



Last Update – 4/22/2024

Purpose: To ensure that NJFPA educational activities meet the current and future needs of its members and the field.

Number of Members: Estimated 4 to 8, one-year terms with reappointment possible for 3 terms.

Ideally 50% processor and 50% associate

Composition: Members shall include:

- Two Co-chairs; one food processor member co-chair and one associate member co-chair
- A diverse mix of members reflecting the NJFPA's membership
- The Co-chairs may invite guests as needed to expedite information sharing.

Method of Appointment: The Co-chairs shall be appointed by the President, in consultation with the Executive Committee and the Executive Director.

Accountability: Reports to: Board of Directors

Decision-Making Authority:

- Set strategy for the NJFPA's educational offerings
- Recommend new programs and services to the Board

Core Activities:

- Develop and oversee implementation of the NJFPA educational strategy.
- Oversee all aspects (programming, logistics, and sales) for the Annual Conference.
- Provide direction for all NJFPA educational programs and services.
- Regularly assess the state of knowledge in the field and develop strategies to address unmet needs.
- Monitor trends in education delivery.
- Collaborate ideas with the Social committee for OTR(On The Road) events.

Meeting Frequency: Approximately 8-10 meetings per year, by teleconference or face-to-face. Additional meetings as needed.

Estimated Time Commitment: 1 to 2 hours a month

Busiest Times of the Year:

September to November: Planning Annual Conference Agenda (target completion date – November 15th)

November to March: Annual Conference Logistics

Key Metrics:

- Annual Conference participation
- Annual Conference Feedback Survey
- OTR Content feedback