



Conference for Food Protection

EXECUTIVE DIRECTOR

Position Description

The person holding this position shall 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 Director is an independent contractor subject to the terms of the prevailing service agreement. The term of this Position shall be from appointment through the end of their service agreement.

Minimum Prerequisites

- Thorough working knowledge of the goals, structure, and process of the Conference.
- A professional, forward-thinking emissary dedicated to the collaborative process and to organizational growth and enhancement.
- Possesses sound judgment, balance, integrity, and objectivity.
- Possesses good management, organization, and planning skills.
- Good computer skills, proficient in the use of Microsoft Office applications software.
- Ability to assess and meet the needs of the Conference membership.
- Ability to communicate well, both in written and oral form.
- Commits to serving a minimum of two (2) years; ensures no conflict of interest prevails; abides by the terms of the service agreement.
- 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 and Duties

- The Director along with the Conference Chair, the Board, and Conference Executive Staff, is responsible for conducting the ongoing administrative business of the Conference for Food Protection (CFP) as well as the planning and execution of the CFP Biennial Meeting as outlined in the current version of the *Constitution and Bylaws*.
- Has a thorough knowledge of all CFP governing documents and relevant policies such as the Travel Policy, Commercialism Policy, etc.
- Reports to and serves as an ex officio, non-voting member of the Board.
- Has a working knowledge of Robert's Rules of Order and parliamentary procedure as employed during Board, Council, and Assembly meetings.
- Maintains the CFP office, all official documents, correspondence, files, supplies, historical material and storing the proceedings from current and past Assembly proceedings.
- Attend the Board meetings in person and be prepared to use the technology available.
- Provides administrative support to the Board:

1. Makes arrangements for hotel lodging and meeting room space for Board meetings.
 2. Develops a draft agenda with the Chair at least sixty (60) days prior to each Board meeting.
 3. Assists with execution of the Board meeting.
 4. Conducts electronic balloting.
 5. Apprises Board of important communications and ongoing developments.
 6. Serves as the Board's primary contact with legal representatives and allied organizations.
 7. Assists the Executive Assistant (Assistant) with development of position descriptions, Board policies, and scripts for presentations and is responsible for their maintenance.
 8. Assists the Assistant in managing the information on the CFP website with assistance of a professional webmaster and publishes the CFP newsletter.
 9. Presents Director Report at each Board meeting.
 10. Receives Standing Committee reports.
- Delegates to and supervises work of the Assistant and Treasurer.
 - Provides administrative assistance to Council Chairs and Committee Chairs.
 - Distributes meeting materials to Board members fifteen to thirty (15-30) days prior to each Board meeting.
 - Reviews the budget and financial reports prepared by the Treasurer for the Conference and the CFP Biennial Meeting.
 - Reviews, approves, and signs expense reports submitted by the Treasurer.
 - Assists the Assistant in managing the Council Member and Committee volunteer application processes.
 - Assists the Conference Chair and Council Chairs in managing the Committee selection process.
 - Assists the Conference Chair during the Council formation process.
 - Receives, redirects, and responds to inquiries, communications, and messages received via the CFP website when forwarded by the Assistant.
 - Makes presentations about CFP at professional meetings when invited.
 - Disseminates educational and informational materials to members.
 - Posts information on CFP Facebook page.
 - Serves as an ex officio, non-voting member of the Board, Strategic Planning, Sponsorship, and Local Arrangements Committees
 - Has primary responsibility for site selection of the CFP Biennial Meeting three to four (3-4) years in advance:
 1. Works with a third-party event management company, the prospective local arrangements hosts, and the local Convention/Visitors Bureau to visit prospective meeting sites.
 2. Analyzes hotel and convention center ability to meet the needs of the CFP Biennial Meeting.
 3. Receives and summarizes CFP Biennial Meeting venue bids, reviews contract financial elements with ET.
 4. Presents recommendation to Board for review and approval.
 5. Examines contract provisions for the CFP Biennial Meeting venue space and signs contract.
 - Responsibilities prior to the CFP Biennial Meeting:
 1. In cooperation with Treasurer, prepares CFP Biennial Meeting budget; sets registration fees one (1) year in advance; submits for Board approval.
 2. Specifies all CFP Biennial Meeting venue responsibilities regarding meeting room space, setup, AV, food and beverage. Reviews and approves meeting venue banquet event orders.
 3. With the assistance of the Assistant revises Local Arrangements Planning Guide and works with the LAC to plan and execute the CFP Biennial Meeting.
 4. Notifies all CFP members of the time and place of the CFP Biennial Meeting.

