

Standing Committee member terms

Standing Committees' needs for working between the end of the Biennium Meeting and prior to the Fall Board meeting of the same year. Each Standing Committee's charges reviewed and **rationale sited** below.

- Issue Committee: **Heaviest work in Dec/Jan before Biennium**
- Program Committee: **work typically one year prior to Biennium**
- Constitution and Bylaws/Procedures Committee: **Chair & Vice Chair can/have worked on any charges from the Biennium's Board meeting until full committee chosen and approved**
- Resolutions Committee: **work typically 1-2 months prior to Biennium**
- Audit Committee: **Audit done annually; can be done beginning or ending of fiscal year not middle**
- Food Protection Manager Certification Committee (FPMCC): **work can wait until committee formation; does not impact daily functionality of CFP**
- Program Standards Committee 17: **work can wait until committee formation; does not impact daily functionality of CFP**
- Finance Committee: **Budget and financial planning and internal controls and accountability; DOES IT IMPACT DAILY FUNCTIONALITY OF CFP?**
- Nominating Committee: **work typically done several months before Biennial Meeting**
- Strategic Planning Committee (SPC): **work can wait until committee formation; does not impact daily functionality of CFP**
- Publications Committee: As stated in the Constitution:

Makes recommendations to the Board to establish, maintain, and improve Conference publications regarding Conference endorsement, copyright, scientific and regulatory accuracy, and external publication approval. The Committee shall report all publication recommendations to the Board for approval prior to internal publication and revisions or external publication.

Requesting to maintain committee until Board meets in August after Biennial meeting in order to review Assembly approved documents. However, as this reads the committee's findings need to come back to the Board for approval prior to being placed on the website. That gives Publications committee until Fall Board meeting after Biennial to review those documents. Can not wait for that Fall Board meeting to form.
- Food Safety Management System Committee (FSMSC): **work can wait until committee formation; does not impact daily functionality of CFP**
- Digital Engagement and Technology Solutions Committee (DETSC): **work can wait until committee; does not impact daily functionality of CFP**

Charge: Put something into the CFP Biennial Meeting/Procedure document about term limits. There is nothing in the Constitution regarding terms of committee members. **See Below for proposed language.**

Relevant items in 2022 CFP Biennial Meeting/Procedure document (current)

IX. All Committees

A. Committees convene during the two years between the CFP Biennial Meetings.

B. Committee Chair

1. A Committee Chair's term shall be from appointment through adjournment of the next CFP Biennial Meeting.
2. Committee Chairs shall develop a work plan and establish time frames to accomplish their work plan. A Committee Chair may appoint subcommittees in order to accomplish the work plan.
3. The Committee Chair shall promote mutual respect and trust by establishing a working liaison among governmental agencies, industry, academic institutions, professional associations, and consumer groups concerned with food safety.

C. Committee Member

1. Committee Member's term shall be from appointment through adjournment of the next CFP Biennial Meeting **with the exceptions of the Standing Publications and Finance Committees or other Standing Committees the Board deems necessary to manage the affairs of the Conference.**
 - a. **The Publications and Finance Committee Member's term, or other Standing Committees Member's terms that the Board deem necessary to manage the affairs of the Conference, shall be from appointment until the beginning of the Fall Board meeting following the Biennial Meeting.**

D. Duties of Committee Members and the Committee Chair

FYI Relevant Constitutional items

Constitution Article XV Committees

Section 1. CFP members in good standing may express interest to serve on a committee by forwarding their name to the Executive Assistant following the CFP Biennial Meeting. This list will be used in creation of committee rosters. All appointments to Committees shall be made to provide a balance in representation of the stake holders in the particular matter under consideration.

Subsection 1. The incoming Council Chairs will select Council Committee Chairs for each committee formed within their Council, and present those names to the Conference Chair for acceptance. The Conference Chair will notify the persons of their appointment. Once confirmed, the Council Chairs and Council Committee Chairs will select the remaining members of the Council Committees. The Council Chairs will submit full committee rosters to the Conference Chair for final Board approval.