

Committee Formation Session - Virtual 2021

Presented by: Elizabeth A. Nutt, AFDO Retail Food Safety Director



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Types of Committees

- ▶ Standing Committees
- ▶ Council Committees



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Standing Committees

- 1. Established with Constitutional charges by CFP approval of an Issue recommendation.
- 2. Report directly to the Conference Chair and the Executive Board.
- 3. More charges can come from the Executive Board or approved Issue recommendations.
- 4. Chairs are appointed by the Conference Chair. Chairs select the members of the committee and submit a list to the Executive Board for final approval.



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Current Standing Committees

- | | |
|--|----------------------------------|
| 1. Audit Committee | 7. Program Committee |
| 2. Constitution and By-Laws Committee | 8. Program Standards Committee |
| 3. Issue Committee | 9. Resolutions Committee |
| 4. Finance Committee | 10. Strategic Planning Committee |
| 5. Food Protection
Manager Certification
Committee | 11. Publications Committee |
| 6. Nominating Committee | |



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Council Committees

Formed with assigned charges by CFP approval of a recommended solutions to study a specific issues and report back to the next biennial meeting.

Examples of Previous Committees

- Clean in Place
- Food Recovery
- Employee Food Safety Training
- Demonstration of Knowledge
- Food Recovery
- Produce Wash
- Mail Order Food Safety



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Balanced Committee Membership

- All constituencies included with every reasonable effort to maintain balance.
- Geographic diversity promoted
- Federal Agency Consultants (non-voting)
- “At-large” committee members may participate in committee activities but are not permitted to vote on motions.



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Council Committee Formation

CFP members volunteer to serve as a member and/or Chair of a committee by applying online in response to a message sent by CFP in August 2021. This message will be sent after the conclusion of the virtual Biennial Meeting.

PLEASE RESPOND PROMPTLY



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Council Committee Formation

- New Council Chairs submit the names of proposed Council Committee Chairs to the Executive Board for review and approval.
- Conference Chair makes formal appointment of committee Chairs.
- Committee Chairs select the members of their committee and submit a list to the Executive Board for final approval.



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Council Committee Term

A Council Committee will be disbanded when it has completed its charges and submitted a final report to the Conference

UNLESS...

A Council and the Assembly of State Delegates approves an Issue recommending re-creation of the committee to work on new or continued charges until the next Biennial Meeting.



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COMMITTEE PROCESS



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Each one of us can make a difference.
Together we make change.

Barbara Mikulski



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Committee Process

Council Committees are “Working Committees”

Committees are very active during the period between Biennial Meetings. Work is conducted via:

- Video chat
- Telephone Conference Calls
- Email
- Meetings held prior to the start of the Biennial Meeting.

Only rarely will a committee meet face-to-face.



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Committee Process (continued)

- ▶ Notify the committee chair if you are unable to actively participate.
- ▶ Committees chairs should have a structured agenda with objectives and milestones.
- ▶ Only voting committee members may vote on committee issues (simple majority for passage).



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Committee Process (continued)

- ▶ Committee work begins immediately after its membership has been approved by the Executive Board.
- ▶ Subgroups may be formed within the committee to undertake special assignments.



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2018 – 2020 CFP Committees

Council I Committee
Food Recovery

Council II Committee
Allergen



The logo features a circular emblem with the text "PROMOTING FOOD SAFETY THROUGH COLLABORATION" around the perimeter. Inside the circle, there are stylized figures of people sitting around a table, flanked by wheat stalks.

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2018 – 2020 CFP Committees (continued)

Council III Committees
Direct to Consumer Delivery Food Safety
Produce Wash Water
Product Assessment



The logo features a circular emblem with the text "PROMOTING FOOD SAFETY THROUGH COLLABORATION" around the perimeter. Inside the circle, there are stylized figures of people sitting around a table, flanked by wheat stalks.

