

Iowa Food Protection Task Force Board Members Outline

***Chair**

- Facilitate regular and special meetings (including governance board meetings).
- Facilitate the development of agendas for all regular and special meetings.
- Work with DIAL on official correspondence and other duties.

***Vice Chair**

- Execute all duties of the Chair in the Chair's absence.
- Act as an advisor to the Chair.
- Assume duties as designated by the Chair

Secretary (DIAL delegated position, not elected)

- Issue agendas to the membership for each Task Force meeting.
- Maintain a record of the proceedings of each Task Force meeting.
- Upload presentations, agendas, and minutes to the Iowa Food Protection Task Force website.
- Create meeting invites/meeting notices as directed by the Chair.
- Maintain a roll call record of all meeting attendees.
- Maintain the membership directory.
- Update the Task Force website as required.

***Members At Large (Advisors) – up to 3**

- Help organize speakers and topics for the meetings.
- Review projects and provide a list of issues to address at meetings.
- Serve on committees, if required.
- Act as liaisons for projects.
- Provide reports at meetings, if requested.

All members of the board will determine board meeting dates, Task Force meeting dates, and work together on agendas and topics of discussion.

Iowa Food Protection Task Force members will determine if these positions are appointed/elected for 2 or 3 years.

The identified (*) positions will be elected and/or appointed regular members of the Iowa Food Protection Task Force. Nominations and appointments to these positions will be composed of current members of the IFPTF.

- Chair and Vice Chair will be represented from state agencies, HHS/Public Health, SHL, IDALS, and HSEM.
- Members At Large (Advisors) will be represented by federal agencies, academia, industry, and local contracting agencies.