



House of Delegates Delegate/Alternate Position Description

Basic Role

Members of the CAP House of Delegates (HOD) serve as an important communication and membership link between CAP leadership and CAP members. The delegate/alternate is a key source of information on activities, programs, and policies of the CAP. The delegate/alternate is also a direct contact for the individual CAP member to communicate with and contribute to the recommendation of CAP policy positions, including the identification of situations that might be addressed through policy implementation efforts, and the implementation of CAP policies. Delegates and alternates to the CAP HOD are expected to foster a positive and useful two-way relationship between grassroots pathologists and the CAP leadership. He/she must be willing and able to work with the CAP HOD leadership (i.e. Speaker, Vice-Speaker, etc.) to advance the mission and objectives of the CAP HOD. To fulfill these roles, CAP delegates and alternates are expected to make themselves readily accessible to individual members by providing CAP and their state society (where applicable) with their contact information so that the CAP and the state society can make the information accessible to individual members through the CAP and state society web sites and through other communication mechanisms. The qualifications and responsibilities of this role are as follows:

1. Qualifications

- a. Must be CAP Fellow in good standing.
- b. Must be committed to the goals and ideals of the CAP.
- c. Must be willing to invest time in serving as a Delegate.
- d. Must have an understanding of the CAP organizational leadership structure.
- e. Must have experience in and understand of the parliamentary and other rules, procedures, or policies guiding the CAP HOD.
- f. Must be an actively practicing Pathologist or be in a position to understand ongoing and/or current issues affecting pathology.

The following are highly recommended and encouraged:

- a. Active membership in:
 1. State Pathology Society
 2. County Medical Society
 3. State Medical Society
- b. Elected or selected or otherwise endorsed by a sponsoring organization (e.g. State Pathology Society)

2. Major Duties and Responsibilities

a. Ongoing

1. Commit to serve a three-year term.
2. Attends all CAP HOD meetings (or arrange for an alternate from your state).
3. Is aware of and committed to follow College bylaws and HOD Rules, Policies and Procedures.
4. Is aware of and supports CAP HOD Staff responsibilities, and works in a collegial and cooperative manner with Staff. Including responds to all pre and post meeting correspondence from staff; meeting registration, housing, expense reports, etc.
5. Works to support and assist the Delegation Chair in carrying out his/her roles.
6. Regularly communicate CAP policy, information, activities, and programs to constituents so he/she will be recognized as the representative of the CAP.
7. Relate constituent views and suggestions, particularly those related to implementation of CAP policy positions, to the appropriate CAP House of Delegates representatives including but not limited to the Speaker.



8. Advocate constituent views within the CAP House of Delegates.
 9. Serve as an advocate for patients and the profession of pathology in order to enhance the image of pathology, the healthcare system and improve the health of the public at large.
 10. Actively recruit new CAP members and help to retain current members
 11. Advocate for the profession of pathology through support of PathPAC and grassroots activities such as Action Alerts and lab tours for legislators and their staff.
 12. Suggests ways the Delegation can improve its efficiency and effectiveness.
 13. Cultivate promising leaders for pathology as well as all segments of organized medicine and help them gain leadership positions through mentoring.
 14. When accepting an appointment to any HOD Committee, Action Group, Liaison assignment, or other ad hoc HOD assignment, the following is expected:
 - a. Active participation in the discussion and deliberations of the committee or group
 - b. Attendance at all conference calls and meetings of the committee or group
 - c. Timely completion of all work assignments while serving on the committee or group
 - d. Service on the committee or group until the charge of the committee or group is completed
- b. Pre-Meeting**
1. Responds to all pre-meeting correspondence from staff in a timely manner.
 2. Reads all agenda material prior to the meeting and calls the Delegate Chair or staff with any questions.
- c. At Meeting**
1. Arrives on time for HOD meetings.
 2. Participates actively, without dominating, to ensure full and open discussion of relevant information in order to develop consensus whenever possible.
- d. Post Meeting**
1. Report highlights of House of Delegates meetings to constituents, for example, at pathology department meetings, county, state, and other specialty society meetings as appropriate.