



# ***Conference for Food Protection***

## ***CONSTITUTION BYLAWS & PROCEDURES***

### ***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
- Has an extensive understanding of how the Conference functions

**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 and provides committee members the current versions of the *CFP Constitution and Bylaws*, *CFP Biennial Meeting/Procedures document*, and Committee Member Position Descriptions.
- Reports to the Board and follows the direction of the Board.
- Schedules committee work and meetings, delegates 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 using the approved format to the Board 30 days before each Board meeting.
- Collaborates with the Issue Committee Chair and other Committee Chairs as needed, to ensure compatibility of any new or revised policy, procedure, or activity that may impact the Issue process.
- Provides guidance and assistance to leadership and the Board regarding clarification of items within the *CFP Constitution and Bylaws* and *CFP Biennial Meeting/Procedures document*, policies, and procedures.
- Serves as an ex officio, non-voting, Board member.

- Submits recommendations to the Board to improve Conference administrative functions through proposals to amend the *CFP Constitution and Bylaws* and *CFP Biennial Meeting/Procedures* document.
- Ensures committee review of proposed memorandums of understanding for consistency among governing documents.
- Submit Board approved Constitutional changes as Issues for the next CFP Biennial Meeting by the designated dates.
  1. Refer to the "Issue Submission Process and related documents" on our website.
- Ensures committee review of governing documents on a recurrent basis with at least one document or set of documents reviewed per biennium cycle. The review shall occur in succession from one biennium to the next in the following prioritized manner unless directed otherwise directed by the Board to accomplish Conference objective.
  1. *CFP Constitution and Bylaws*
  2. *CFP Biennial Meeting/Procedures* document
  3. Position Descriptions
  4. Governing Policy documents
- Reviews draft Bylaws proposed by other Conference committees for consistency and uniformity with the Conference governing documents.
- Maintains current versions of Conference governing documents that reflect Board or Assembly adopted changes and submit copies to Director for electronic storage.
- Works with Issue Chair prior to each CFP Biennial Meeting to review all Issues related to Conference governance to ensure recommended language is consistent and creates no conflicts among all governing documents.
- May be required to present a training session at the beginning of the CFP Biennial Meeting to inform the participants about the structure and process of the Conference.
- Responsible for presentations of Issues to Council II at the CFP Biennial Meeting
- If report presentation is desired by the Board, Chair is responsible for verbal committee report presentation at the CFP Biennial Meeting.
- Attend the CFP Biennial Meeting in person.
- Attend the Board meetings in person and be prepared to use the technology available.

Revision date: 10-30-24