



Conference for Food Protection

STRATEGIC PLANNING 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 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 shall advise and make recommendations to the Board.
- Schedules committee work and meetings, delegate assignments to the committee members and ensures committee work and charges are completed on time.
- Attend and presides over the committee meetings by using technology available.
- Strives to build consensus in committee's final decisions.
- Ensures that minutes of all committee meetings are taken and made available upon request.
- Submits a written report of the Committee's activities to the Conference Chair and Director 30 days before each Board meeting.
- Shall report and advise the Board on the current and future direction for CFP.
- Shall ensure that this committee makes recommendations to keep the CFP relevant and increase the viability and growth of the organization.
- Shall have the committee actively engage CFP Committees and the Board by:
 1. Positioning CFP to respond to changes in the business and regulatory environment by staying abreast of changing needs to keep CFP a viable and relevant organization.

2. Assessing member satisfaction, exploring ways to increase membership, improving communication with members, and responding to membership's changing expectations of CFP, its programs, services, and the CFP Biennial Meeting.
 3. Finding ways for CFP to collaborate/partner with organizations that hold similar values and interests in retail food safety.
 4. Sustaining the financial stability of CFP by seeking new, increased, or alternative sources of funding.
- Work with the Board to develop the strategic plan for the Conference including both short and long-range goals and objectives using the mission and vision of the Conference.
 - Ensures the CFP Strategic Plan is reviewed at least every two (2) years.
 - If report presentation is desired by the Board, Chair is responsible for verbal committee report presentation at the CFP Biennial Meeting.
 - 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.

Revised 11-8-24