

## **JOB DESCRIPTION FOR DELEGATE**

### Eligibility for Candidacy:

- Professional membership classification in good standing: and
  - Must be assigned to the chapter whose members they represent Term of Office:
    - One year from January 1 through December 31 of the year in which they were elected. (Starting for the delegates elected to the year 2001 House.) Term Limits:
      - None. Vacancy & Succession:
        - A vacancy in the position of delegate may be established through resignation, disqualification, disablement, or death prior to the regular end of term of office. The alternate receiving the most votes in the election of delegates shall fill a vacancy in the position of delegate. Purpose:
          - A delegate represents the members by whom they were elected and carries out the responsibilities listed in this document. Responsibilities:
            - Through the chapter membership annual meeting and other opportunities of interaction with the membership, the Delegate shall initiate member involvement in discussion and hear opinions on matters coming before the House of Delegates;
            - To study materials and otherwise prepare for the House of Delegates meeting;
            - To attend and participate in the House of Delegates meeting and to vote in an informed manner; and,
            - To be available to report on their voting record and participation in the House of Delegates meeting. Authority:
              - Conferred by the membership through election. Accountability:
                - Accountable to the members by virtue of election. Relationship:
                  - The Delegate works most closely with members and Delegates in their chapter, other members of the House of Delegates and the House of Delegates Operations Committee. Time Commitment:
                    - The Delegate is expected to attend the Chapter Annual Meeting, the Delegate Orientation and the House of Delegates Meeting at the National Convention. The time commitment varies each year according to the business of the House.
- Organizational Support and Funding:
  - The House of Delegates Operations Committee provides materials and training.
  - The chapter shall determine reimbursement policies regarding Delegate expenses. Shall be a member of the membership committee.