



CAP House of Delegates: Member-At-Large

Basic Role

The Member-at-Large shall be an elected member of the House of Delegates (HOD) and represent the interests of the HOD at the House of Delegates Steering Committee (HODSC). The Member-at-Large shall also serve as HODSC Liaison to councils and action groups, as assigned by the Speaker of the House.

1. Qualifications:

- a. Must be 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 a Member-At-Large.
- 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.
- 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. Attend Council meetings/calls as invited, necessary to fulfill role as HODSC Liaison.
4. Represent the HOD at HODSC meetings.
5. Act as spokesperson or liaison for members of the HOD to the HODSC.
6. Maintain working knowledge of all issues and activities addressed at HOD.
7. Is familiar with the HOD operations, bylaws, and procedures.
8. Fulfills the duties and responsibilities described for the HOD 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 calls 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, councils, committees or action groups when requested.
3. Responds to all post-meeting correspondence in appropriate and timely matter.