

CAP House of Delegates Secretary Position Description

Basic Role

The Secretary is an officer of the House of Delegates, and shall be responsible for all records of the House of Delegates. The Secretary shall ensure that all pertinent business is accurately and promptly recorded. He/she shall keep the minutes of the proceedings of all meetings and transactions of the House of Delegates. The Secretary shall act as HODSC Liaison to HOD Action Groups as appropriate.

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 Secretary.
- 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.

The following are highly recommended and encouraged:

- i. Experience in administrative duties/record keeping.

2. Major Duties and Responsibilities

a) Ongoing

1. Commit to serving a two-year term.
2. Attends all CAP HOD and HODSC meetings.
3. Records the minutes of all meetings and transactions of the House of Delegates and House of Delegates Steering Committee.
4. Maintains all records of the House of Delegates and House of Delegates Steering Committee meetings.
5. Ensures that the CAP HOD complies with its governing document, and any other relevant regulation.
6. Actively Works with the Speaker and Vice Speaker and keeps them informed about upcoming meetings.
7. Interacts with the Sergeant at Arms, Steering Committee Officers, Delegates, Alternate Delegates and CAP Staff.
8. Utilizes and understands the parliamentary and other rules, procedures, or policies guiding the CAP HOD.

b) Pre-Meeting

1. Actively works with the HODSC and CAP Staff to organize the meetings for CAP HOD.
2. Actively works with Staff to distribute the minutes of previous meeting.
3. Ensures that actions agreed on at previous meetings have been carried out.

c) At Meeting

1. Records all proceedings accurately.

d) Post Meeting

1. Prepares the minutes of the last meeting.
2. Actively works with Staff to distribute minutes of the last meeting.
3. Refrains from disclosing discussions at HOD meetings and confidential and/or proprietary information needed to assess issues.