

## Member-at-Large Selection Process

At-large members serve three-year staggered terms, with one new member selected each year. Any member of the seafood community may apply, with preference given to active trainers and individuals with expertise in seafood safety regulations and regulatory compliance. All executive committee positions, except certain director duties, are volunteer based.

### Application Timeline and Process

#### 1. Call for Applications

- 1.1. Applications accepted at any time, but only those received by **August 24<sup>th</sup>** will be considered for the following year's position.
- 1.2. Applications can be submitted at any time through the application portal (to be linked).

#### 2. Application Requirements

- 2.1. **CV or Resume**
- 2.2. **Application form** addressing:
  - 2.2.1. Your interest in serving on the Executive Committee
  - 2.2.2. Relevant qualifications including experience in seafood HACCP, training, or regulatory compliance
  - 2.2.3. Knowledge of the Alliance and its training program
  - 2.2.4. Contributions you would bring to the program

#### 3. Start Date

- 3.1. New members begin their term on January 1<sup>st</sup> of the following year.

### Review & Selection

#### 4. Evaluation Criteria

- 4.1. Relevant experience in seafood safety, HACCP training, and regulatory compliance
- 4.2. Familiarity with the Alliance training program (especially for non-qualified trainers)
- 4.3. Strength and relevance of application materials

- 4.4. Current participation in current SHA efforts and the Seafood Community (ie. Workgroup participation etc.)

## 5. Review Process

- 5.1. Applications reviewed during the Fall Executive Committee meeting
- 5.2. In some cases, applicants may be invited to a virtual interview (max 30 minutes)
- 5.3. Selected applicants notified by **year-end**

## Terms and Expectations

### 6. Terms

- 6.1. Initial appointments: staggered 1-, 2-, or 3-year terms
- 6.2. All subsequent terms: 3 years
- 6.3. No term limits; reapplication allowed

### 7. Member Expectations

- 7.1. Active participation in Executive Committee meetings and workgroups
- 7.2. Contributions to ongoing training initiatives and Alliance activities

### 8. Meeting Schedule

- 8.1. **Quarterly virtual check-ins** (1 hour via Zoom)
- 8.2. **Two in-person meetings per year** (Spring & Fall, 1.5 days each; travel support MAY be available)
- 8.3. Ongoing communication via email and additional workgroup meetings as needed