

TERMS OF REFERENCE for JIFSAN-CFS³

(JOINT INSTITUTE FOR FOOD SAFETY AND APPLIED NUTRITION -
CENTER FOR FOOD SAFETY AND SECURITY SYSTEMS)

ADVISORY COUNCIL MEMBERSHIP

The JIFSAN-CFS³ Advisory Council (AC) is a select group of scientific leaders in industry, government, academia, and the public sector who partner with JIFSAN-CFS³, and each other, and advise on advances in food safety and applied nutrition. This Terms of Reference defines how the AC meets and conducts its business.

AC VISION

JIFSAN-CFS³ becomes the premier global source of scientific information and education programs on food safety and applied nutrition.

AC MISSION

To support the JIFSAN-CFS³ by maintaining an active membership network, which offers counsel and exchange of information, and provides clear benefits to all members of the public-private partnership.

AC PURPOSE

To provide a venue for global information exchange and counsel in food safety and applied nutrition for (but not limited to) the following:

- Collaborative research that contributes to the development of science-based public health policies
 - Sustainable partnerships for research, training, and outreach
- Capacity building in food safety and risk analysis through training initiatives
 - Educational resources for training in food safety and applied nutrition.

MEMBERSHIP

Membership in the JIFSAN-CFS³ Advisory Council is by invitation only from the Director of JIFSAN-CFS³, as recommended by the Membership and Nominations Committee. Council members will serve at the discretion of the Director. Ideally, the Advisory Council will be composed of 18 to 24

member organizations. The invitation will be made to a lead representative of the organization. For corporate members, the lead representative and up to two additional organizational members may participate in Advisory Council meetings. Members shall be ambassadors for JIFSAN-CFS³ programs, be open to communicating with all other AC members, and act responsibly with access to privileged information.



When the lead representative is no longer with the member organization, that organization appoints a new lead representative. In the interim before appointment of the new lead representative, one of the additional organizational members may serve as the temporary lead.

Council members can include representatives from the following...

- Food Industry
- Consumer groups/NGOs
- Academic institutions
- Research organizations
- Trade Associations
- Regulatory Agencies
- Consultants

Honorary memberships in the AC is by invitation only from the Director with consultation with the Membership and Nomination Committee to past lead representatives who have served with distinction in the AC and are no longer affiliated with the AC. Honorary members are esteemed advisors, have no voting privileges to and serve at the discretion of the Director.

Ex Officio Membership includes the Director of JIFSAN-CFS3 and any staff designated by the Director. Ex Officio members do not have voting privileges.

OFFICERS

The Chair, Vice-chair, Program, and Vice-chair, Membership are on a three year rotating term beginning with the elected Vice-Chair for Membership. At the Director's discretion additional staff or consultants may be assigned to assist Executive Officers for a set project or period of time. For instance, when Advisory Council activity levels and/or needed membership growth is believed to strain the ability of the volunteer Officers to keep on pace, it would be wise to add capacity with professional assistance.

- **Chair** - Filled by Vice Chair, Program, for a one-year term. Serves as the primary link between the Director of JIFSAN-CFS³ and the Advisory Council. In cooperation

with the Director, establishes meeting agendas and conducts meetings.

- **Vice-Chair, Program** - Filled by Vice-Chair, Membership, for a one year term. In cooperation with the Director leads the development of programs for meetings including annual symposium and periodic webinars. Chairs the Program Committee. Assumes Chair's duties in the absence of the Chair.
- **Vice-Chair, Membership** - Elected annually for a three year term, one year as Vice-Chair, Membership followed by one year as Vice Chair, Program, and concluding with one year as Chair. Chairs the Standing Committee on Membership and leads in cooperation with the Director recruitment of new members and sustained engagement of current members.
- **Secretary/Communications** - Elected biannually for a two-year term in even years. In cooperation with JIFSAN-CFS3 staff assists in communication to members of the Advisory Council and extends the reach of JIFSAN-CFS3 to the broader scientific and regulatory community. The Secretary/Communication through electronic for a including email and the website.
- **Treasurer** - Elected biannually for a two-year term in odd years. In cooperation with the Director and designated JIFSAN-CFS3 staff monitors and reports on financial resources of Advisory Council.
- **Ex-Officio Past Chair** serves a one year term upon completion of term as Chair.

The officers serve as the Executive Committee of the Advisory Council and meet with the Director of JIFSAN-CFS3 or the director's designee at least quarterly.

In the event that a lead representative of a member organization leaves that organization (or the member organization leaves JIFSAN-CFS3) and is the elected Chair, Vice-Chair for Program, or Vice-Chair for Membership, then the Ex-Officio Past Chair would assume the role until the next election. Any office with more than one-year left in the term would be

open for nominations and election to the remaining term of the office. For example, if the Vice Chair for Membership left in the middle of his/her first year of the three term, then the Ex-Officio Past Chair fills out the remainder of the first year, and a new Vice-Chair for Membership is elected for the usual three year term and a new Vice Chair for Program is elected for a two year term. If the Secretary/Communications leaves during his/her term, then the next ranking member of the Communications Committee will assume the office through the end of the term. If the Treasurer leaves during his/her term, then the Chair, in consultation with the Director, will appoint a member to serve out the term.

