

SQF International Conference Planning Committee Charter

Goal of the SQFI Conference Planning Committee

The goal and mission of The SQF International Conference Committee is to assist SQFI and FMI in the planning and development of the annual SQF International Conference and to ensure that it is in alignment with the professional development needs of all SQF Program stakeholders.

Role and Expectations of the SQFI Conference Planning Committee

The role of the SQF Conference Planning Committee is to:

- Suggest key themes and topics and speakers for education sessions and propose improvements to elements of the conference
- Assist in contacting potential speakers for the conference
- Attend ONE in-person conference planning meeting per year in Arlington, VA (or wherever SQFI deems appropriate)
- Participate in bi-weekly 30 minute conference calls
- Read and review content proposals and assign scores
- Participate in ONE hour-long proposal review conference call
- Review submitted presentations and provide comment and critique
- Attend the SQF International Conference and act as a session moderator and facilitator
- Act as a Conference Ambassador at the SQF International Conference
- Participate in ONE post-conference wrap-up call OR ONE post-conference onsite wrap-up meeting

A representative of the Education department of the Food Marketing Institute manages the activities of the Committee and prepares and distributes documents for consideration by Committee members

Composition of the SQFI Conference Planning Committee

Membership of the SQF Conference Planning Committee is based on stakeholder representation. At the current time the Committee will consist of 14 members. Total committee membership may vary depending on need. The number of delegates will be determined by SQF staff. No more than ONE person from a company may serve on the Committee at one time.

Stakeholders are invited and approved by SQFI and FMI staff and are divided generally as follows:

- Certification Bodies – 2 delegates
- Training Centers – 2 delegates
- SQF Certified Sites, – 6 delegates
- Retailers/Wholesalers – 2 delegates
- International representative – 2 delegates

Members serve 2-year rotating terms of service with an opportunity to serve a maximum of two 2-year terms. Members who do not participate in committee activities are not invited to serve a second 2-year term.

Obligations of Members of the SQF Conference Planning Committee

Members of the Committee are obligated to act in a professional, ethical and impartial manner at all times and not use any information obtained to commercially promote their own or their organization's interests. In the event of a change of member's circumstances that results in a conflict of interest, the Committee member must make SQFI aware of the circumstances, who will take any action necessary to resolve issues that may arise.

Committee members must adhere to and abide by the SQFI/FMI anti-trust policies, a copy of which will be provided to each member at the beginning of their service term and before each meeting.

SQF Conference Planning Meeting

1. The SQF Conference Planning Meeting is held once per year. The location and meeting dates are determined by SQFI and FMI based on staff and committee member availability. Usually the meeting takes place at FMI/SQFI headquarters in Arlington, Virginia in February or March.
2. Committee members are asked to attend, either in person or by teleconference, for the entirety of the meeting. Committee members who cannot attend may delegate an alternate from their company. SQFI/FMI will make every effort to ensure that all committee members are available on the meeting dates.
3. The annual Conference planning meeting normally run for 2 days (noon – 6 pm on Day 1 and 8 am – 3 pm on Day 2 with a business dinner at the end of day 1)
4. SQFI provides the venues and refreshments for meetings. Members are expected to attend the meetings at their own cost and are expected to seek permission from their supervisors (when appropriate) to attend at their company's own cost.
5. All Committee meetings are held in English.
6. All information provided to members at a Committee meeting that is not already in the public domain is regarded as being confidential and Committee members are expected to uphold this confidentiality.

Remuneration

Members of the SQF Conference Planning Committee receive no remuneration for their participation. However, SQFI will provide ONE reduced cost registration to the SQF International Conference to each fully participating Committee member. The reduced cost registration is not transferable and is subject to the Committee member having fully participated in Committee activities (including the planning committee, proposal and presentation reviews and conference calls). SQFI and FMI Staff have the final say on whether a Committee member should receive the reduced rate registration.