



Conference for Food Protection

EXECUTIVE DIRECTOR

Position Description

The Executive Director (Director), along with the Conference Chair (Chair), the Executive Board (Board), and Conference Executive Staff, is responsible for conducting the ongoing administrative business of the Conference for Food Protection (CFP) as well as the planning and execution of the biennial meeting as outlined in the *Constitution and Bylaws*. The Director is an independent contractor subject to the terms of the prevailing service agreement.

Responsibilities and Duties

- Supports the objectives of CFP as stated in Article I of the *Constitution and Bylaws*.
- Has a thorough knowledge of all CFP governing documents including the *Constitution and Bylaws*, *Biennial Meeting/Conference Procedures*, *Biennial Meeting Information Manual*, and relevant policies such as the Commercialism Policy, Travel Policy, etc.
- Reports to and serves as an ex officio, non-voting member of the Board.
- Has a working knowledge of Robert's Rules of Order and parliamentary procedure as employed during Board, Council, and Assembly of State Delegates meetings.
- Maintains the CFP office, all official documents, correspondence, files, supplies, and historical material.
- Provides administrative support to the Board:
 - Makes arrangements for hotel lodging and meeting room space for Board meetings.
 - Develops a draft agenda with the Chair at least sixty (60) days prior to each Board meeting.
 - Assists with execution of the Board meeting.
 - Conducts electronic balloting.
 - Apprises Board of important communications and ongoing developments.
 - Serves as the Board's primary contact with legal representatives and allied organizations.
 - Assists the Executive Assistant with documenting new and amended Board policies.
 - Presents Director Report at each Board meeting.
- Delegates to and supervises work of the Executive Assistant (EA) and Executive Treasurer (ET).
- Provides administrative assistance to Council Chairs and Committee Chairs.
- Distributes meeting materials to Board members fifteen to thirty (15-30) days prior to each Board meeting.
- Reviews the budget and financial reports prepared by the ET for the Conference and the Biennial Meeting.
- Reviews, approves, and signs expense reports submitted by the ET.
- Assists the EA in managing the Council Member and Council/Standing Committee volunteer application processes.
- Assists the Chair and Council Chairs in managing the Council and Standing Committee selection process.
- Assists the Chair during the Council formation process.
- Receives, redirects, and/or responds to inquiries and communications, and messages received via the CFP website when forwarded by the EA.

- Makes presentations about CFP at professional meetings when invited.
- Disseminates educational and informational materials to members.
- Posts information on CFP Facebook page.
- Serves as an ex officio, non-voting member of the Strategic Planning, Sponsorship, and Local Arrangements Committees.
- Has primary responsibility for site selection of the CFP biennial meeting three to four (3-4) years in advance:
 - Works with a third-party event management company, the prospective local arrangements hosts, and the local Convention/Visitors Bureau (CVB) to visit prospective meeting sites.
 - Analyzes hotel and convention center ability to meet the needs of the Biennial Meeting.
 - Receives and summarizes meeting venue bids, reviews contract financial elements with ET.
 - Presents recommendation to Board for review and approval.
 - Examines contract provisions for meeting venue space and signs contract.
- Responsibilities prior to the biennial meeting:
 - In cooperation with ET, prepares biennial meeting budget; sets registration fees one (1) year in advance; submits for Board approval.
 - Specifies all meeting venue responsibilities regarding meeting room space, setup, AV, and food and beverage. Reviews and approves meeting venue banquet event orders.
 - With the assistance of the EA, revises Local Arrangements Planning Guide and works with the LAC to plan and execute the CFP biennial meeting.
 - Ensures appropriate public notice of the biennial meeting.
 - Coordinates with Program and Issue Chairs and the EA to develop pre-registration materials, as mandated, at least one hundred fifty (150) days prior to biennial meeting. These materials notify members of the Conference of the time and place of the Biennial Meeting, and include information for submitting Issues, and a statement that all Issues shall be submitted to the Conference at least ninety (90) days preceding the CFP biennial meeting.
 - Conducts mailing to States, District of Columbia, and US territories regarding designation of Voting Delegates, as mandated, at least one hundred fifty (150) days prior to biennial meeting; conducts outreach and follow-up.
 - Receives finalized and assigned Issues from Issue Chair and makes Issues available to all CFP members, meeting registrants, Council members and alternates, and Voting Delegates, as mandated, at least forty (40) days prior to the biennial meeting.
 - Arranges for court reporter for the Assembly of State Delegates Meeting.
 - Oversees the LAC with recruiting Parliamentarians, Scribes, and Runners.
 - Assists the Chair with recruiting an App Liaison for each Council to disseminate information on the status of Issues using a mobile app.
 - Oversees Program Chair in relation to Workshop and Reports and Updates Session.
 - Plans the Opening Session including inviting Keynote speakers and representatives who will present the federal agency reports.
 - Prepares Council voting member and alternate member certificates of appreciation.
 - Provides content to the desktop publisher for the Program Book and edits all revisions until a camera-ready copy is available for distribution and posting on the CFP website.
 - Arranges for dissemination, duplication, and/or shipment of materials needed for attendees.

