



Conference for Food Protection

PROGRAM 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

- Works with Conference Chair in selecting a Vice Chair from the CFP roster of applicants for Board approval.
- Selects committee members from the CFP roster and submits to the Board for 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, delegate assignments to the committee members and ensures committee work and charges are completed on time.
- Attends and presides over committee meetings by using technology available.
- Strives to build consensus in committee's final decisions.
- Develops program for educational workshop sessions, reports, and update sessions, that may be virtual or in person at or leading up to the CFP Biennial Meeting, including:
 1. Identifies topics of interest and find presenters of said topics.
 2. Contacts Workshop presenters and secures biographies for introductions.
 3. Develops agenda.
 4. Moderates Workshop and introduces presenters.
 5. Moderates Reports and Updates session.
 4. Arranges for CEU credits as applicable.
- Submits a written report of the Committee's activities to the Conference Chair and Director 30 days before each Board meeting.
- Serves as an ex officio, non-voting, Board member.
- Attend the Board meetings in person and be prepared to use the technology available.

- Attends the Workshop in person or using technology available depending on format used.
- Attends the CFP Biennial Meeting in person.

Revision date: 10-30-24