



Conference for Food Protection

DIGITAL ENGAGEMENT & TECHNOLOGY

SOLUTIONS 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

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 Biennial Meeting/Procedures* document, and Committee Member Position Descriptions.
- Reports to the Board.
- Schedules committee work and meetings, delegate assignments to the committee members and ensures committee work and charges are completed on time.
- Attends and presides over committee meetings by using technology available.
- Strives to build consensus in committee's final decisions.
- Ensures that minutes of all committee meetings are taken and made available upon request.
- Submits a written report of the Committee's activities to the Conference Chair and Director 30 days before each Board meeting.
- Ensures that the committee identifies, vets, and recommends digital engagement and technology solutions which brings value to membership, encourages engagement with CFP, and improves internal processes. Items for the committee to always consider and make recommendations to the Board for:
 1. document sharing and collaboration solutions;
 2. website redesign and optimization;

3. social media and communication solutions.

- Ensures that the committee will identify and prioritize digital technology activities, with the guidance of the Board, for each CFP Biennial Meeting.
- Works closely with the Conference Vice Chair.
- Attend the Board meetings by using technology available.
- If report presentation is desired by the Board, Chair is responsible for verbal committee report presentation at the CFP Biennial Meeting.
- Due to complexities that necessitate in person discussion, it will be at the Conference Chair's discretion to request the Standing Committee Chair in person attendance at a Board meeting based on the agenda, needs, and availability of travel reimbursement funds.
- Attend the CFP Biennial Meeting in person.

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