



CAP House of Delegates: Speaker

Basic Role

The Speaker is the principal officer of the House of Delegates (HOD) as well as an ex-officio member of the CAP Board of Governors (BOG) and serves as an important communication link between the HOD and the BOG. The Speaker will preside at HOD meetings, maintain order and decorum, and appoint action groups of the House as appropriate. The Speaker will set the strategy for Delegate engagement through action groups, HOD meetings, surveys, webinars and other CAP engagement opportunities (ie inspections, open comment periods, action alerts, course proposals, etc.). The Speaker shall attend CAP BOG meetings and transmit all action items of the HOD to the BOG. The Speaker shall receive reports of the activities of the BOG, CAP councils, commissions, and committees and report back to the BOG, CAP councils, commissions, and committees the effectiveness of these activities and the extent to which they meet member needs. The Speaker shall have the right to vote only in the case of a tie.

1. Qualifications:

- a. Must be a 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 the Speaker.
- 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.

2. Major Duties and Responsibilities

A. Ongoing:

1. Commit to serve a two-year term.
2. Preside over all HOD meetings and HODSC meetings.
3. Attend BOG meetings.
4. Provide an Annual Report to the BOG (meeting to be selected by Speaker in conjunction with Governance staff).
5. Represent the HOD and make decisions in the best interest of the HOD membership, keeping bias at a minimum.
6. Chair the HODSC, which shall act as an executive committee, conducting House business during the interval between House Meetings.
7. Assist Delegation Chairs and members of the Delegation to understand their roles, duties, and responsibilities.
8. If a Delegate's seat is not filled for two consecutive meetings, the Speaker shall declare the position vacant and fill the vacancy by appointing a Fellow of the CAP as described in the House Rules Article II. Section 1(d).
9. Appoint CAP Fellows as Delegates to vacant HOD seats.

10. Appoint HODSC liaisons to action groups or CAP councils and committees as appropriate.
11. May call special meetings of the HOD.
12. Cultivate CAP leaders.
13. Keep up to date on developments within the CAP and the practice of pathology.
14. Be familiar with and abide by the CAP Constitution and Bylaws, Policy Manual, and Strategic Plans.
15. Utilize and understand the 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.
18. The immediate Past Speaker of the House shall serve on the HOD Steering Committee as an advisor for one term immediately following his/her term as Speaker.

B. Pre-meeting:

1. Develop and review all agenda materials prior to the HOD and HODSC meetings in conjunction with CAP staff and HODSC members.
2. Review all agenda materials for BOG 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 action groups from the HOD to make recommendations on House or CAP business.
3. May appoint such additional action groups as are needed to conduct the business of the House.
4. Will vote on HOD business only in the case of a tie.

D. Post-meeting:

1. Accept, support, and implement the HOD decisions.
2. Support and communicate all action items and concerns of the HOD to the BOG, CAP councils, commissions, and committees.
3. Communicate to the BOG, CAP councils, commissions, and committees the effectiveness of CAP activities and the extent to which they meet member needs
4. Refrain from disclosing discussions at HOD meetings any confidential and/or proprietary information needed to assess issues.