



# *Conference for Food Protection*

## *EXECUTIVE DIRECTOR*

### *Position Description*

The Executive Director (Director), along with the Conference Chair (Chair), the Executive Board (Board), and Conference staff, is responsible for conducting the ongoing administrative business of the Conference for Food Protection (CFP) as well as the planning and execution of the biennial meeting as outlined in the *Constitution and Bylaws*. The Director is an independent contractor subject to the terms of the prevailing service agreement.

#### **Responsibilities and Duties**

- Supports the objectives of CFP as stated in Article I of the *Constitution and Bylaws*.
- Has a thorough knowledge of all CFP governing documents.
- Reports to and serves as an ex officio member of the Board.
- Has a working knowledge of Robert's Rules of Order and parliamentary procedure.
- Maintains the CFP office, all official documents, correspondence, files, supplies, and historical material.
- Provides administrative support to the Board:
  - Hotel and meeting room arrangements for Board meetings.
  - Develops an agenda with the Chair at least sixty (60) days prior to each Board meeting.
  - Assists with execution of the Board meeting.
  - Conducts E-balloting.
  - Apprises Board of important communications and ongoing developments.
  - Records Board policies.
  - Presents Director Report at each Board meeting.
- Delegates to and supervises work of the Executive Assistant (EA) and Executive Treasurer (ET).
- Provides administrative assistance to Council/Committee Chairs.
- Distributes materials to Board thirty (30) days prior to each Board meeting.
- Assists the EA in managing the Council and Standing Committee application process.
- Assists the Chair and Council Chairs in managing the Council and Standing Committee application process.

- Assists the EA in managing the Council application process.
- Assists the Chair during the Council formation process.
- Receives, redirects, and/or responds to all inquiries and communications.
  - Makes presentations about CFP at professional meetings when invited.
  - Disseminates educational and informational materials to members.
  - Posts information on CFP Facebook page.
- Serves as an ex officio, non-voting member of the Strategic Planning and Sponsorship Committees.
- Has primary responsibility for site selection of CFP biennial meeting four (4) years in advance:
  - Works with Conference Direct, the prospective local arrangements hosts, and the local Convention/Visitors Bureau (CVB) to visit prospective meeting sites.
  - Analyzes hotel and convention center ability to meet Conference needs.
  - Receives and summarizes hotel bids; reviews contract financial elements with ET.
  - Presents recommendation to Board for review and approval.
  - Examines contract provisions and signs contract.
- Responsibilities prior to the biennial meeting:
  - In cooperation with ET, prepares biennial meeting budget; sets registration fees one (1) year in advance; submits for Board approval.
  - Specifies all hotel responsibilities regarding meeting room space, setup, AV, and food and beverage. Reviews and approves hotel banquet event orders.
  - Ensures Local Arrangement Committee (LAC) has arranged for professional copy service for all biennial meeting copy needs.
  - Revises Local Arrangements Planning Guide and works with the LAC to plan and execute the CFP biennial meeting.
  - Ensures appropriate public notice of the biennial meeting.
  - Coordinates with Program and Issue Chairs to develop pre-registration materials, as mandated, at least one hundred fifty (150) days prior to biennial meeting. These materials notify members of the Conference of the time and place of the Biennial Meeting, and include information for submitting Issues, and a statement that all Issues shall be submitted to the Conference at least ninety (90) days preceding the CFP biennial meeting.
  - Conducts mailing to States regarding designation of Voting Delegates, as mandated, at least one hundred fifty (150) days prior to biennial meeting; conducts outreach and follow-up.
  - Receives finalized and assigned Issues from Issue Chair and makes Issues available to all CFP members, meeting registrants, Council members, and Voting Delegates, as mandated, at least forty (40) days prior to the biennial meeting.
  - Arranges for court reporter for the Assembly of State Delegates Meeting.
  - Assists the LAC with recruiting Parliamentarians, Scribes, and Runners, and filling Council member vacancies.
  - Assists the Chair with recruiting an App Liaison for each Council to disseminate information on the status of Issues using a mobile app.

- Oversees Program Chair in relation to Workshop and Reports and Updates Session.
  - Plans the Opening Session including inviting Keynote speakers and representatives who will present the federal agency reports.
  - Provides content to the desktop publisher for the Program Book and edits the different proofs of the book until a camera-ready copy is available for distribution in either print or electronic format.
  - Arranges for dissemination, duplication, and/or shipment of materials needed for attendees.
- Responsibilities during the biennial meeting:
    - Holds a pre-Conference meeting with hotel and local arrangements core group.
    - Ensures that pre-arranged hotel goods and services are satisfactorily performed.
    - Acts as on-site liaison between hotel and CFP attendees.
    - Ensures timely turnaround of Issue recommendations by professional copy service. Oversees EA to assure Issue packets are distributed to delegates and attendees who purchase printed copies.
    - Identifies Board term expiration schedule and coordinates election caucuses.
    - Prepares agendas, in conjunction with Chair, for each on-site Board meeting.
    - With the LAC, extends hospitality and information to CFP attendees.
    - Works with the EA and ET to address all ad hoc needs.
    - Prepares and distributes Delegate roster; conducts roll call of States, and assists the Parliamentarian with tabulating votes during Assembly.
    - Presents Director Report to Assembly.
    - Supervises set-up and function of court reporter during Assembly session.
- Responsibilities after the biennial meeting:
    - Arranges for return shipment of all CFP materials to office.
    - Holds meeting with current LAC and the Co-Chairs of the LAC for the next biennial meeting at the hotel following the closure of the current biennial meeting.
    - Reviews, make corrections, and gives final approval to court reporter transcript.
    - Assists the EA with preparation and distribution of new Board roster.
    - Oversees the EA to ensure final Issue recommendations are posted on website, all acknowledgement letters are written, and Resolutions of Appreciation and Council member certificates are distributed.
    - Assists the EA with compilation and distribution of biennial meeting Proceedings.
    - Provides a biennial meeting summary at the fall Board meeting following the biennial meeting.

### **Selection Criteria**

- A member in good standing of CFP.
- Has a thorough working knowledge of the goals, structure, and process of the Conference.
- A professional, forward-thinking emissary, dedicated to the collaborative process and to organizational growth and enhancement.

- Possesses sound judgment, balance, integrity, and objectivity.
- Possesses good organization and planning skills.
- Possesses good computer skills; proficient in the use of Microsoft Office applications software.
- Able to assess and meet the needs of the Conference membership.
- Has the ability to communicate well, both in written and oral form.
- Commits to serving a minimum of two (2) years; ensures no conflict of interest prevails; abides by the terms of the service agreement.