- Responsibilities during the biennial meeting:
 - Holds a pre-Conference meeting with meeting venue staff and Local Arrangements Committee (LAC) core group.
 - Ensures that pre-arranged meeting venue goods are provided, and services are satisfactorily performed.
 - Acts as onsite liaison between meeting venue and CFP attendees.
 - Works with the EA to assure Issue packets are created and distributed to Delegates and attendees.
 - With the assistance of the EA, identifies Board term expiration schedule and works with Board Representatives to assure caucus elections are held when needed.
 - Prepares agendas, in conjunction with Chair, for each onsite Board meeting.
 - With the LAC, extends hospitality and information to CFP attendees.
 - Works with the EA and ET to address all onsite ad hoc needs.
 - Assists Council Chairs and Vice Chairs and the Conference Chair and Conference Vice Chair with filling Council member vacancies.
 - With the assistance of the EA, prepares Resolutions of Appreciation.
 - Prepares and distributes Delegate roster; conducts roll call of all Delegates and assists the Parliamentarian with tabulating votes during Assembly.
 - Presents oral Director Report to Assembly.
 - Supervises set-up and function of court reporter during Assembly.
- Responsibilities after the biennial meeting:
 - Arranges for return shipment of all CFP materials to office.
 - Holds meeting with current LAC and the Co-Chairs of the LAC for the next biennial meeting following the closure of the current biennial meeting.
 - Reviews, make corrections, and gives final approval to court reporter transcript.
 - Assists the EA with preparation and distribution of new Board roster.
 - Oversees the EA to ensure final Issue recommendations are posted on website, and any unclaimed Resolutions of Appreciation and Council member certificates are mailed to intended recipients.
 - Assists the EA with compilation and posting of biennial meeting documents including the transcript from the Assembly of State Delegates meeting.
 - Provides a biennial meeting summary at the fall Board meeting following the biennial meeting.
- Responsibilities for research or service grant awarded in collaboration with other agencies and aligned with CFP objectives:
 - **Pre-application and application phase:**
 - Limit grant participation to up to two (2) research or service grant projects per biennium; this limitation does not include grants used exclusively to support the Biennial Meeting or another sanctioned CFP events, or to provide travel subsidies for CFP members to attend biennial meetings of the Conference.
 - Gain Board approval to apply for research or service grants.
 - Partner with collaborators to assist in completion of grant application.
 - Develop specific CFP charges (objectives, activities, and deliverables) to be included in grant proposals.

- Determine if additional grant staff to be fully funded by the grant is needed for completion of the CFP charges in the proposed research or service projects.
- Develop the budget proposal to be submitted with grant applications.
- **Post-award phase:**
 - Review the terms of the grant contract and get Board approval to sign the contract.
 - When necessary, work with the Board to form an ad hoc grant staff Search and Screen Committee to recruit, interview, and hire any grant staff to be fully funded by the grant.
 - Serve on the ad hoc grant staff Search and Screen Committee.
 - Delegate grant duties to the grant staff including the EA and the ET.
 - Partner with grant staff and those from partnering organizations as appropriate to ensure grant project timeline is met.
 - Partner with grant staff and those from partnering organizations as appropriate to prepare the final report and deliverables as required in the grant contract.
 - Attend grant related meetings as required by the grant contract and funded by the grant.
 - Provide Periodic Progress and Final Reports to the Board on grant-related activities for the term of the grant.

