



# *Conference for Food Protection* *AUDIT 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 Audit Committee to serve through the next biennial CFP meeting.

### **Responsibilities and Duties**

- Supports the objectives of CFP as stated in Article I of the *Constitution and Bylaws*.
- Reports to the Board as a standing committee and follows the direction of the Board.
- Audits CFP's financial records annually except when a certified public accountant conducts the audit. Results of the audit are reported annually to the Board.
- Selects members of the Audit Committee\* from the roster of current CFP members.
- Schedules committee work and meetings, delegates assignments to the committee members and ensures committee work is completed on time

### **Selection Criteria**

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

\*The committee should be composed of at least four (4) members: the Committee Chair and at least one (1) representative from state regulatory, one (1) representative from local regulatory, and one (1) representative from industry.