



Conference for Food Protection

EXECUTIVE BOARD MEMBER

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 constituency election at the CFP Biennial Meeting. The term of this Position shall be from appointment through adjournment of the next three (3) CFP Biennial Meetings.

Minimum Prerequisites

- Shall be a member from the applicable constituency (state regulatory, local regulatory, federal agency, food industry, academia and, consumers)
- Approval from their employer
- Be a current Conference member
- Participation in at least one previous Conference Committee
- Time commitment

Term Limits 6 years and shall not exceed 2 elected terms totaling 12 years

Responsibilities & Duties

- Commits to attending two (2) scheduled Board meetings annually, and three (3) CFP Biennial Meetings in their entirety unless an emergency situation requires early departure. The Board can vote to remove members if they miss an excessive number of meetings without an excused absence.
- Commit oneself to integrity and ethical conduct.
- Attends special meetings that may be called by the Conference Chair and supported by the Board,
- Thoroughly reviews all communications prior to all Board meetings and the CFP Biennial Meeting and is prepared to actively participate in discussions that occur at these meetings.
- Actively participates in discussions with all members of the Board, Director and, for voting members, responds in timely fashion to Board E-ballots.
- Serves as a member of at least one Standing Committee each biennium over their term of office.
- Serves as a member of an ad hoc committee as needed to assure balanced representation among constituencies and geographical regions.
- Communicates with and updates their respective constituencies on the progress of the CFP.
- Supports the Conference by active participation in public discussions for and about CFP and assists the Conference Chair and Director in managing CFP business.
- Upon request, provides training on the history, purpose and structure of CFP to interested parties.
- Attend the Board meetings in person and be prepared to use the technology available.
- Attend the CFP Biennial Meetings in person.

Revised 10-28-24