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COMMITTEE MEMBERS



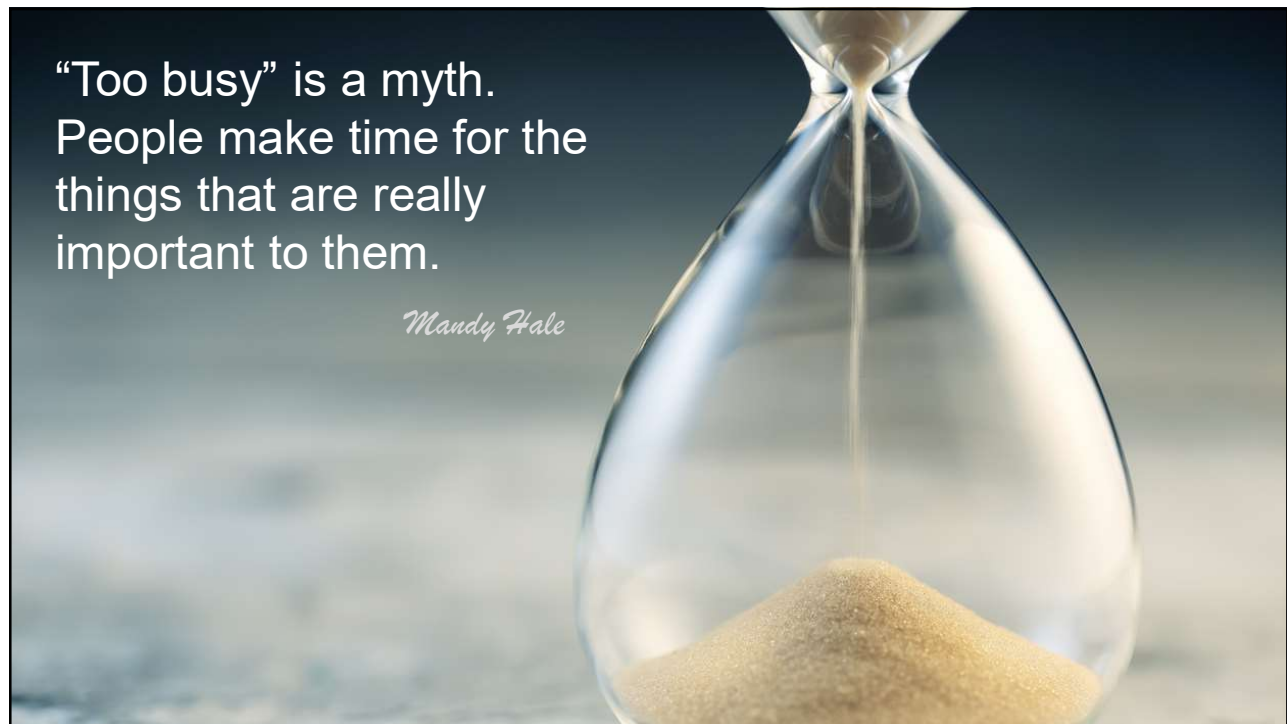
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Selection Criteria

- Member in good standing in CFP.
- Commits to being an **ACTIVE** participant in all Committee activities.
- Has employer approval and support.
- Has knowledge of committee issues/charges.
- Handles tasks competently.
- Willing to achieve consensus.



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Committee Members

Prepare for the conference calls/meetings.

- Don't be afraid to volunteer your comments and concerns.
- Know that it's okay to disagree
- If you don't hear from a committee chair, it is perfectly acceptable to inquire about when the next meeting is scheduled.

“Confidence comes from being prepared.”

John Wooden



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Your Commitment

Consider committee membership a “2-Year” commitment.

Active participation and production of final work products including the committee’s Final Report, Issues and supporting documents.

Complete all Work Assignments in a timely fashion.







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COMMITTEE CHAIRS



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Committee Chairs – Selection Criteria

-  A member in good standing of CFP
-  Employer approval/support
-  Notify Council Chair of interest
-  Identify interest when signing up



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Committee Chairs

-  Involve members.
-  Actively listen to the members.
-  Provide and agenda for meetings.
-  Establish a Committee Process/Rules of Engagement.
-  Delegate tasks.
-  Conference call minutes. (timely, assignments, reminders between calls)



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Committees Reports

Interim “Status” Reports

- Submitted for each Executive Board meeting
 - 30 days prior
 - Council chair presents

Final Report

- To Conference in the form of an Issue with a recommendation(s)
 - 75 days prior to conference
- Chair presents to appropriate Council



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Helpful Hints

Members will be notified following approval of Committee rosters. This will occur in October 2021 for Committees that will report back to the 2023 Biennial Meeting.

Establish an action plan and timeline early.

- Written Road Map



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“Alone, we can do so little;
together, we can do so much.”

*Frank Yiannas,
Deputy Commissioner for
Food Policy and Response –
New Era of Smarter Food Safety*

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BONUS POINTS

Committee membership enhances chances for Council membership at future Biennial Meetings due to your familiarity with the process and the Issues.



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Possible Committees for 2020 - 2022

Council I Committees

Joint Shellfish

Safe Use of Re-Usable Containers

Food Code Review in Relation to Food for Animals

Shared Kitchens



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Possible Committees for 2020 – 2022 (continued)

Council II Committees

Food Defense

Digital Food Safety

Digital Temp Monitoring Equipment

Food Safety Management System

Employee Food Safety Training



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Possible Committees for 2020 – 2022 (continued)

Council III Committees

Update Guide on Beef Ground at Retail

Intended use-STEC Hazards in Retail

HACCP Plans for Sushi @ Retail

Rotisserie Chicken Food Safety



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Next Steps

CFP will email information to all CFP members after the 2020 Biennial Meeting that describes how to volunteer to serve as a member and/or Chair of a Council Committee or Standing Committee.

Incoming Council Chairs will nominate the Chair for each Council Committee formed within their Council for Executive Board approval. Council Chairs and Council Committee Chairs will then select the remaining members of the Council Committees. The Council Chairs will submit full committee rosters to the Conference Chair for final review and approval by the Executive Board.

Standing Committee Chairs will be appointed by the Conference Chair. The rosters for Standing Committees will be submitted to the Executive Board for review and approval.



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2023 Biennial Meeting of CFP
Westin Galleria
Houston, TX
April 23 – 29, 2023



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What questions do you have?



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