# Conference for Food Protection
# COUNCIL SCRIBE
## Position Description

A Council Scribe is responsible for ensuring that the work of the Council at the biennial meeting is accurately recorded as directed by the Council Chair, Council Vice Chair, or Scribe Supervisor. A Scribe is not a member of the Council and may not participate in the discussion or voting.

## Responsibilities and Duties

1. Attends the training sessions for Runners/Scribes and Council Member Orientation prior to the start of Council sessions.

2. Attends all sessions of assigned Council; needs to be on time and prepared to stay after the scheduled Council session is completed.

3. Checks in with the Council Chair and/or Council Vice Chair at the start of each session to see if there are any special instructions.

4. Takes direction only from the Council Chair or Council Vice Chair during council sessions.

5. Listens to the Council deliberations in order to know the status of an Issue at any point in time.

6. Loads the Issues onto the computer hard drive from the designated Council flash drive prior to the start of Council sessions.

7. Adjusts the projected image to the largest percent allowable to fit the screen with sufficient text presented to facilitate viewing.

8. Proofs each completed Issue at the end of each session with the Council Chair and/or Council Vice Chair to ensure accuracy; review must be completed PRIOR to transferring Issues to the Council flash drive for transfer to the designated location.

9. Saves any work (Issue document and any content document modified by Council) in the required format and in the designated folder for each session:

   a. **When deliberation on an Issue is tabled:** saves Issue on the laptop hard drive with the extension "DRAFT" typed into the file name after the Issue number (e.g., III-013-DRAFT).

   b. **At the completion of each Issue deliberation** (when the Council has voted on a final recommended solution): saves completed Issue on the laptop hard drive with the extension "FINAL" typed into the file name after the Issue number (e.g., III-013-FINAL).

      • **If a "final" Issue is subsequently edited by Council:** saves edited Issue as a separate file (in the folder for the new session) with a numeral added to the file name extension (e.g., III-013-FINAL#2, III-013-FINAL#3).

   c. **At each break and at end of each day's deliberation:** makes a copy of Issues completed during that session <u>on the Council flash drive</u> and gives it to the Runner to deliver to the designated location.

   d. **At the end of each day's deliberation:**
      • Works with Council Chair and/or Council Vice Chair to ensure all Issues are saved on the laptop hard drive with the required file extension and in the appropriate folder; makes a second

copy on the Council flash drive in the designated folder and gives it to the Conference office for safekeeping.
- Saves all Issues on an appropriate back up format for the Council Chair.

10. If an Issue is to be transferred to another Council: saves Issue on the laptop hard drive with the extension "TRANSFER" typed into the file name after the Issue number (e.g., III-013-TRANSFER); creates a separate folder titled "TRANSFER" on the Council flash drive for the transferred Issue and saves Issue to that folder. The Council Runner will take the flash drive immediately to the designated location to facilitate the Issue transfer.

## Selection Criteria

1. Has the approval and support of their employer to attend the Scriber/Runner and New Member Orientation sessions and all Council sessions.

2. Should have basic knowledge of food safety/regulatory issues.

3. Must be proficient with operation of a laptop computer and have the following abilities:
   - ✓ **For Microsoft Word 2010** *(version may be updated at each biennial meeting)***:**
     - Basic font formatting, such as:
       - o Bold, italics, and underlining
       - o Superscripts and Subscripts
       - o Strikethrough
     - Paragraph formatting, such as:
       - o Bullets and Numbering
       - o Multilevel Lists
       - o Increase and Decrease Indent
       - o Using Show/Hide to find/remove formatting symbols
     - Review functions, such as:
       - o Track Changes
       - o Show Markup
       - o Accepting and Rejecting Changes
     - View functions, such as Zoom
     - Converting a "protected document" to "enable editing"
   - ✓ **For Adobe Acrobat:**
     - Basic navigation:
       - o Scrolling to locate select pages
       - o Use of "Find" feature to locate specific words or text
     - Comment Annotations, such as
       - o Adding Sticky Notes
       - o Highlighting Text
     - Cutting selected text from a PDF and pasting into a Word document for further editing

4. Must be able to handle tasks competently when working under pressure.

5. Must be familiar with round-table discussions and taking meeting minutes on a laptop computer.

6. Must be able to open multiple documents and quickly navigate back and forth between these documents.

7. Must be able to access and download documents from other media (e.g., flash drive, disc).