



Committee
Formation Session
Orlando, Florida
2014

Presenters : John Marcello, U.S. Food and Drug Administration

Types of Committees

◆ Standing Committees – 9

1. Program Committee
2. Issue Committee
3. Resolutions Committee
4. Constitution and By-Laws Committee
5. Audit Committee
6. Strategic Planning Committee
7. Food Protection Manager Certification Committee
8. Nominating Committee
9. Program Standards Committee⁻¹⁻

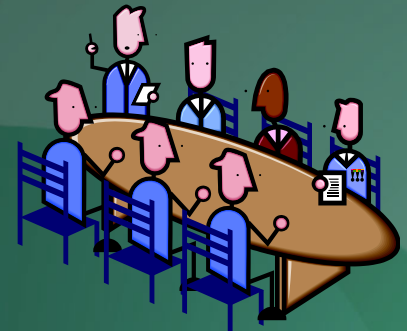
Types of Committees

◆ Council Committees

Formed as a result of a Conference action to study a specific issue and report back to the next biennial meeting.

Examples :

- Plan Review Committee
- Unattended Food Establishments
- Ice Maker Equipment Cleaning & Sanitizing
- Food Recovery



Committee Balance

- Constituencies
- Geographic location
- Federal Advisors (non-voting)



Committee Formation

- New Council chairs submit committee chair name to Executive Board
- Conference Chair makes formal appointment of committee Chair
- Committee chair selects committee members and submits to board for final approval

Committee Term

Committee term is completed when final report is submitted to the Conference
UNLESS.....

Council and Assembly reauthorize continuance to continue work on the issue until the next conference meeting.

Committee Process

“Working Committees”

Committees are (very) active during the interim 2 years between conference meetings

- Face-to-Face Meetings
- Conference Calls
- E-mail
- Prior to conference at meeting site



2014-2016 CFP Committees

Council I Committees

- Plan Review Committee
- Unattended Food Establishments
- Ice Maker Equipment Cleaning & Sanitizing
- Food Recovery

2014-2016 CFP Committees

Council II Committees

- Certification of Food Safety Regulation Professionals
- Demonstration of Knowledge
- Employee Food Safety Training
- Interdisciplinary Foodborne Illness Training

2014-2016 CFP Committees

Council III Committees

- Hand Hygiene
- Listeria Retail Guidelines

2016 Conference for Food Protection

BOISE, IDAHO

April 16 - 20, 2016

The background is a dark green color with several overlapping, semi-transparent circles of varying shades of green. A thin white arc curves across the upper portion of the image, starting from the left edge and ending on the right.

COMMITTEE MEMBERS

You know, you make time for it --- you make time and room for things that you believe are important. Do we not? And that's just human nature. If we really believe that it's important, we make time for it.

*Sharunda Buchanan, Director
Center for Disease Control & Prevention
Environmental Health Services Branch*

SELECTION CRITERIA

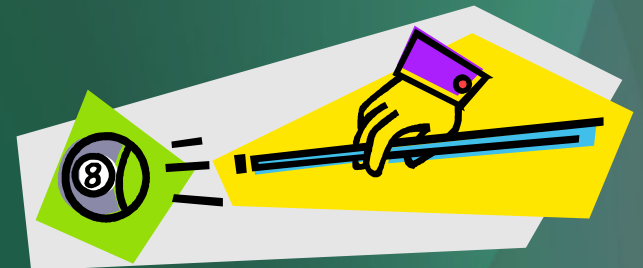
- A member in good standing with CFP
- Commits to **ACTIVE** participation on the Committee

SELECTION CRITERIA

- **Employer Approval and Support**
- **Knowledge – Committee Issues/Charges**
- **Proficient with laptop computer**
- **Handle Tasks Competently**
- **Familiar with Round Table Discussions**

Committee Members

- Prepare for the conference calls/meetings
- Do not be afraid to volunteer your comments
- Okay to disagree
- Provide gentle reminders if you do not hear from Chair(s)—no activity



Your Commitment

- ◆ Consider as “2-Year” Commitment
 - Have the support of your employer
- ◆ Active participation and production of final work product
 - Meetings
 - Conference Calls
 - **FEEDBACK!!**
- ◆ Complete Work Assignments



The background is a dark green color with several overlapping, semi-transparent circles of varying shades of green. A thin white arc curves across the upper portion of the image, starting from the left edge and ending on the right.

COMMITTEE CHAIRS

Committee Chairs - Selection Criteria

- A member in good standing of CFP
- Employer Approval/Support
- Notify Council Chair of Interest

Committees Chairs

- Involve members
- Listen to the members
- Agenda
- Establish a Committee Process/
Rules of Engagement
- Delegate
- Conference call minutes
 - Timely
 - Assignments
 - Reminders between calls

The background is a dark green color with several overlapping, semi-transparent circles in lighter shades of green. A thin white arc curves across the upper portion of the image.

COMMITTEE PROCESS

Particularly problematic is a tendency to see all the reason why one can't do something instead of thinking about how one could. It's taking too long for the profession to change.

*Carl Osaki, former Director
Public Health-Seattle & King County, WA*

Committee Process

- ◆ Notify chair if unable to actively participate
- ◆ Committee chairs should have a structured agenda with objectives and milestones
- ◆ Only committee members may vote on committee issues (simple majority for passage)



Committee Process

- ◆ Committee work begins immediately after approval unless committee is requested to report to board at next fall meeting (e-mail ballots)
- ◆ Subgroups may be formed within the committee

Committee Reports

◆ Interim “Status” Reports

- Each Executive Board meeting (30 days prior)
(Council chair presents)



◆ Final Report

- To Council with recommendation in the form of an issue for Conference deliberation (75 days prior to conference)
- Chair presents to appropriate council

Helpful Hints

- Members notified within a couple of months and begin committee work
- Establish an action plan and timeline early (written road map)



Building the Foundation for “Making a Difference”

“If you produce quality, you get credibility.

Credibility draws people to you, you get growth and strength.

And with growth and strength you acquire the ability to wield influence.”

Nelson Fabian, Director
National Environmental Health Association

Bonus Points



Enhances chances for Council membership due to your familiarity with the process and the issues

(hint – sign up sheets are in the back 😊)

Questions

