

CAP House of Delegates Sergeant at Arms Position Description

Basic Role

The Sergeant at Arms shall be an Officer of the House of Delegates Steering Committee (HODSC), and shall assist the Speaker in maintaining order, and in seeking members for a vote if a quorum is not present. The Sergeant at Arms will act as a credentialing officer for the admission of Delegates or Alternate Delegates to the floor of the House of Delegates (HOD) 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 committed to the goals and ideals of the CAP.
- c. Must be willing to invest time in serving as a Sergeant at Arms.
- d. Must have an understanding of the CAP organizational leadership structure.
- e. Must have experience in and understanding of the parliamentary and other rules, procedures, or policies guiding the CAP HOD.
- f. Must be an actively practicing Pathologist or be in a position to understand ongoing and/or current issues affecting pathology.
- g. Must be elected by the CAP HOD.

Major Duties and Responsibilities

a. Ongoing

1. Commit to serve a two-year term.
2. Attends all CAP HOD and HODSC meetings.
3. Is aware of and supports CAP HOD Staff responsibilities, and works in a collegial and cooperative manner with Staff. Including timely response to all pre and post meeting correspondence from Staff concerning meeting registration, housing, expense reports, etc.
4. Works to support and assist the Speaker and other HOD Officers in carrying out their roles.
5. Fulfills the Duties and Responsibilities described for the HOD Delegate/Alternate Delegate.

b. Pre-Meeting

1. Responds to all pre-meeting correspondence from staff in a timely manner.
2. Actively participates in meetings and conference calls of the HOD Steering Committee and HOD Action Groups (as appropriate).
3. Reads all agenda material prior to the meeting and calls the Speaker or Staff with any questions.

c. At Meeting

1. Ensure bylaws and traditions are enforced during meetings.
2. Assists the Speaker of the House with Parliamentary procedure.
3. Welcomes new members and guests to the HOD.

4. Reports infractions or violations of the rules of the HOD to the appropriate committee/person for further action.
5. Where appropriate, assists in the credentialing of Delegates and Alternate Delegates for the HOD meeting.
6. Assists CAP Staff in the practical details and efficient execution of the HOD meeting.

b. Post Meeting

1. Actively participates in meetings and conference calls of the HOD Steering Committee and HOD Action Groups (as appropriate).
2. Responds to all post-meeting correspondence from Staff in a timely manner.
3. Refrains from disclosing discussions at HOD meetings and confidential and/or proprietary information needed to assess issues.