Issue Tasks "Post Deliberation" at the CFP Biennial Meeting

✓ Tasks in BLACK FONT are taken directly from existing position description statements.
✓ RED FONT indicates tasks not specifically assigned in position descriptions but included to facilitate the process of preparing completed (post deliberation) Issue recommendations for printing and posting on the CFP website.

Issues are to be transferred to the CFP office as soon as possible after Council has deliberated that Issue; the Scribe will download completed Issues onto a flash drive and the Runner will deliver it to the CFP office every few hours (e.g., morning/afternoon breaks, lunch, end of day's deliberation).

Council Chairs and Vice Chairs will work with the Executive Assistant and the Issue Chair(s) to review the final copy of all Issues following deliberation to ensure the will of the Council has been correctly documented.

Council Scribe

- Saves work to a specified folder on the laptop hard drive at the completion of each Issue deliberation.
- Makes a second copy of the saved Issues on a flash drive that will be taken to the CFP office periodically during the day by a Council Runner. The flash drive will be returned to CFP office at end of each day as soon as the Council adjourns.
- If an Issue is to be transferred to another Council, creates a separate folder on the flash drive for that Issue and saves any draft language or recommendations from the original Council (to provide guidance to the new Council regarding original Council debate).
- Saves Issues on an appropriate back up format for the Council Chair after the work has been completed at the end of the day's Council session.
- Proofreads all completed Issues at day's end with Council Chair and/or Vice Chair to ensure accuracy.

Council Runner

- Updates Council Issues Communication Board (located outside Council meeting room) by posting Council's recommendation (as instructed by Council Chair or Council Vice Chair).
- Transports (via flash drive) completed Issues to the CFP office periodically during the day; EA will download Issues and Runner will return flash drive to Council Scribe.
- Delivers flash drive to CFP office immediately when Issues are transferred from one Council to another.

Executive Assistant (EA)

- Assembles and downloads Issues from Council flash drives one or more times per day.
- Assists in preliminary review of final Issue recommendations for all Councils at end of each day.
    NOTE: focus of EA review will be on consistency of format, layout, grammar, and punctuation.
- Prints copies of completed Issue recommendations for Council leaders review and approval; maintains hard copy file of approved Issue language until all biennial meeting tasks are concluded.
- Organizes all final Issue recommendations for printing and posting on CFP website.

Issue Chair(s)

- Reassigns or transfers Issues between Councils as needed during Council deliberations.
- Assists EA in conducting a review of Issue recommendations from all Councils as soon as possible after Issues are delivered to the CFP office.
    NOTE: focus of Issue Chair review will be on format and clarity of final Recommended Solution; any suggested edits will need to be approved by Council leaders.
- Conducts one last review of all completed Issue recommendations PRIOR to the EA printing hard copies for Council leader FINAL approval.

Council Chairs and Vice Chairs (Council leaders)

- If an Issue is to be transferred to another Council, ensures that Scribe creates a separate folder on the flash drive for that Issue and saves any draft language or recommendations generated by Council, and provides guidance to the new Council regarding original Council debate.
- 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.
- Conducts preliminary review of completed Issues at the end of each day to ensure clarity of any Council edits; any confusion or ambiguity may require the Issue to be brought back to Council for further deliberation.
- Works with EA and Issue Chair(s) to conduct FINAL review of all Issues; gives final APPROVAL of completed Issue recommendations BEFORE documents are forwarded to the printer or posted online.

Executive Director (ED)

- Oversees posting of Issue status sheets; Issue movement between Councils.
- Ensures timely turnaround of Issue recommendations by professional copy service.
- Oversees distribution of Issue recommendations to delegates and attendees who pre-paid for a printed copy of the recommendations.
- Supervises EA to ensure final Issue recommendations are posted on website.