

# CAP House of Delegates Member-At-Large Position Description

## Basic Role

The Member-at-Large shall be an elected officer of the House of Delegates (HOD). The officer's chief function will be to represent the interests of the HOD at the House of Delegates Steering Committee (HODSC). The Member-at-Large may also function as an HODSC liaison for HOD Action Groups.

## 1. Qualifications:

- a. Must be CAP Fellow (Emeritus Fellows are not eligible for HODSC Office) in good standing.
- b. Must be a Delegate or Alternate Delegate to the CAP HOD.
- c. Must be committed to the goals and ideals of the CAP.
- d. Must be willing to invest time in serving as a Member-At-Large.
- e. Must have an understanding of the CAP organizational leadership structure.
- f. Must have experience in and understanding of the parliamentary and other rules, procedures, or policies guiding the CAP HOD.
- g. Must be an actively practicing Pathologist or be in a position to understand ongoing and/or current issues affecting pathology.
- h. Must be elected by the CAP HOD.
- i. Must have sufficient experience in the HOD to effectively represent the membership.

## 2. Major Duties and Responsibilities:

### A. Ongoing:

1. Commit to serve a two year term.
2. Attend all HOD and HODSC meetings.
3. To represent the HOD at HODSC meetings.
4. Act as spokesperson or liaison for members of the HOD to the HODSC.
5. Maintain working knowledge of all issues and activities addressed at HOD.
6. Is familiar with the HOD operations, bylaws and procedures.
7. Fulfills the duties and responsibilities described for the HOD Delegate/Alternate delegate.

### 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.

### C. At-meeting:

1. Arrives on time for HOD meetings.
2. Participates actively in HODSC and HOD meetings.

### D. Post-meeting:

1. Actively participates in meetings and conference call of the HODSC and action groups as appropriate.
2. In the interim between meetings, maintains liaison function between HOD and HODSC and other CAP officers, committees or action groups when requested.
3. Responds to all post-meeting correspondence in appropriate and timely matter.