* NOTE: Compensation for completion of post-award grant-related duties and responsibilities, as specified in this position description, is commensurate with the scope and terms of the grant and will be in addition to the salary listed in the **Conference for Food Protection Executive Director Service Agreement**.

Selection Criteria

- Has a thorough working knowledge of the goals, structure, and process of the Conference.
- A professional, forward-thinking emissary dedicated to the collaborative process and to organizational growth and enhancement.
- Possesses sound judgment, balance, integrity, and objectivity.
- Possesses good management, organization, and planning skills.
- Possesses good computer skills, proficient in the use of Microsoft Office applications software.
- Able to assess and meet the needs of the Conference membership.
- Has the ability to communicate well, both in written and oral form.
- Commits to serving a minimum of two (2) years; ensures no conflict of interest prevails; abides by the terms of the service agreement.



Conference for Food Protection

EXECUTIVE TREASURER

Position Description

The Executive Treasurer (ET), along with the Conference Chair (Chair), the Executive Director (Director) and the Executive Board (Board), is responsible for conducting the ongoing financial business of the Conference for Food Protection (CFP). The ET is an independent contractor subject to the terms of the prevailing service agreement.

Responsibilities and Duties

- Supports the objectives of CFP as stated in Article I of the *Constitution and Bylaws*.
- Has a thorough knowledge of the *Constitution and Bylaws*, *Conference Procedures*, and *Biennial Meeting Information Manual*, and relevant policies such as the *Commercialism Policy*, *Travel Policy*, etc.
- Reports to the Director and serves as an ex officio, non-voting member of the Board.
- Maintains the financial records of the Conference and provides financial counsel to the Director and the Board.
- Prepares periodic Treasurer's report; submits to the Board prior to each Board meeting.
- Handles all CFP financial duties and responsibilities:
 - Manage all bank accounts (checking and savings) and funds (including associated agency/association grant accounts).
 - Manages investment accounts (as directed by the Board).
 - Manage accounts payable (salaries, bills, and travel reimbursements).
 - Monitor receivables via online third-party membership, sponsorship/donation, and event registration program.
 - Develop annual operating budget; submits for Board approval.
 - Prepare quarterly and year-end financial reports; submits to Audit Committee for review and Board for approval.
 - Prepare and maintain financial records (digital and paper) for quarterly and annual audit by the CFP Audit Committee and external Financial Statement Audit every four years.
 - File state and federal tax returns and perform other duties related to taxes.
 - File required paperwork for corporation renewal.
 - File required paperwork with Secretary of State and Attorney General; maintains paperwork required for CFP's non-profit status.
 - Maintain website domain registration.
 - Secure bonding and liability insurance.
 - Manage funds related to Crumbine Award sponsorships.
 - Review financial elements of all contracts.
 - Handle other related financial matters as needed.
- Provides support to committees:
 - Serves as an ex officio, non-voting member of the Strategic Planning Committee.
 - Collaborates with the Audit and Finance Committees to coordinate third-party audits as required by the

governing documents.

