

# **AFSAC Bylaws**

## **Alaska Food Safety Advisory Committee**

The Alaska Food Safety Advisory Committee (AFSAC) is a volunteer committee comprised of representatives of the retail food industry, consumer groups, related associations and academia.

The term retail food establishment means all types of food services, markets and warehouses including restaurants, bars, fast food, mobile units, temporary establishments, schools and other institutions, caterers, quick stops and supermarkets, warehouses and food banks.

## **Roles and Responsibilities**

The purpose of the committee is to enhance the safety of Alaska's food supply by working cooperatively to increase food safety knowledge of food establishment operators, employees and consumers; and advising the Department of Environmental Conservation's Food Safety and Sanitation Program ( FSS) on issues related to the regulation of retail food establishments, and other issues identified by the program.

The AFSAC will be an active participant in the success of the Food Safety and Sanitation Program. FSS will involve the AFSAC in policy decisions. While AFSAC recommendations are only advisory, they will hold significant weight in determining FSS policies or direction.

AFSAC members will be responsible for communicating issues to or from the Committee to any organized constituency that they represent. FSS staff will assist with this responsibility when possible.

## **Chairmanship**

The Program Manager, FSS, will chair the committee.

A co-chair will be elected from and by the members of the committee.

The co-chair will serve a one year term, and may be re-elected.

## **Membership**

The AFSAC will consist of 15-20 members. Member terms shall be for 3 years and expire in December.

Members shall be limited to 2 terms on the committee, unless there is a unanimous vote of the committee membership to retain the member for another term.

Nominations for new members will be submitted to the AFSAC Chair and Co- Chair.

These members shall be drawn from (but not limited to) the following groups:

Retail food service industry: restaurants (all types), schools and institutions, temporary food services, caterers, markets, warehouses and food banks.

Associations: restaurant, tourism, hotel/motel, school, chef, consumer and environmental health.

Regulatory and related agencies: local governments, epidemiology, child and adult care, schools and agriculture.

Tribal governments: health corporations, native health board and native health consortium

Academia: cooperative extension service and food technology.

### **Meetings and Attendance**

Committee meetings will be held every other month on the third Thursday, unless an alternative date is agreed to by the majority of members.

Meetings will be held at DEC's 1st Floor Conference Room at 555 Cordova or other member's site.

Committee meetings will generally be no more than 2.5 hours and will follow a written agenda. Written minutes will be distributed to all members.

Subcommittee workgroups will be scheduled by the Subcommittee chair based on the scope of the work and related deadlines.

Members who are absent from 3 meeting per term without notifying the chair, will be removed from the committee.