRAFT until accepted by the Executive Board

The Conference Chair, Executive Director, Council Chair, or Issue Chair may return committee reports, Issues, or attached documents requesting edits to improve clarity or understanding, or to include missing information.

Committee-submitted documents may impact the image, credibility and integrity of the Conference as an organization. With the exception of material that is copyrighted and/or has registration marks, committee generated documents submitted to the Executive Board and via the Issue process (including Issues, reports, and content documents) become the property of the Conference.

COMMITTEE NAME: *insert full name of Committee (acronyms recommended for longer names and may be placed in parenthesis after the committee name)*

DATE OF REPORT: *Initial fall progress report* *Spring progress report* *Second fall progress report*

Date submitted: *Click here to enter a date.*

Date amended (if applicable): *Click here to enter a date.*

Date accepted by Executive Board: *Click here to enter a date.*

COMMITTEE ASSIGNMENT: *Council I* *Council II* *Council III* *Executive Board*

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

COMMITTEE CHARGE(S): *use outline format for all charges and sub-charges; do not use bullets*

Issue # _____ *insert full Issue number(s) (e.g., 2016-III-001) and exact charges as adopted by the Assembly of State Delegates.*

- 1.
- 2.
- 3.

If a charge was assigned or amended by the Executive Board, include date and wording exactly as noted in the meeting minutes where charge was assigned or amended.

Issue # _____ *insert specific document and section number if charge is established via CFP governing document*

- 1.
- 2.
- 3.

Once in outline format, subsequent referral to that specific charge or sub-charge should include the appropriate number reference.

COMMITTEE WORK PLAN AND TIMELINE: *as required in the Committee Chair position description, may include:*

1. *Background or executive summary;*
2. *Sub-committee or workgroup structure;*
3. *Communication and consultation outside the committee; and*
4. *Changes to work plan and timeline based on challenges.*

COMMITTEE ACTIVITIES: *Please use number format as much as possible; bullets may be used for sub-points*

1. **Dates of committee meetings or conference calls:**
2. **Overview of committee activities:**
3. **Charges COMPLETED and the rationale for each specific recommendation:**
 - a.
 - b.
4. **Status of charges still PENDING and activities yet to be completed:**
 - a. *List those charges NOT included in #3 above.*
 - b.

Committee meeting minutes may be included as a supporting attachment but are NOT to replace a narrative description of committee activities.

List each charge separately and include any activities and rationale for arriving at each specific recommendation.

NOTE: *the content of information included within each section of "Committee Activities" should be determined by the Committee Chair(s) in conjunction with their Council Chair (or Executive Director for Standing Committees) based on the complexity of the information to be presented. The overall goal is to ensure that information is complete and presented in a clear and concise manner in order to best facilitate understanding of the committee's activities and recommendations.*

COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD: *No requested action at this time*

1. *For example, a request for a change to the committee roster; or a request for clarification of committee charges.*
- 2.

ATTACHMENTS:

1. **Content Documents:**
 - a. **Committee Member Roster:** *See changes noted above under "requested action"* *No changes to previously approved roster*
"Committee Members Template" (Excel) available at: www.foodprotect.org/work/ Committee roster to be submitted as a PDF attachment to this report.
 - b. **Committee Generated Content Documents (OPTIONAL):** *No draft content documents submitted at this time*
4. **Supporting Attachments (OPTIONAL):** *Not applicable*

Content documents are the body of work created by a committee such as guidelines, code or document revisions; content documents will be subject to review and return for editing and clarification. Drafts of content documents can be submitted with the committee's periodic reports to show progress on completing charges. The final version of any content document becomes part of the committee's final report.

Supporting attachments are reference documents submitted solely to assist in understanding; supporting attachments are not submitted for acceptance/approval.