



# *Conference for Food Protection*

## **COUNCIL RUNNER**

### *Position Description*

A Council Runner provides all Conference for Food Protection (CFP) attendees with important and timely communication on the disposition of each Issue being deliberated by each Council at the biennial meeting. A Runner is not a member of the Council and may not participate in the discussion or voting.

#### **Responsibilities and Duties**

1. Attends the training session for Runners/Scribes and Council Member Orientation prior to the start of Council sessions.
2. Attends all sessions of assigned Council; needs to be on time and be prepared to stay after the normal scheduled Council session is completed.
3. Checks in with the Council Chair and/or Vice Chair at the start of each session to see if there are any special instructions.
4. Notifies the Executive Director, Local Arrangements Chair or other designated person if there are any needs in the Council room, such as microphone problems, room temperature, chairs, water, trash pickup, etc.
5. During Council deliberations, takes direction only from the Council Chair or Council Vice Chair.
6. Listens to the Council deliberations as they take place in order to know the status of an Issue at any point in time.
7. Updates the Issue Chart on the Communication Board (located outside the Council meeting room) by posting the Council's recommendation as instructed by the Council Chair or Council Vice Chair.
8. Transports (via Council flash drive) completed Issues to the CFP office or Issue Chair Work Center (*specific location will be designated by the Executive Director at the beginning of each Biennial Meeting*) periodically during the day and at the end of each day's deliberation. The Executive Assistant or Issue Chair(s) will download Issues from the flash drive and the Runner will immediately return the flash drive to the Council Scribe if deliberations are continuing that day.
9. Relays any messages between Issue Chair(s) and Council Chair or Council Vice Chair related to Issue status.
10. Delivers the Council flash drive to the designated location immediately when Issues are to be transferred from one Council to another.

#### **Selection Criteria**

1. Has the approval and support of their employer to attend the Scriber/Runner and New Member Orientation sessions and all Council sessions.