



Conference for Food Protection

FOOD PROTECTION MANAGER CERTIFICATION COMMITTEE (FPMCC) 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 prior FPMCC vote and Board approval. The term of this Position shall be from appointment through adjournment of the next CFP Biennial Meeting.

Minimum Prerequisites

- Approval and support of their employer
- Be a current Conference member
- Participation in at least one previous Conference Committee
- Time commitment
- Leadership, collaboration, organization, communication, and presentation delivery

Term Limit 2 years

Responsibilities & Duties

- Acts in accordance with the current version of the *Food Protection Manager Certification Committee Bylaws*.
- Selects committee members with the Vice Chair from the CFP roster applicants and submits to the Board for approval.
- Provides committee members the current versions of the *FPMCC Bylaws*, *CFP Biennial Meeting/Procedures* document, and Committee Member Position Descriptions.
- Notifies committee applicants of their appointment status.
- Reports to the Board for Board approval.
- Schedules committee work and meetings, delegate assignments to the committee members and ensures committee work and charges are completed on time.
- Presides and attends committee meetings by using the 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 committee members and other meeting participants receive an agenda for meetings and conference calls.

- Works with the accreditation organization for food protection manager certification programs to:
 1. Establish and refine policies and standards to which certifiers must conform in order for them to be accredited.
 2. Provide Conference input on accreditation standards for certifying organizations specific to food protection manager certification programs.
 3. Develop strategies for enhancing equivalence among food protection manager certificates issued by certifiers.
 4. Promote universal acceptance of certificates issued by accredited certifiers.
- Ensures that minutes of all committee meetings are taken and made available upon request.
- Obtain information and complete required forms for Board approval of CFP funds that may be available to assist the committee in conducting business.
- Submit the Committee's final report and Issues for the next CFP Biennial Meeting by the designated dates.
 1. Refer to the "Issue Submission Process and related documents" on our website.
- If report presentation is desired, Chair is responsible for verbal committee report presentation at the CFP Biennial Meeting.
- Responsible for presentations of Issues to Council II at the CFP Biennial Meeting.
- Attends Board meeting by using technology available.
- 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.
- Attends the CFP Biennial Meeting in person.

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