



# *Conference for Food Protection*

## **COUNCIL VICE CHAIR**

### *Position Description*

At the end of the Conference for Food Protection (CFP) biennial meeting the newly elected Conference Chair, with approval by the Executive Board (Board), appoints the Council Vice Chair. The Council Vice Chair assists the Council Chair in carrying out the Council's assigned charges for the two years between biennial meetings as well as during Council deliberations at the biennial meeting.

#### **Responsibilities and Duties**

1. Supports the objectives of CFP as stated in Article I of the *Constitution and Bylaws*.
2. Has a thorough knowledge of the CFP governing documents.
3. Has a working knowledge of *Robert's Rules of Order/Parliamentary Procedure*.
4. Attends all CFP Board meetings.
5. Assumes the duties of the Council Chair in the event the Council Chair is unable to fulfill required duties during the two (2) year term until a new Council Chair of the same constituency is appointed by the Board.
6. Assists the Council Chair in the formation and function of Council Committees, including selection of Committee Chairs.
7. Works with the Council Chair and Committee Chairs as they select Committee members.
8. Assists the Council Chair in ensuring that Committees are actively working on their assigned charges and meeting deadlines, including but not limited to ensuring:
  - a. Committee charges are being deliberated.
  - b. Committee membership is current and constituency balance is maintained as stated in Article XV, Section 10 of the *Constitution and Bylaws*.
  - c. Committee reports are written and submitted as required.
  - d. Final committee reports and Issue(s) are completed and submitted as required.
  - e. Preliminary review of draft final committee reports, draft Issues, and work submitted as Issue attachments is completed and finalized to ensure clarity, understanding, and completeness.
9. Serves as a member of the Issue Committee.
10. Works with the Council Chair and Committee Chairs to nominate Council members and alternates, as set forth in Article XI of the *Constitution and Bylaws*, from persons who have submitted applications to the Executive Director.
11. Works with the Council Chair and Issue Chair(s) to ensure that finalized Issues assigned to their Council are numbered according to the CFP governing documents.
12. At the biennial meeting:
  - a. Assists the Council Chair during the deliberation of the Issues assigned to the Council.
  - b. During Council deliberations, in the absence of the Council Chair, votes on Council Issues only in the event of a tie.
  - c. Works with the Issue Chair(s) to ensure that any reassigned Issue, supporting documentation, and rationale for reassignment is successfully communicated and assigned to the new Council.
  - d. Attends the Council Member and Scribe/Runner Orientation sessions
  - e. Supervises the activities of the Council Scribe and Runner.
  - f. Devotes the time necessary at the close of each Council session to ensure final Issue recommended solutions (and any Issue content document modified by Council) are transcribed

- as intended by the Council and proofread.
- g. Monitors the status of all Council Issues. Assists the Council Chair in verifying that all Council Issue recommendations are properly recorded at the end of each session and at the end of each day's deliberations. Ensures that the electronic copy of the recommendations is delivered to the or other designated location.
  - h. Assists in conducting a final review of all Council Issue recommendations prior to publication to ensure clarity and understanding, and to verify approved format; in the absence of the Council Chair, gives final approval of each Issue prior to publication.
  - i. Assists the Council Chair in preparing the Council Report for presentation to the Assembly of State Delegates.
13. Consults with the outgoing Council Chair to determine suitable Vice Chair candidates and makes a recommendation to the Conference Chair subject to Board review and approval.

**Selection Criteria**

- 1. A member in good standing of CFP.
- 2. Commits to serving through two (2) biennial meetings, i.e., two (2) years as Council Vice Chair and two (2) years as Council Chair; and has the approval and support of their employer.