



## **CAP House of Delegates: Secretary**

### **Basic Role**

The Secretary is an officer of the House of Delegates (HOD) and shall be responsible for assisting the Speaker and Vice Speaker as needed in all functions of the House of Delegates Steering Committee (HODSC). The Secretary shall assume the duties and responsibilities of the Speaker until elections if both the Speaker and Vice Speaker offices are vacant. The Secretary shall ensure that all pertinent business is accurately and promptly recorded. The Secretary shall also serve as HODSC liaison to councils and action groups, as assigned by the Speaker of the House.

### **1. Qualifications**

- a. Must be a CAP Fellow in good standing. (Emeritus Fellows are not eligible for HODSC office.)
- b. Must be a 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 Secretary.
- e. Must have an understanding of the CAP organizational leadership structure.
- f. Must have experience in and understanding of the 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.

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

- a. Commits to serving a two-year term.
- b. Attends all CAP HOD and HODSC meetings.
- c. Attends Council meetings/calls as invited, necessary to fulfill role as HODSC Liaison.
- d. Ensures that the CAP HOD complies with its governing document, and any other relevant regulation.
- e. In the event of the Speaker and Vice Speaker offices become simultaneously vacant, assumes the duties and responsibilities as Speaker until the elections.
- f. Interacts with the HODSC, Delegates, and CAP staff.
- g. Utilizes and understands the rules, procedures, or policies guiding the CAP HOD.