

CAP House of Delegates: Speaker

Basic Roles

The Speaker is the principal officer of the House of Delegates (HOD) and serves as an important communication link between the HOD and the Board of Governors (BOG). The Speaker will preside at meetings, maintain order and decorum and appoint Committees/Action Groups of the House as appropriate. The Speaker will work to increase the involvement of the delegates and alternate delegates through Committees and Action Groups. The Speaker shall attend CAP Board of Governors meetings and transmit all action items of the HOD to the Board of Governors. The Speaker shall receive reports of the activities of the Board of Governors, College councils, commissions, and committees and report back to the Board of Governors, College councils, commissions and committees the effectiveness of these activities to which they meet members needs. The Speaker shall have the right to vote only in the case of a tie.

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 Speaker.
- 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.

2. Major Duties and Responsibilities

A. Ongoing:

1. Commit to serve a two-year term.
2. Attend all House of Delegates (HOD) meetings and House of Delegates Steering Committee (HODSC) meetings.
3. Attend Board of Governor meetings.
4. Represent the House of Delegates and make decisions in the best interest of the College membership, keeping bias at a minimum.
5. Chair the Steering Committee, which shall act as an executive committee, conducting House business during the interval between House Meetings.
6. Assist delegate chairs and members of the Delegation to understand their roles, duties, and responsibilities.
7. If a Delegate's seat is not filled by either the Delegate or an Alternate for two consecutive meetings, the Speaker shall declare the position vacant and fill the vacancy by appointing a Fellow of the College under the provision of Article II. Section 1(d).
8. Appoint CAP Fellows as delegates or alternates to vacant seats.
9. Appoint HODSC Liaisons to Action Groups as appropriate.
10. May call special meetings of the House of Delegates.

11. Appoint a Nominating Committee for HODSC elections.
12. Cultivates CAP leaders.
13. Keep up to date on developments within the CAP and the practice of pathology.
14. Familiar with and abides by the CAP Constitution and Bylaws, Policy Manual, and Strategic Planning.
15. Utilizes and understands the parliamentary and other rules, procedures, or policies guiding the CAP HOD.
16. Solicit advice and counsel from other officers, Board of Governors, executive staff members, and legal counsel as appropriate.
17. Monitor the effectiveness of the HOD and HODSC.

B. Pre-meeting:

1. Develop and review all agenda material prior to the HOD and HODSC meetings in conjunction with CAP Staff and HOC SC members.
2. Develop agenda for HOD and HODSC meetings in conjunction with CAP Staff.
3. Review all agenda material for Board of Governor meetings and be prepared to discuss CAP HOD issues and actions.

C. At Meeting:

1. Preside at the HOD and HODSC meetings as the principal officer, and maintain order and decorum.
2. May appoint Committees/Action Groups from the HOD to make recommendations on House business.
3. May appoint such additional Committees or Action Groups as are needed from time to time to conduct the business of the House.
4. Will vote only in the case of a tie.

D. Post-meeting:

1. Accepts, supports, and implements the HOD decisions.
2. Supports and communicates all action items and concerns of the HOD to the Board of Governors, CAP Councils, Commissions, and Committees.
3. Supports and communicates all action items of the BOG, CAP Councils, Commissions and Committees to the HOD.
4. Communicates to the Board of Governors, College councils, commissions and committees the effectiveness of CAP activities to which they meet members needs
5. Refrains from disclosing discussions at HOD meetings and confidential and/or proprietary information needed to assess issues.