

Frequently Asked Questions Regarding IAFP Committees and Professional Development Groups

What is the difference between a Committee and a Professional Development Group (PDG)?

Standing and Special Committees provide support or services to IAFP on a continuous basis. PDGs were established to promote professional development in specific disciplines or areas of interest to further the Association's goals.

Who can join a Committee or Professional Development Group?

All current IAFP members are eligible to serve on IAFP Standing or Special Committees. Standing Committee members are appointed positions. Special Committees are mostly open for IAFP Members to join (some are restricted in one way or another). Membership on a PDG is voluntary (not by appointment). IAFP membership is not a requirement for participation on a PDG.

How do I join a Committee?

Contact the IAFP office to let us know of your interest in a particular Standing Committee. Your name will be added to a list for consideration when appointments are made. You may either contact the office or the Chairperson of a Special Committee for consideration.

How long is the term for Committee Members?

Terms are mostly 3 years for Standing Committee Members. There are some exceptions for Special Committees. Details on the individual Committees member terms can be found in the Bylaws located at <http://www.foodprotection.org/upl/downloads/library/iafp-constitution-bylaws.pdf>.

When do Committee Appointments begin and end?

Committee member terms begin at the committee meeting taking place at the first Annual Meeting after appointment and end on the day prior to the committee meeting taking place at the end of the term.

How do I join a Professional Development Group?

IAFP Members can manage their involvement by logging in to the IAFP Web site. At the Member Dashboard, click "Edit Profile." Your profile has two tabs: Contact Info and Professional Info. Select the Professional Info tab and update the PDGs you would like to participate in. Non-members can contact Didi Loynachan, dloynachan@foodprotection.org, for more information.

Does IAFP provide resources for Committee or PDG Conference Calls or Webinars?

Yes, conference calls and webinars can be supported by the Association. The group's Chair or Vice Chair should contact Dina Siedenburg, dsiedenburg@foodprotection.org, or Sarah Dempsey, sdempsey@foodprotection.org, to provide details and schedule the event.

Where do I find information about each Committee or PDG?

Go to <http://www.foodprotection.org/get-involved/>. Select 'Committees' or 'Professional Development Groups' for a group list with mission statement. This page also includes the published version of the Committee Minutes, Board Responses to Recommendations and other resources. Click on the individual group to obtain information specific to that group. IAFP Members may log in to access the group's member list.

What Committees or PDGs have I already joined?

A list of your current and past committee membership is available at www.foodprotection.org. Click on the 'Login' button to sign in and on the Member Dashboard; click the "My Profile" link.

When do the Committees & PDGs meet?

Most Committees and PDGs meet on Sunday prior to the start of the Annual Meeting. Some groups hold conference calls and educational webinars throughout the year.

Who can attend the Committee and PDG Meetings?

Anyone attending the Annual Meeting can attend the Committee and PDG Meetings.

How are PDG Chairs and Vice Chair chosen?

PDG Chairs and Vice Chairs are elected by their members prior to the Annual Meeting. Chair and Vice Chair terms begin on the Sunday prior to the start of the Annual Meeting (when the PDG meeting is held). Terms are typically two years for PDGs and they end at the conclusion of the second year, just prior to the PDG meeting taking place at the Annual Meeting. The Vice Chair normally succeeds to the Chair position for a two-year term. Details on the individual PDGs' Chair and Vice Chair terms can be found in the Bylaws located at <http://www.foodprotection.org/upl/downloads/library/iafp-constitution-bylaws.pdf>.

How are Committee Chairs and Vice Chair chosen?

Standing Committee Chairs and Vice Chairs are appointed. Most Special Committee Chairs and Vice Chairs are elected by their members (although some are appointed). Vice Chairs normally succeed to the Chair position. Details on the individual Committees' Chair and Vice Chair terms can be found in the Bylaws located at <http://www.foodprotection.org/upl/downloads/library/iafp-constitution-bylaws.pdf>.

What are the duties of the Chair and Vice Chair?

The Chair is responsible for conducting the group's meeting(s), reviewing, signing and turning in the Committee Minutes, and corresponding with members to carry on projects that were discussed/begun at the meeting. The Vice Chair assists the Chair and, in the Chair's absence at Annual Meeting, conducts the meeting. Both the Chair and Vice Chair should familiarize themselves with the Committee Handbook prior to the meeting and contact the office or their Board Liaison if they need assistance.

What resources are provided to assist the Chair and Vice Chair with their Duties?

All Committees and PDGs are assigned a Board and Staff Liaison who can assist with various issues throughout the year. A Committee Handbook is provided prior to the Annual Meeting to assist with the meetings and E-mail notices are sent from the IAFP office to provide additional information.

How should the meeting minutes be structured?

The format for the Committee minutes can be found in the Committee Handbook and a template is posted on the IAFP web site prior to the meeting. The Committee and PDG Chairs and Vice Chairs are notified by E-mail when the updated materials are available.

Are the minutes published?

They are published in the November/December issue of *Food Protection Trends* and posted on the web site.

What should be included in Committee & PDG recommendations to the Executive Board?

Committee recommendations should include requests for approval of newly-elected Chairs and/or Vice Chairs, issues that would involve use of the IAFP name or logo, and requests for project funding. On the final page, an addendum listing potential symposium, roundtable and workshop topics discussed during the meeting should be included as a separate section of the minutes. **NOTE:** Requests to approve symposium and workshop proposals should NOT be included as a recommendation. This is the function of the Program Committee which meets at a later date to review all proposals.

Is there a timeline for recommendations to the Board?

It is best to include the recommendations in the minutes that are turned in at the Annual Meeting. However, revisions to the minutes can be sent to the IAFP office by the deadline provided in the Committee Handbook – usually two weeks after the meeting so new or revised recommendations can be included for consideration.

What happens after a Committee or PDG makes a recommendation to the Board?

The recommendations are compiled by IAFP staff into one document which is reviewed by the Board when they meet after the Annual Meeting. If new or revised recommendations are received by the deadline above, they are added to the document so the Board members can provide new or revised responses. The Board's responses are added to the document, reviewed and approved by the Board. Once approved, the Committee Recommendations and the Board Responses are distributed to all Chairs and Vice Chairs, published in the November/December issue of *Food Protection Trends* and posted on the web site.