



NETWORKS FUNCTIONS, DUTIES, & RESPONSIBILITIES

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Networks

Functions:

The mission of the Networks is to integrate common key topics that are critical to the Councils and FPSA membership to allow for cross industry collaboration. The Networks are instrumental in generating substantive content for FPSA’s events and resources. Networks provide an opportunity for food and beverage professionals to share technical and specialized knowledge with like-minded peers.

Duties and Responsibilities:

Though Networks will be organized and structured at their discretion, to ensure they are meeting their respective mission and vision, they will adhere, at a minimum, to the following:

- Network members must be employed by an FPSA member company.
- At a minimum, Networks will consist of: one (1) Chair; one (1) Vice-Chair; and six (6) representatives to the current Councils (Bakery, Beverage, Dairy, Meat/MISA, Pet Food, Prepared Foods).
- Throughout the year, the Networks will engage in producing substantive content for FPSA membership via deliverables such as: educational webinars; sessions for Annual Conference and PROCESS EXPO; white papers; podcasts; content for FPSA Member Bulletin and quarterly Network Connections newsletter; PROCESS EXPO floor activities; etc.
- Networks will hold quarterly meetings, one being a face-to-face meeting at the FPSA Annual Conference.



- Each Network should have a Nominating Committee made up of current and past leadership members to select the next Network Chair and Vice-Chair.
- Individuals who are not employed by a FPSA member company are allowed to join and participate in a Network but with restrictions. They cannot serve as Chair, Vice-Chair, or a Council Representative, and has limited access to FPSA Member benefits. See Network Member Categories for details.

Network Member Categories

Category	1 – Exclusive	2 – Guest	3 – Student	4 - Transitional
Must be employed by an FPSA Member Company	Yes	No	No	No
Term limit	3 years	1 year	1 year	1 year
Can renew membership	Yes	Yes	Yes, with proof still a student	Yes
Can serve as Network Chair, Vice-Chair, and/or representative to a Council	Yes	No	No	No
Receives Network Connections Newsletter	Yes	PDF only	PDF only	PDF only
Has access to past FPSA webinars	Yes	No	By special request only	No
Has access to FPSA trend reports at no-cost	Yes	No	By special request only	No
Annual Conference, PROCESS EXPO, Sales Conference registration rate	Member rate	Non-member rate	Young Professionals rate	Member rate

Network Chair

Functions:



Provide leadership to the Network, delegate responsibilities to accomplish the goals set in cooperation with the FPSA Staff Liaison, and report to the Networks Leadership Team.

Duties and Responsibilities:

- Will serve a two (2) year term and may remain as a Network member at the conclusion of the term.
- Will preside over all Network conference calls and meetings. Terms begin at the Annual Conference meeting (March).
- Will work with Vice-Chair and FPSA Staff Liaison to set meeting agendas and finalize meeting minutes.
- Attends Networks Leadership Team calls/meetings.

Network Vice-Chair

Functions:

Assumes the Chair's duties and responsibilities in the absence of the Chair.

Duties and Responsibilities:

- Will serve a two (2) year term and may assume the role of Chair or remain as a Network member at the conclusion of the term. Terms begin at the Annual Conference meeting (March).
- Will work with Chair and FPSA Staff Liaison to set meeting agendas and finalize meeting minutes.
- Attends Networks Leadership Team calls/meetings.

Network Council Representatives

Functions:

Representatives will serve as liaisons to the Councils.

Duties and Responsibilities:

- Will serve a two (2) year term and may remain a Network member at the conclusion of their term. Terms begin at the Annual Conference meeting (March).
- Networks will have a standing agenda item during each Council meeting. Representatives will brief the Council on projects and issues being worked on within their respective Network, and vice versa.
- Representatives will help identify collaboration opportunities between the Network and Council.



Networks Leadership Team

Functions:

- The Networks Leadership Team was created by the FPSA Executive Committee to provide a mechanism for the Networks to share ideas and improve communications within FPSA.
- The Networks Leadership Team will consist of the Chair and Vice-Chair of the five Networks (Food Safety, Packaging, Technology, Women's Alliance, and Young Professionals).

Duties and Responsibilities:

- Promote ideas and offer suggestions that enhance Network activities.
- Promote a means to communicate and collaborate effectively between Networks, Councils, and other related groups.
- Train future Network leaders.
- Provide a forum for hot topics, emerging issues, and effective technical and management practices important to the food and beverage industry.
- Will hold quarterly conference calls/meetings.
- Will review Network reports to the FPSA Board of Directors and Executive Committee.
- Will elect the Networks Leadership Team Chairperson.

Networks Leadership Team Chairperson

Functions:

- The Networks Leadership Team Chairperson will represent all the Networks and serve as a voting member on FPSA's Board of Directors.
- To serve as a communication link between the FPSA Board and the Networks.

Duties and Responsibilities:

- The Chairperson must be employed by an FPSA member company and is or has served as a Chair or Vice-Chair for a Network.
- The Chairperson will serve a two (2) year term on Board of Directors.
- Will abide to the functions, duties, and responsibilities set for all members of the Board of Directors except for being required to hold a position of at least "Director" within their company.
- Will lead Networks Leadership Team quarterly calls/meetings.
- Will provide the Networks report at the Board meetings.



- Will work with the FPSA Staff Liaison on strategic planning and reports to the Board and Executive Committee.

Selection Process:

- Current Network Chairs and Vice-Chairs can nominate themselves or others to be the NLT Chairperson.
- Nominations will occur in November. NLT will vote in December via online poll or conference call. A majority of votes shall elect. In case of a tie, the Executive Committee will select Chairperson.
- Chairperson will be announced in January, and his/her first Board meeting will be at the Annual Conference (March).