



Conference for Food Protection Food Protection Manager Certification Committee Chair

Position Description

At the end of each biennial Conference for Food Protection (CFP) meeting, the newly elected Conference Chair, with the approval of the Executive Board (Board), appoints the Chair of the CFP Food Protection Manager Certification Committee (FPMCC) to serve through the next biennial CFP meeting. This is a Standing Committee that reports to the Executive Board.

Responsibilities and Duties

- Supports the objectives of Conference for Food Protection (CFP) as stated in Article I of the CFP *Constitution and Bylaws*.
- Reports to the Board on the activities of the Food Protection Manager Certification Committee and follows the direction of the Board.
- Submits a report of the Committee's activities to the Board prior to each semi-annual Board meeting.
- Submits a final report of Committee activities to Council II with recommended actions as part of an Issue submission.
- Acts in accordance with Bylaws of the Food Protection Manager Certification Committee.
- In conjunction with the FPMCC vice-chair, selects members of the Food Protection Manager Certification Committee (FPMCC) from the roster of current CFP members. Committee membership is stipulated by FPMCC bylaws, and shall include a maximum of thirty (30) voting members representing regulatory, industry, certification organizations, food safety training providers, academia, and consumer constituencies.
- Presides at all meetings of the Committee.
- Ensures that arrangements for Committee meetings and conference calls are made, and ensures that meeting dates and locations are posted in advance on the CFP web site.

- Ensures that Committee members and other meeting participants receive an agenda for meetings and conference calls.
- Ensures that minutes of all Committee meetings and conference calls are distributed and posted to the CFP website in a timely manner.
- Leads the Committee in the process of addressing all assigned charges. Forms and assigns workgroups and/or tasks to aid in the completion of Committee charges.
- Works closely with FPMCC vice-chair.

Selection Criteria

- A member in good standing of CFP.
- Commits to serving two (2) years as Chair of this Standing Committee, and have the approval and support of employer.