



Conference for Food Protection

AUDIT COMMITTEE CHAIR

POSITION DESCRIPTION

The person holding this position shall have approval from their employer and shall: be a current Conference member, be capable of applying Robert's Rules of Order, understand how the Conference functions, and know and support the current *CFP Constitution & Bylaws* and *CFP Biennial Meeting/Procedures document*.

This Position is determined by Conference Chair appointment. The term of this Position shall be from appointment through adjournment of the next CFP Biennial Meeting.

Minimum Prerequisites

- Approval from their employer
- Be a current Conference member
- Participation in at least one previous Conference Committee
- Time commitment

Term Limit 2 years

Responsibilities & Duties

- Works with Conference Chair in selecting a Vice Chair from the CFP roster of applicants for Board approval.
- Selects committee members with the Vice Chair from the CFP roster applicants and submits to the Board for approval.
- Notifies committee members and provides committee members the current versions of the *CFP Biennial Meeting/Procedures* document, and Committee Member Position Descriptions.
- Reports to the Board.
- Schedules committee work and meetings, delegate assignments to the committee members and ensures committee work is completed on time.
- Attends and presides over committee meetings by using technology available.
- Strives to build consensus in committee's final decisions.
- Submits a written report of the Committee's activities to the Conference Chair and Director 30 days before each Board meeting.
- Responsible for committee to audit the Conference's financial records annually and report findings to the Board.
- Ensures and schedules a certified public accountant that shall conduct an audit of the Conference's financial records at least every 4 years.
- Collaborates with the Treasurer and Finance Committee Chair as needed.
- Attend the Board meetings by using technology available.
- Due to complexities that necessitate in person discussion, it will be at the Conference Chair's discretion to request the Standing Committee Chair in person attendance at a Board meeting based on the

agenda, to request the Standing Committee Chair in person attendance at a Board meeting based on the agenda, needs, and availability of travel reimbursement funds.

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