- Responsibilities prior to the biennial meeting:
 - In cooperation with the Director, prepares biennial meeting budget; sets registration fees one (1) year in advance; submits for Board approval.
 - Reviews and approves biennial meeting expenses.
 - Applies for FDA grant subsidy as available; manages funds, administers the application, notification and recipient selection process.
 - Receives and processes all pre-registration payments and refunds in coordination with the Executive Assistant.
 - Works with Sponsorship Chair(s), the Local Arrangements Committee Chair(s), and the Executive Assistant to receive and track contributions.
- Responsibilities during the biennial meeting:
 - Supervises onsite registration desk with Local Arrangements Committee staffing; secures money; keeps accurate records of walk-in registrants; provides receipts.
 - Provides oral Treasurer's Report to the Assembly of State Delegates.
- Responsibilities after the biennial meeting:
 - Examines meeting venue billing for accuracy; pays in a timely manner.
 - Reviews all additional biennial meeting invoices; makes payment.
 - Provides grant subsidy reimbursements as applicable.
 - Provides a biennial meeting financial status report at the fall Board meeting following the biennial meeting.
- Responsibilities for research or service grants awarded in collaboration with other agencies and aligned with CFP objectives:
 - Assists the Executive Director and grant staff to manage CFP's portion of the financial components of the grant.
 - Works with grant collaboration staff to manage the finances and deliverables of the grant.

* NOTE: Compensation for completion of post-award grant-related duties and responsibilities is commensurate with the scope and terms of the grant and will be in addition to the salary listed in the Conference for Food Protection Executive Treasurer Service Agreement.

Selection Criteria

- Has a thorough working knowledge of the goals, structure, and process of the Conference.
- Possesses a good understanding of financial accounting principles.
- Possesses sound judgment, balance, integrity, and objectivity.
- Possesses good computer skills.
- Able to assess and meet the needs of the Conference membership.
- Commits to attending the biennial meeting and Board meetings as needed.
- Commits to serving a minimum of two (2) years; ensures no conflict of interest; abides by the terms of the service agreement.



Conference for Food Protection

EXECUTIVE ASSISTANT

Position Description

The Executive Assistant (Assistant) works with the Executive Director (Director) and Executive Treasurer (ET) to administer the day-to-day business of the Conference for Food Protection (CFP). The Assistant is an independent contractor hired on a part-time basis and is subject to the terms of a prevailing service agreement.

Responsibilities and Duties

- Reports to the Director and serves as an ex officio, non-voting member of the Executive Board (Board).
- Supports the objectives of CFP as stated in Article I of the *Constitution and Bylaws*.
- Has or will acquire a working knowledge of the CFP governing documents, including the *Constitution and Bylaws*, *Biennial Meeting/Conference Procedures*, *Biennial Meeting Information Manual*, and policies.
 - Maintains official copies of the electronic version of all governing documents as approved by the Board.
 - Assists the Director with documenting new and amended Board policies.
- Manages all information on the CFP website with the assistance of a professional webmaster.
 - Posts all biennial meeting, committee, and Board related documents, and other materials as requested by the Conference Chair and the Director.
- Maintains the CFP membership database; creates reports, rosters, and mailing lists.
- Assists the Director to support Councils and Committees.
 - Manages the Council Committee and Standing Committee volunteer application process.
 - Manages the Council member application process.
 - Assists Council Chairs as assigned by the Director
 - Assists Council Committee Chairs and Standing Committee Chairs as assigned by the Director.
- Assists the ET with financial transactions.
 - Conducts banking activities related to receipt of any funds paid by check.
 - Monitors receivables via online third-party membership, sponsorship/donation, and event registration program.
- Serves as CFP's administrator for an online third-party membership management and registration/application program.
 - Creates, maintains, and edits all webpages for online application processes for CFP activities.
 - Creates complimentary fillable PDF forms as necessary for submittal of offline applications.
 - Ensures that all content and member contact information is transferred to the CFP Membership Database.
 - Updates individual member data to include participation in designated volunteer roles (e.g., Committee, Council, and Board assignments).
- Assists the Director with Board Meeting planning and preparation
 - Prepares, updates, and distributes Board Rosters.
 - Prepares and distributes Board meeting Minutes for approval.
 - Maintains a list of outstanding action items assigned during Board meetings.

