



## **CAP House of Delegates: Delegate**

### **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 is a key source of information on activities, programs, and policies of the HOD. The Delegate is also a direct contact for the individual CAP member to communicate with and contribute to the recommendation of CAP positions, including the identification of situations that might be addressed through implementation efforts, and the implementation of CAP policies. Delegates 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 (ie Speaker, Vice Speaker, etc.) to advance the mission and objectives of the CAP HOD. To fulfill these roles, CAP Delegates 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 a 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 the 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 (eg, state pathology society)

### **2. Major Duties and Responsibilities**

#### **a. Ongoing**

1. Commit to serve a three-year term.
2. Attend all CAP HOD meetings.
3. Is aware of and committed to follow CAP bylaws and HOD Rules, Policies and Procedures.
4. Is aware of and supports CAP HOD staff responsibilities. Work in a collegial and cooperative manner with staff, eg, respond to emails from, etc.
5. Work to support and assist the Delegation Chair in carrying out his/her roles.
6. Regularly communicate CAP, information, activities, and programs to constituents so he/she will be recognized as the representative of the CAP.
7. Relate constituent views and suggestions, including those related to implementation of CAP policy positions, to the appropriate CAP HOD representatives, including but not limited to the Speaker.

8. Advocate constituent views within the CAP HOD.
9. Serve as an advocate for patients and the profession of pathology to enhance the image of pathology, the health care 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 Delegation 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 to develop consensus whenever possible.

**d. Post Meeting**

1. Reports highlights of HOD meetings to constituents, for example, at pathology department meetings, county, state, and other specialty society meetings as appropriate.