



Conference for Food Protection

ISSUE 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

- Selects members of the committee from the CFP roster of applicants for Board approval.
- Works with Conference Chair in selecting a Vice Chair from the CFP roster of applicants for Board approval.
- Notifies and provides committee members the current versions of the *CFP Biennial Meeting/Procedures* document, and Committee Member Position Descriptions.
- Provides reports to the Board.
- Schedules committee work and meetings, delegates assignments to the committee members, and ensures committee work is completed on time.
- Attends and presides over committee meetings by using technology available.
- Strives to build consensus in committee's final decisions.
- Submits a written report of the committee's activities using the approved format to the Board 30 days before each Board meeting.
- Collaborates with the Constitution Bylaws and Procedures Committee Chair and other Committee Chairs as needed, to ensure compatibility of any new or revised policy, procedure, or activity that may impact the Issue process.
- Serves as an ex officio, non-voting, Board member.
- Works with the Director to establish the annual calendar and confirm Issue submittal and review deadline dates.
- Maintains guidance documents and instructions related to Issue preparation and review for posting on the Conference website and for use during the CFP Biennial Meeting. Provides any draft revisions for Board review and approval as needed.

- Works with Council Chairs, Council Vice Chairs, Committee Chairs, Conference Vice Chair, and Director to ensure that all committee submitted Issues, final reports, and attached documents meet the terms and conditions for Issue acceptance.
 1. Conducts a preliminary review of all draft committee documents for clarity, understanding, and completeness.
 2. Monitors final online Issue submittals and notifies each Council Chair of the status of Issues submitted by their committee chairs and copies the Director and Conference Vice Chair with all correspondence.
- Works with Constitution Bylaws and Procedures Chair regarding any Issues containing Constitutional changes to ensure that proposed language will not create conflicts in governing documents.
- Works with the Conference Management Program (CMP) and Issue Management Program (IMP) to ensure that all Issues are submitted, reviewed, edited, and finalized or rejected according to Conference governing and guidance documents including time requirements.
 1. Ensures that all Issues meet the required terms and conditions for Issue acceptance.
 2. Works with Issue submitters to revise Issue submission forms and content and supporting documents to ensure clarity, understanding, and completeness.
 3. Follows procedures outlined in the Conference governing documents regarding any Issue that fails to meet the required terms and conditions for Issue acceptance.
- Supervises the Issue Committee in its review of all the Issues.
 1. Submits to Issue Committee members all Issues that have been finalized, i.e. Issues that have met the Issue acceptance criteria specified in the Conference governing documents, and are ready for Council assignment.
 2. Ensures that the Issue Committee completes its assignments in accordance to the Conference governing documents.
- Works with Council Chairs and Vice Chairs to ensure that Issues are numbered in accordance with the Conference governing documents.
- Submits the finalized Issue packets to the Director.
- Processes late breaking Issues according to the Late Breaking Issue Submission Policy.
- During the CFP Biennial Meeting:
 1. Reassigns or transfers Issues between Councils as needed during Council deliberations by working with Council Vice Chairs to ensure that appropriate material is transferred to the new Council, and verifies that notices have been posted.
 2. Conducts a review of Issue recommendations electronically from all Councils, as soon as possible after the final language is delivered from Councils. The focus of this review is on format, clarity, and understanding. Any suggested changes must be approved by the Council Chair or Council Vice Chair.
 3. Reviews final Issue recommendations with each Council Chair and Council Vice Chair and obtains their verbal approval Issue by Issue.
 4. Maintains electronic copy of final approved Issues.
 5. Provides Director with the electronic file of all final approved Issues organized by Council and in numeric order for posting on the Conference website.
- Attend committee meetings by using technology available.
- Attend the Board meetings in person and be prepared to use the technology available.

