



Conference for Food Protection

RESOLUTIONS 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 your employer
- Be a current CFP member
- Participation in at least one previous CFP Committee
- Time commitment

Term limit 2 years

Responsibilities and Duties

- Works with Conference Chair in selecting a Vice Chair from the CFP roster of applicants for Board approval.
- Selects members of the committee from the CFP roster of applicants for Board approval.
- Notifies and provides committee members the current versions of the *CFP Biennial Meeting/Procedures* document, and Committee Member Position Descriptions.
- Time commitment is minimal but increases as CFP Biennial Meeting approaches.
- Reports to the Board for approval.
- Shall ensure that committee prepares all resolutions except for “thank you” resolutions, for Board approval prior to the CFP Biennial Meeting with the assistance of the Director.
- Attends and presides all committee meetings using technology available.
- Strives to build consensus in committee’s final decisions.
- Schedules committee work, meetings, and delegates assignments to the committee members and ensures committee work is completed on time.
- Presents completed resolutions to the Conference Chair at least 30 days prior to the CFP Biennial Meeting.
- Oversees-conduct of Committee-by canvassing the Board members to identify worthy resolution recipients.
- Submits a report of the committee’s activities to the Board by the provided deadlines.
- Presents the Resolutions to the Assembly at the CFP Biennial Meeting.
- Attends Board meetings by using technology available.
- Attend the CFP Biennial Meeting in person
- 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.

Revised 11-8-24