



Conference for Food Protection Strategic Planning Committee Chair

Position Description

At the end of each biennial Conference for Food Protection (CFP) meeting, the newly elected Conference Chair, with the approval of the Executive Board (Board), appoints the Chair of the CFP Strategic Planning Committee (SPC) to serve through the next biennial CFP meeting. This is a Standing Committee that reports to the Executive Board.

Responsibilities and Duties

- Supports the objectives of Conference for Food Protection (CFP) as stated in Article I of the CFP *Constitution and Bylaws*.
- In consultation with the CFP Executive Board leads the development of the strategic plan for CFP. The strategic plan includes short-range and long-range strategic goals and objectives using the mission and vision of the CFP.
- In consultation with the CFP Executive Board and SPC review the CFP Strategic Plan at least every two (2) years.
- Reports to the Board on the activities of the Strategic Planning Committee and follows the direction of the Board.
- Submits a report of the Committee's activities to the Board prior to each semi-annual Board meeting.
- In conjunction with the SPC vice-chair, selects members of the Strategic Planning Committee (SPC) from the roster of current CFP members. Committee membership is stipulated by CFP bylaws, and shall include a maximum of twenty (20) voting members representing regulatory, industry, academia, and consumer constituencies.
- Presides at all meetings of the Committee.
- Ensures that arrangements for Committee meetings and conference calls are made, and ensures that meeting dates and locations are posted in advance on the CFP web site.

- Ensures that Committee members and other meeting participants receive an agenda for meetings and conference calls.
- Ensures that minutes of all Committee meetings and conference calls are distributed and posted to the CFP website in a timely manner.
- Leads the Committee in the process of addressing all assigned charges. Develop and assigns workgroups and/or tasks to aid in the completion of Committee charges
- Works closely with CFP vice-chair.

Selection Criteria

- A member in good standing of CFP.
- Commits to serving at least two (2) years as Chair of this Standing Committee, and have the approval and support of employer.