ELECTION OF OFFICERS

Terms of office begin August 1st through the following July 31st. The standing Membership and Nomination Committee will present a slate of candidates for open offices electronically at least three weeks before the AC spring meeting. Lead representatives of member organizations are eligible for nomination. Nominations will be accepted from the floor at the spring meeting; candidates will have an opportunity to speak on their own behalf. Nominations are then closed by a majority vote. An electronic ballot will be conducted within one week of the spring meeting. Each member organization has one vote to cast, generally by the lead representative or his/her designees. The Membership and Nomination Committee will count the ballots, and the Chair of the Membership and Nominations committee will notify membership of the results of the election within three weeks of the spring meeting.

A quorum for election requires votes from at least two-thirds of the member organizations.

Implementation of this three year rotation for the Chair, and the Vice-chairs will require careful consideration by the Membership and Nominations Committee to achieve this rotation and will need to consider existing Chair and Vice-Chair terms.

COMMITTEES

Both lead and additional organization members are eligible to serve on standing and ad hoc committees. Standing committees are expected to define standard operating

procedures (SOP) and submit them to the Executive Committee for review and feedback to ensure that continuity of process is maintained as the membership of the committee changes over time. If Committees need to modify the SOP, the revised SOP should be submitted to the Executive Committee for review and feedback.

Standing

- **Program and Emerging Issues Committee** – This committee, chaired by the Vice-Chair for Program and composed of at least three members from the Advisory Council serving staggered three year terms that are renewable. The Executive Committee is responsible for soliciting volunteers to serve. The committee will provide recommendations on research programs and projects that will enable JIFSAN-CFS3 to accomplish its mission and achieve its vision. The committee will also make recommendations to the Director on the program for the annual symposium and periodic webinars which will precede one of the Council meetings. This committee will keep JIFSAN-CFS3 aware of critical topics and their potential impact on the food industry and the consumer. The committee will make recommendations to the Director on what role JIFSAN-CFS3 might play in addressing an issue, and alliances that might be formed.
- **Communications Committee** - This committee, chaired by the Secretary/Communications and composed of at least three Advisory Council members who serve staggered three year terms that can be renewed. The committee will advise the Director and relevant JIFSAN-CFS3 staff on communication strategies and assist in their implementation. Annually the Committee will update the promotional brochure, member benefits.
- **Membership and Nominations Committee** – This committee, chaired by the Vice-Chair for Membership and at least two members of the Advisory Council serving staggered two year terms, will advise the Director on membership to the Council to ensure representation and fulfill the advisory needs for JIFSAN-CFS3 program and recommend replacement of members who fail to participate actively in Council meetings and activities. Annually, the committee will prepare, in consultation with the Director, a slate of candidates for open officer positions.



Ad Hoc

- **Ad Hoc Committees** will be appointed in cooperation with the Director by the Chair for a specified term and focused purpose. Each ad hoc committee will be named with a Chair and at least two members from the Advisory Council. Ad hoc chairs report to the Chair and the Executive Committee. At the end of the specified term, an ad hoc committee may be renewed by the Chair for a specific term or will be dissolved.

MEETINGS

Executive Committee

The Executive Committee shall meet at least once a quarter. The Chair sets the meeting date, generally when most of the members are available. The Executive Committee is strongly encouraged to set a standing meeting date such as the first week of the second month. The Secretary/Communications person is responsible for notifying the Executive Committee of the specific date, time and logistics for joining the meeting. The Secretary/Communications is also responsible for the Committee meeting summaries including all approved actions and their distribution.

General Membership

- The Council will meet at least twice a year, at a venue to be determined by the Director and the Executive Committee. Additional meetings may be called to deal with critical emerging issues or special situations.
- An agenda and appropriate background information on issues and agenda items will be provided to members at least one week prior to the meeting.
- Additional deliberations and/or meetings may be conducted between AC meetings via teleconference.
- Physical attendance at meetings is strongly encouraged. However, if a member cannot attend, they may provide written comments on agenda items, state their position on matters before the AC, and vote for or against an issue through absentee ballot submitted to the Secretary/Communications prior to the AC meeting,

- The lead representatives of member organizations are expected to participate in the meeting and are the voting representative of their member organization for elections and AC decisions. In addition, member organizations may name an alternate representative if the lead representative is unable to attend the meeting by advance notification of the Secretary and appropriate JIFSAN-CFS3 support staff member.

MEMBERSHIP FEE

Corporate members of the Council will be assessed an annual membership fee by invoice from JIFSAN-CFS3 in September. Dues must be paid by mid-December, unless an alternative date is approved by the Director. These funds will be used exclusively to support the expenses of the Council.

DECISIONS

The AC will decide issues by a simple majority vote of those present at the meeting and those submitting an absentee ballot in advance of the meeting.

AMENDMENTS

Amendments to the Terms of Reference need to be presented to the AC for discussion and revision prior to an electronic ballot vote. A quorum of at least two-thirds of member organizations is required for a valid vote. Approval of amendments requires a two-thirds majority.

The Terms of Reference should be reviewed every three years by the Membership and Nominations Committee. Member organizations may bring any suggested change to the Membership and Nominations Committee in the interim.

DISCLOSURES

Member organizations or representatives should alert the Chair and Director of any conflict of interest or commitment in advance of AC business and recuse themselves from that business.