5. Coordinates with Program and Issue Chairs and the Assistant to develop pre-registration materials, as mandated, at least one hundred fifty (150) days prior to the CFP Biennial Meeting. These materials are available when the CFP members are notified of the time and place of the CFP Biennial Meeting. Included is the information for submitting Issues, and a statement that all Issues shall be submitted to the Conference at least ninety (90) days preceding the CFP Biennial Meeting.
 6. Conducts mailing to States, District of Columbia, and US territories regarding designation of Voting Delegates, as mandated, at least one hundred fifty (150) days prior to CFP Biennial Meeting; conducts outreach, follow-up, and maintains an up-to-date list of the qualified delegates.
 7. Receives finalized and assigned Issues from Issue Chair and makes Issues available to all CFP members, meeting registrants, Council members and alternates, and Voting Delegates, as mandated, at least forty (40) days prior to the CFP Biennial Meeting.
 8. Identifies the Board member term expiration schedule with the Assistant and coordinates election caucuses.
 9. Arranges for court reporter for the Assembly Meeting.
 10. Oversees the LAC with recruiting Scribes and Runners.
 11. Recruits a Lead Parliamentarian who chooses a Parliamentarian for each Council. All Parliamentarians have been from FDA.
 12. Assists the Chair with recruiting an App Liaison for each Council to disseminate information on the status of Issues using a mobile app.
 13. Oversees Program Chair in relation to Workshop, Reports, and Updates Session.
 14. Plans the Opening Session include inviting Keynote speakers and representatives who will present the federal agency reports.
 15. Provides content to the desktop publisher for the Program Book and edits all revisions until a camera-ready copy is available for distribution and posting on the CFP website.
 16. Arranges for dissemination, duplication, and shipment of materials needed for attendees.
- Responsibilities during the CFP Biennial Meeting:
 1. Holds a pre-CFP Biennial Meeting with venue staff and Local Arrangements Committee (LAC) core group.
 2. Ensures that pre-arranged meeting venue goods are provided, and services are satisfactorily performed.
 3. Acts as onsite liaison between meeting venue and CFP attendees.
 4. Works with the Assistant to ensure Issue packets are created and distributed to Delegates and attendees.
 5. Prepares agenda in conjunction with the Conference Chair for onsite Board meeting.
 6. Prepares Council voting member and alternate member certificates of appreciation.
 7. With the LAC extends hospitality and information to CFP member attendees.
 8. Works with the Assistant and the Treasurer to address all onsite needs.
 9. Assists Council Chairs and Vice Chairs, Conference Chair and Vice Chair with filling Council member vacancies.
 10. Prepares Resolutions of Appreciation with the Assistant.
 11. At the Assembly:
 - a. Supervises set-up and function of court reporter during Assembly.
 - b. Distributes Delegate roster.
 - c. Conducts roll call of Delegates.
 - d. Calls for a vote to approve the minutes of the previous Assembly meeting.
 - e. Verbally presents Director report to the Assembly.
 - f. Records all voting in the Assembly as “yes”, “no”, “abstain”.

- g. Compiles CFP Biennial Meeting proceedings with the Assistant.
- Responsibilities after the CFP Biennial Meeting:
 1. Arranges for return shipment of all CFP materials.
 2. At the closure of the CFP Biennial Meeting, holds a meeting with the current LAC and the LAC for the next CFP Biennial Meeting.
 3. Reviews, makes corrections, and gives final approval to court reporter transcript.
 4. Works with Assistant to prepare and distribute new Board roster.
 5. Oversees the Assistant to ensure final Issue recommendations as approved by the Assembly are posted on the website.
 6. Oversees the Assistant to ensure any unclaimed Resolutions of Appreciation and Council member certificates are mailed to intended recipients.
 7. Works with Assistant with compilation and posting of CFP Biennial Meeting documents, including the transcript from the Assembly on the website.
 8. Provides a CFP Biennial Meeting summary at the Board meeting following the CFP Biennial Meeting.
 9. Works with Assistant to revise and maintain the Local Arrangements Planning.
- Responsibilities for research or service grant awarded in collaboration with other agencies and aligned with CFP objectives:
 1. Pre-application and application phase:
 - a. Limit grant to up to two (2) research or service grant projects per biennium. (This limitation does not include grants used exclusively to support the CFP Biennial Meeting or other sanctioned CFP events, or to provide travel subsidies for CFP members to attend CFP Biennial Meetings.)
 - b. Obtain Board approval to apply for research or service grants.
 - c. Partner with collaborators to assist in completion of grant application.
 - d. Develop specific CFP charges, objectives, activities, and deliverables to be included in grant proposals.
 - e. Determine if additional grant staff that would be fully funded by the grant is needed for completion of CFP's charges, objectives, activities, and deliverables in the proposed research or service projects.
 - f. Develop budget proposal to be submitted with grant applications.
 - g. Work with the Treasurer and grant staff to manage CFP's portion of the financial components of the grant.
 2. Post-award phase:
 - a. Review the terms of the grant contract and get Board approval to sign the contract.
 - b. When necessary, serve on and work with Board to form Ad Hoc Grant Staff Search Committee to search, screen, recruit, interview, and hire any grant staff to be fully funded by the grant.
 - c. Delegate grant duties to the grant staff including the Assistant and the Treasurer.
 - d. Partner with grant staff and those from partnering organizations as appropriate, to prepare the final report with deliverables as required in the grant contract.
 - e. Attend grant related meetings as required and funded by the grant contract.
 - f. Submit invoices and supporting documentation required to be paid for services rendered.
 - g. Provide periodic progress and final reports to the Board on grant related activities throughout the term of the grant.

* 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 Director Service Agreement*.

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