- Prepares periodic written reports and a summary report to track any Board action taken between Board meetings (e.g., electronic balloting).
- Responds to general email inquiries received through the CFP website or as assigned by the Director.
 - Forwards emails to appropriate destination for responses (e.g., Director, ET, Committee Chair).
- Assists the Director with tasks related to biennial meeting planning and staging.
 - Assists the ED with editing the digital Program Book until a camera-ready copy is available for distribution and posting on the CFP website.
 - Manages the attendee registration process.
 - Assists the Director in developing pre-registration materials and the biennial meeting *Information Booklet*.
 - Monitors status of registration and provides periodic reports to the Director.
 - ✓ Confirms registration of Board members, Council members, Delegates, and speakers.
 - ✓ Provides data needed for food and beverage guarantees and any reported dietary restrictions.
 - Creates registration lists for the Local Arrangements Committee (LAC), including “stacker ribbon” lists to designate specific role(s) of each attendee and volunteer.
 - Provides support for the Issue process.
 - Maintains approved version of the written protocol for Scribes and Runners (e.g., *Scribe and Runner Handbook*).
 - ✓ When requested, assists with Scribe and Runner training.
 - Prepares electronic folders for each Council containing editable scribe version of Issues, full version of Issues, and all Issue attachments.
 - Oversees onsite posting of Issue status sheets outside each Council room.
 - ✓ Provides Council specific lists to the LAC to print on chart size paper.
 - ✓ Prepares colored labels for Runners to designate current Issue status.
 - Provides onsite assistance to Issue Chair(s) and Scribe Supervisor as requested and when there is no conflict with primary duties.
 - Provides Sponsorship/Donor support activities.
 - Maintains communication with Sponsorship Chair(s) and LAC Chair(s) to ensure Sustaining Sponsorships and Event/Service Support Donations are accurately documented and tracked.
 - ✓ Provides information to Sponsorship and LAC Chairs, ET, and Director on funds received and funds pledged for sponsorships.
 - ✓ Maintains listing of sponsorships and donations attributed to the LAC’s outreach efforts.
 - Provides support to Sponsors concerning the application and payment process.
 - Assists Sustaining Sponsors with processing “complimentary” biennial meeting registrations provided as a sponsor benefit.
 - ✓ Oversees preparation of all table tents for opening session, Councils, and Assembly of Delegates.
 - ✓ Assists the ET with processing attendee registration payments and refunds; assists with onsite registration as needed.
- Compiles biennial meeting documents with the assistance of the Director.
 - Posts to the CFP website the final Issue Recommendations:
 - ✓ From each Council in advance of the Assembly of Delegates meeting.

- ✓ Final documents as approved by the Assembly of Delegates.
 - Assists the Director in coordinating election caucuses and any onsite ad hoc needs.
 - Assists the Director with tasks related to formal recognition of CFP participation, such as purchasing appreciation awards and preparing Council certificates and Resolutions of Appreciation.
 - After the biennial meeting, coordinates with the Director to ensure distribution of any unclaimed recognition to the intended recipient.
 - Assists the Director in revising and maintaining the *Local Arrangements Planning Guide*.
 - Other duties as assigned by the Director.
 - A detailed list of tasks and activities is maintained for all Executive Staff.
 - Responsibilities for research or service grants awarded in collaboration with other agencies and aligned with CFP objectives:
 - Assists the Director to complete administrative requirements for grant activities and deliverables.
 - Conducts banking activities related to receipt of funds received by check; assists the ET in tracking these funds.
- * NOTE: Compensation for grant-related duties and responsibilities is commensurate with the scope and terms of the grant and will be in addition to the salary listed in the *Conference for Food Protection Executive Assistant Service Agreement*.

Selection Criteria

- A self-starter who can work independently with minimal supervision.
- Has excellent writing, editing, desktop publishing, database management, and organizational skills.
- Has the ability to accurately capture highlights from verbal reports, general discussion points, and action items that occur during Board Meetings and convey them via written minutes.
- Has the ability to post information and upload documents on the CFP website and perform other activities related to the management of the website.
- Commits to participating in Board meetings and the biennial meeting.
- Possesses sound judgment, balance, integrity, and objectivity.
- Able to assess and meet the needs of the Conference membership.
- Commits to serving a minimum of two (2) years; ensures no conflict of interest prevails; and abides by the terms of the service agreement.