



Conference for Food Protection **NOMINATING COMMITTEE** **CHAIR**

Position Description

The position of Nominating Committee Chair is filled by the Immediate Past President of the Conference for Food Protection. The Nominating Committee is an Executive Board Standing Committee and reports to the Executive Board.

Responsibilities and Duties

- Supports the objectives of the Conference for Food Protection as stated in Article I of the *Constitution and Bylaws*.
- Has a thorough knowledge of the *Constitution and Bylaws*, *Conference Procedures*, and *Biennial Meeting Information Manual*.
- Forms the Nominating Committee from the following members: the current Conference Chair, a total of two previous Conference Chairs (of which one is the Nominating Committee Chair), two previous Conference Vice Chairs, and the Executive Director.
- Reports to the Executive Board as a Standing Committee and follows the direction of the Board.
- Submits a report of the Committee's activities to the Board 30 days prior to each spring and fall Board meeting.
- Works with the Nominating Committee Members to identify best available candidates for Conference Chair, Vice Chair, and Standing Committee Chairs and makes recommendations to the Executive Board at the appropriate time for approval.
- Prior to each Biennial Meeting, identifies Executive Board Members who are eligible for consideration as Conference Chair and Vice Chair for the upcoming 2-year Conference Cycle.
- Receives applications for Executive Board Standing Committee Chair positions solicited from Conference Members during and following the Biennial Meeting.

Selection Criteria

- The Nominating Committee Chair is the Immediate Past Conference Chair. In the event the Immediate Past President is unable to serve, the next Immediate Past President will be selected to continue for another 2-year Conference Cycle.