



Conference for Food Protection

EXECUTIVE ASSISTANT

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 Board approval. The Executive Assistant is an independent contractor subject to the terms of the prevailing contract. The term of this position shall be from appointment through the end of their contract.

Minimum Prerequisites

- Preferred possession of Associate Degree or above.
- Self-starter who can work independently with minimal supervision.
- Excellent writing, editing, desktop publishing, database management, and organizational skills.
- Ability to use a variety of computer platforms and applications.
- Ability to accurately capture highlights from verbal reports, general discussion points, and action items during Board meetings and convey them into meeting minutes.
- Ability to post information and upload documents onto the CFP website.
- Possess sound judgement, balance, integrity, and objectivity.
- Ability to assess and meet the needs of the Conference membership.
- Commits to serving a minimum of two (2) years and abides by the terms of the service agreement.
- Ensures no conflict of interest prevails.
- Has or will acquire a working knowledge of the CFP governing documents and policies.
- Work is primarily performed in your own home but may be performed outside normal business hours.
- Travel throughout the U.S. is required at times.
- Attend committee meetings by using technology available.
- Attend the Board meetings in person and be prepared to use the technology available.
- Attend the CFP Biennial Meeting in person.

Term Limit Per service agreement

Responsibilities & Duties

- Reports to the Director and serves as an ex officio, non-voting member of the Board.
- Serves as an ex officio, non-voting, Board member.
- Maintains official copies of the electronic version of all governing documents as approved by the Board.
- Assists the Director with documenting new and amended Board policies and works with Constitution Bylaws and Procedures Chair for policy template and governing document consistencies.
- Any grant duties as assigned by the Director.

- Manages all the information on the CFP website and perform other activities related to the management of the website with the assistance of a professional webmaster.
 1. Posts all CFP Biennial Meeting, Board related documents, committee reports, and other materials as requested by the Conference Chair and the Director.
- Manages the CFP membership database and creates rosters, mailing lists, and reports.
- Assists and supports the Director, Councils, and Committees.
 1. Manages the Council Committee and Standing Committee volunteer application process.
 2. Manages the Council member application process.
 3. Assists Council Chairs when requested.
 4. Assists Council Committee Chairs and Standing Committee Chairs when requested.
 5. Forwards to the Director inquiries and communications and messages received via the CFP website.
- Assists the Treasurer with financial transactions.
 1. Conducts banking activities related to receipt of any funds paid by check.
 2. Monitors receivables via online third-party membership, sponsorship, donation, registration, and event registration program.
- Serves as CFP's administrator for an online third-party membership management and registration/application program.
 1. Creates, maintains, and edits all webpages for online application processes for CFP activities.
 2. Creates complementary fillable PDF forms as necessary for submittal of offline applications.
 3. Ensures that all content and member contact information is transferred to the CFP Membership Database as needed.
 4. Updates individual member data to include participation in designated volunteer roles of Committee members, Council members, and Board members.
- Assists the Director with Board Meeting planning and preparation.
 1. Prepares, updates, and distributes Board rosters.
 2. Prepares and distributes Board meeting minutes for approval.
 3. Maintains a list of outstanding action items assigned during Board meetings.
 4. Prepares periodic written reports and summary report to track Board action taken between meetings, such as electronic voting.
 5. Assists Director in identifying Board member term expiration schedule.
 6. Assists Director with preparation and distribution of new Board roster.
- Responds to general email inquiries received through the CFP website or as assigned by the Director.
 1. Forwards emails to appropriate destination for responses.
- Provide Sponsorship and Donor support activities.
 1. Maintains communication with Sponsorship and LAC Chairs to ensure Sustaining Sponsorships and Event Service Support Donations are accurately documented.
 2. Provides information to Sponsorship and LAC Chairs, Treasurer, and Director on funds received and funds pledged for sponsorship.
 3. Maintains listing of sponsorships and donations attributed to the LAC's outreach efforts.
 4. Provides support to Sponsors concerning the application and payment process.
 5. Assists Sustaining Sponsors with processing "complimentary" CFP Biennial Meeting registrations provided as a sponsor benefit.

- Assists the Director with tasks related to the CFP Biennial Meeting planning and staging.
 1. Assists with editing the digital Program Book and posting the finalized book on the CFP website.
 2. Revises the Local Arrangements Planning Guide and works with the LAC to plan and execute the CFP Biennial Meeting with the Director.
 3. Manages the attendee registration process.
 - a. Assists in developing pre-registration materials.
 - b. Monitors status of registration.
 - c. Confirms registration of Board members, Council members, Delegates, and speakers.
 - d. Periodically updates the Director on registrations.
 - e. Creates registration lists for the LAC to designate specific roles of each attendee and volunteer.
 - f. Works with the Director and Treasurer to address all onsite ad hoc needs.
 - g. Assists the Treasurer with processing attendee registration payments and refunds.
 - h. Assists with onsite registration as needed.
 4. Oversees preparation of all table tents for opening session, Councils, and Assembly.
 5. Prepares Council voting member and alternate member certificates of appreciation, and Resolutions of Appreciation.
 6. Assist the Director in coordinating election caucuses.
- Provides support for the Issue process.
 1. Maintains approved version of the written protocol for Scribes and Runners.
 2. Prepares electronic folders for each Council containing editable scribe versions of Issues, full version of Issues, and all Issue attachments.
 3. Oversees onsite posting of Issue status sheets outside each Council room.
 - a. Provides Council specific lists to the LAC to put on chart size paper.
 - b. Prepares colored labels for Runners to designate current Issue status.
 4. Provides onsite assistance to Issue Chair and Scribes as requested.
 5. Works with Director to ensure Issue packets are created and distributed to Delegates and Attendees.
 6. Responsible for ensuring that Final Issue recommendations for all three Councils are posted on the website in advance of the Assembly meeting.
- After the CFP Biennial Meeting;
 1. Responsible for any unclaimed Resolutions of Appreciation and Council Member certificates and ensure they are mailed to the intended recipients.
 2. Responsible for compilation and posting of CFP Biennial Meeting documents including the transcript from the Assembly meeting.
 3. Post on the CFP website the Final Issue recommendations as approved by the Assembly.
- Other duties as assigned by the Director.

* NOTE: Compensation for completion of post-award grant-related duties and responsibilities, as specified in this position description, is commensurate with the scope and terms of the grant and will be in addition to the salary listed in the *Conference for Food Protection Executive Assistant Service Agreement*.