

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 terms can be found in the Bylaws located at <http://www.foodprotection.org/resources/constitution-bylaws/pdf/Constitution-Bylaws.pdf>.

When do Committee Appointments begin and end?

Committee terms begin at the Annual Meeting and end on the day prior to the committee meetings.

How do I join a Professional Development Group?

Requests for membership should be directed to the PDG Chairperson or Didi Loynachan at the IAFP office.

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 Didi Loynachan to schedule the event.

Where do I find information about each Committee or PDG?

Log in at the IAFP Web site. Then, under "About Us", click on "Committees and Professional Development Groups" for a listing of the groups. Select a group. Information on how to join, a list of committee members, committee minutes and other information is linked to the individual group pages.

What Committees or PDGs have I already joined?

A list of your current and past committee membership is available at the IAFP Web site. Sign in at the Member Login and, at the Member Dashboard, click the “View Profile” link.

What are the duties of the Chair and Vice Chair?

The Chair is responsible for conducting the group’s meeting(s), review, sign and turn in the Committee Minutes, and correspond 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.

How are Committee and PDG 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). PDG Chairs and Vice Chairs are elected by their members.

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.

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.

Who can attend the Committee and PDG Meetings?

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

How should the meeting minutes be structured?

The format for the Committee minutes can be found in the Committee Handbook and a template is sent to the Committee and PDG Chairs and Vice Chairs by E-mail prior to the meeting.

Are the minutes published?

Yes, the original signed minutes, are posted at the Annual Meeting on Wednesday. They are published in either the October or November issue of *Food Protection Trends*.

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

Committee recommendations should include request 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. **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 time line for recommendations to the Board?

It is best to include the recommendations in the minutes that are turned in on Tuesday 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 on Thursday after the Annual Meeting. The Board's responses are added to the document after the meeting and E-mailed to the Board members for further review. If new or revised recommendations are received by the deadline, they are added to the document so the Board members can provide new or revised responses. Once approved by the Board, the Committee Recommendations and the Board Responses are published in the October or November issue of *Food Protection Trends*.