



Conference for Food Protection

PUBLICATIONS 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 until the beginning of the Board meeting following the 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 year

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 applicants 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.
- Reports to the Board and make recommendations.
- 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.
- Submits a written report of the Committee's activities to the Conference Chair and Director 30 days before each Board meeting.
- Ensures that committee makes recommendations to the Board to establish, maintain, and improve Conference publications regarding Conference endorsement, copyright, scientific and regulatory accuracy, and external publication approval.
- Ensures that the committee shall report all publication recommendations to the Board for approval prior to internal publication and revisions or external publication.
- If report presentation is desired by the Board, Chair is responsible for verbal committee report presentation at the CFP Biennial Meeting.
- Attend committee meetings by using technology available.
- 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 the Standing Committee Chair in person attendance at a Board meeting based on the agenda, needs, and availability of travel reimbursement funds.

Revision date 11-8-24