



# *Conference for Food Protection*

## *Spokesperson Policy*

### **PURPOSE**

The purpose of the Spokesperson Policy is to identify the lead spokesperson for the Conference for Food Protection in all official communications with constituencies both internal and external to the organization including the media.

### **POLICY**

It is the policy of the Conference for Food Protection that:

1. The Chair of the Conference for Food Protection is the de facto lead spokesperson representing the organization in all official communications.
2. The Chair may delegate this responsibility to the Conference for Food Protection staff, a member of the Executive Board, Council Chair, Council Vice-Chair, or Committee Chair, provided the delegation is made in writing.
3. Written delegation of spokesperson responsibility shall include the specific topic and time period for which the delegation is made.
4. The Chair shall update the Board at the next regularly scheduled board meeting of any spokesperson delegations made since the previous board meeting. The Chair may choose to notify the board electronically via e-mail, prior to delegation, if an urgent need arises. If the Chair chooses to notify the Board via e-mail, the Executive Director will coordinate the communication for the Chair.
5. As proscribed in Article VII of the Conference for Food Protection Bylaws, if the Chair is unable to discharge the duties of the Chair, the Vice-Chair shall act as Chair. For the purposes of this policy, this shall include delegation of spokesperson for the Conference of Food Protection.
6. The provisions of this policy do not apply to educational and informational presentations made about the Conference for Food Protection and its history, mission, goals, structure, processes and procedures.

### **POLICY ADMINISTRATION**

Original Policy Date: May 7, 2014

Policy Review Cycle: Annually