

CAP House of Delegates: Vice Speaker

Basic Roles

The Vice Speaker is an ex-officio officer of the CAP Board of Governors and officer of the House of Delegates. The Vice Speaker serves as the principal officer of the House in the absence of the Speaker. The Vice Speaker shall assist in the duties of the Speaker, shall have the responsibility of overseeing the delegation chairs and may act 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 Vice 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 meetings and 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. Oversee and assist delegate chairs and members of the Delegation to understand their roles, duties, and responsibilities.
6. Keep up to date on developments within the CAP and the practice of pathology.
7. Familiar with and abides by the CAP Constitution and Bylaws, Policy Manual, and Strategic Planning.
8. Utilizes and understands the parliamentary and other rules, procedures, or policies guiding the CAP HOD.
9. Solicit advice and counsel from other officers, Board of Governors, executive staff members, and legal counsel as appropriate.
10. Fulfills the Duties and Responsibilities described for the HOD Delegate/Alternate Delegate.
11. Actively participates in meetings and conference calls of the HODSC and HOD Action Groups (as appropriate).

B. Pre-meeting:

1. Assist in developing and review all agenda material prior to the HOD meeting in conjunction with the Speaker, CAP Staff and HOCSC members.
2. Assist in developing agenda for HODSC meetings in conjunction with Speaker and 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. In the absence of the Speaker or when requested by the Speaker, the Vice Speaker shall preside at the HOD and HODSC meetings as the principal officer, and maintain order and decorum.
2. In the absence of the Speaker or when requested by the Speaker, may appoint Committees/Action Groups from the HOD to make recommendations on House business.
3. In the absence of the Speaker or when requested by the Speaker, may appoint such additional Committees / Action Groups as are needed from time to time to conduct the business of the House.

D. Post-meeting:

1. Accepts, supports, and implements HOD decisions.
2. Communicates action items and concerns of the House of Delegates to the Board of Governors.
3. Supports and communicates all action items of the BOG, CAP Councils, Commissions and Committees to the HOD.
4. Supports the Speaker in communicating 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.