



Conference for Food Protection **COMMITTEE MEMBER**

Position Description

During Council deliberations at a Conference for Food Protection (CFP) biennial meeting, a Council may recommend the formation of a Committee* to further study a particular matter. The Council recommendation is then subject to final decision by the Assembly of State Delegates (Assembly). A Committee is given a specific charge to investigate and to report back to the Council with specific recommendations. If the charge has been completed, the Committee is disbanded. If the charge is not completed or additional work is deemed necessary, the Council may re-charge the Committee and ask for another report prior to the next biennial meeting.

A Committee can also be formed by the Executive Board (Board) to investigate an Issue or at the recommendation of the Assembly concerning an Issue. The Committee must report back to the Board with specific recommendations prior to the next biennial meeting.

Responsibilities and Duties

- Supports the objectives of CFP as stated in Article I of the *Constitution and Bylaws*.
- Has a working knowledge of the *Constitution and Bylaws*, *Conference Procedures*, (specifically Article VIII Committees), and *Biennial Meeting Information Manual*.
- Actively participates in Committee activities through conference calls, correspondence, emails and meetings. A Committee member demonstrates a vested interest in the Committee purpose or topic by participating; however, a conflict of interest concerning the purpose or topic needs to be avoided. Should a conflict of interest occur a member should consider not voting on the item or serving on the Committee as a non-voting member.
- Helps draft documents reflecting Committee work as directed by Committee Chair.

Selection Criteria

- A member in good standing of CFP.
- Commits to active participation on the Committee.

*Note: Committee membership is generally composed of at least eleven (11) members: the Chair, Vice Chair and two (2) representatives from state regulatory, two (2) representatives from local regulatory, two (2) representatives from industry, and one (1) from an academic institution, and one (1) consumer representative, and one (1) representative from a federal agency.