



House of Delegates Delegation Chair Position Description

Basic Roles

The Delegation Chair has the primary responsibility to oversee and coordinate the activities of the Delegation they represent. The Chair is responsible for guiding the Delegation to ensure representative attendance at meetings of the CAP House of Delegates (HOD), to disseminate communications from the CAP relevant to the activities of the HOD, to work with the CAP HOD leadership (i.e. Speaker, Vice-Speaker, etc.) to advance the mission and objectives of the CAP HOD, to monitor completion of work assigned to Delegation members, and to assure that CAP HOD policies and procedures are properly followed.

1. Qualifications

- a. Meets all qualifications of a Delegate/Alternate.

2. Major Duties and Responsibilities

a. Ongoing

1. Performs all of the duties and responsibilities of a Delegate.
2. Understands the role of Delegates in the HOD, how the activities of Delegates relate to the rest of HOD Delegates and the College as a whole.
3. Expected to attend all meetings of the CAP HOD. If you cannot attend, appoint a Delegate to act in your place.
4. Assists members of the Delegation to understand their roles, duties, and responsibilities. Including welcome call/orientation call to all new delegates.
5. Ensures all delegates know how to access: HOD Website, HOD Collaboration Space, Delegate directory and HOD Report Cards.
6. Ensures all delegates handle themselves in a collegial manner in CAP HOD forums.
7. Ensures full delegation; all positions are filled (zero vacancies).
8. Acts to promote the interests of the CAP.
9. Exercises good faith and puts forth his/her best effort in the performance as Delegation Chair.
10. Keeps up to date on developments within the CAP and the practice of pathology.

b. Pre-meeting

1. Caucuses with delegation and State Pathology Society (if applicable) to identify current pathology issues.
2. Submits requested reports in a timely manner (i.e. Emerging Delegate/State Issues).
3. Canvases the delegates and alternate delegates to ensure all delegate spots are filled at the meeting and communicate delegation registration with HOD Staff.
4. Reads all agenda material prior to the meeting and calls the Speaker or staff with any questions.
5. Reviews the CAP HOD Agenda items with the delegation and ensure they have prepared for the meeting by reviewing appropriate information from HOD Staff and HODSC.

c. At Meeting:

1. Monitors attendance and activity of delegates.
2. Asks for clarification whenever proposed action or decision is not clear.



d. Post-meeting:

1. Reviews the meeting with delegation.
2. Submits written report to the State Pathology Society (if applicable) highlighting discussion at the meeting and involvement by delegation members.
3. Completes assigned tasks in a timely fashion.
4. Interprets and supports the HOD's decisions, even if opposed to the decisions.
5. Communicates HOD actions to the constituency of the Delegation and looks for other opportunities to communicate HOD actions to the delegation's constituency.