



Conference for Food Protection

NOMINATING 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 held by immediate former Conference Chair. The term of this Position shall be from appointment through adjournment of the next CFP Biennial Meeting.

Minimum Prerequisites

- Been the immediate past Conference Chair
- 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 committee members from recent past Conference Chairs and Vice Chairs.
- Provides committee members the current versions of the *CFP Biennial Meeting/Procedures document*, and Committee Member Position Descriptions.
- Prior to each CFP Biennial Meeting, identifies Board members who are eligible for consideration per the current version of the *CFP Constitution & Bylaws*, as Conference Chair and Vice Chair for the next biennium.
- Shall report to the Board in writing a list of nominees for Conference Chair and Conference Vice Chair prior to each CFP Biennial Meeting.
- Strives to build consensus in committee's final decisions.
- Attend the Board meetings by using technology available.
- Due to complexities that necessitate in person discussion, it will be at the Conference Chair's discretion to request Standing Committee Chair in person attendance at a Board meeting based on the agenda, needs, and availability of travel reimbursement funds.