



Conference for Food Protection

COUNCIL COMMITTEE CHAIR

Position Description

At the end of the Conference for Food Protection (CFP) biennial meeting, the new Council Chair and Council Vice Chair nominate Chairs for their respective Committees who will be formally appointed by the Conference Chair and approved by the CFP Executive Board (Board).

Responsibilities and Duties

1. Supports the objectives of CFP as stated in Article I of the *Constitution and Bylaws*.
2. Has a working knowledge of *Robert's Rules of Order* and parliamentary procedure.
3. Manages a Committee that serves from appointment until the committee's charge(s) is completed and a final committee report is submitted and approved. If the committee is not able to complete its charge(s) between Biennial Meetings, it must submit an Issue that recommends it be re-created for the next biennium.
4. Selects the Committee Members with the assistance of the Council Chair and Council Vice Chair, ensuring that the membership reflects a balanced representation of the constituency of the Conference.
 - a. Submits the recommended membership list to the Council Chair who forwards it to the Executive Director for distribution to the Board for review and approval by the August (Fall) Board meeting following the biennial meeting.
 - b. Notifies committee applicants of their appointment status and apprises committee members of their responsibilities.
5. Assists the Council Chair and Council Vice Chair in identifying qualified Committee members for Council positions for the next biennial meeting from the list of Council applicants.
6. Presents Committee's Issue(s) to the assigned Council at the biennial meeting; appoints a designated committee member to make the presentation if unable to attend.
7. Oversees conduct of Committee responsibilities, including:
 - a. Copies Council Chair and Council Vice Chair and Conference Vice-Chair (who serves as the Committee Whip) on all communications sent to Committee members.
 - b. Follows the guidelines for Committees written in the *Conference Procedures*, Section VIII.
 - c. Establishes a work plan and timeline to accomplish the committee's assigned charges.
 - d. Schedules committee work, conference calls and meetings; delegates assignments to the committee members and ensures committee work is completed on time.
 - e. Requests from the Executive Board via the Council Chair any clarification of assigned charges.

- f. Contacts the CFP Executive Director for information and required forms to be completed for Executive Board approval of CFP funds that may be available to assist a Committee in conducting its business.
- g. Completes reports on a timely basis using the approved format as requested by the Council Chair at least 30 days before each fall and spring Board meeting.
- h. Writes Issue(s) and a final Committee Report using the approved format with the assistance of the committee members. Meets all deadlines for submittal of documents.
 - (1) Submits draft of final committee report, Issue(s), and committee generated documents and recommendations for preliminary review by the Council Chair, Council Vice Chair, and Issue Chair(s) by stated due dates.
 - (2) Edits documents as necessary and works with Council Chair and Issue Chair(s) to ensure clarity, understanding, and completeness of all committee generated documents, including making any non-substantive changes without requiring committee member approval (e.g., reorganization of information, insertion of missing information).
 - Shall submit to the committee any substantive changes to document content (i.e., change of purpose, intent or direction) for their approval with 48 hour response time requirement; majority vote of those that respond shall deem documents as “approved.”
 - (3) Submits committee Issue(s) and all attached documents online by a stated due date and in the required format, and works with Issue Reviewers to ensure final documents are readable, easy to understand, and meets all terms and conditions for Issue acceptance.

Selection Criteria

- 1. A member in good standing of CFP.
- 2. Commits to serving as Committee Chair and have the approval and support of their employer.