



Conference for Food Protection **LOCAL ARRANGEMENTS CHAIR**

Position Description

Before the end of each Conference for Food Protection (CFP) biennial meeting, the Executive Board (Board) reviews the rotation schedule for the six (6) CFP regions and names the region for the meeting four (4) years in advance. The newly elected Conference Chair then names a Site Selection Committee from within this region to explore and recommend a State and/or local host jurisdiction. The Local Arrangements Chair commits time and resources from within this host jurisdiction.

Responsibilities and Duties

- Supports the objectives of CFP as stated in Article I of the *Constitution and Bylaws*.
- Assists the Executive Director (Director) in previewing prospective hotel sites for the biennial meeting four years in advance.
- Attends the biennial meeting two years in advance to directly observe the coordinated efforts of the current Local Arrangements Chair, their staff, hotel, and Director.
- Promotes interest and participation of the biennial meeting from within the region.
- Selects members of the Local Arrangements Committee to fill positions as described in the Local Arrangements Planning Guide (Guide).
- Begins deliberate planning one year in advance when the Board convenes its spring meeting at the contracted hotel. Agenda items are as follows:
 - Orientation meeting between Director, Executive Assistant, and Local Arrangements Core Staff
 - Tour of hotel meeting space
 - Review of draft Conference Budget
 - Review of Guide including responsibilities, timeline, updated equipment and supplies list
 - Representation at Board meeting
- Has primary responsibility for setting up the Conference office, staffing, providing AV/Computer expertise and overseeing their operation during the biennial meeting.

- Supervises the Local Arrangements Committee in the performance of both the planning and on-site duties outlined in the six (6) project areas of the Guide as follows:
 - Hotel
 - Food and Beverage Functions
 - Audio Visual Services
 - Councils
 - Registration and Office
 - Hospitality
- Continues to coordinate efforts with the Director and maintains good communication throughout all phases.
- Concludes work at the close of the biennial meeting as follows:
 - Evaluation
 - Update Equipment and Supplies Lists
 - Written Addendum to Guide
 - Recommendations to Director and/or Board

Selection Criteria

- Commits to serving a minimum of four (4) years as Chair and have the support of their employer.
- Has the resources capable of supporting the needs of the biennial Conference meeting.