



CAP House of Delegates: Vice Speaker

Basic Role

The Vice Speaker is an officer of the House of Delegates (HOD) and an ex-officio member of the CAP Board of Governors (BOG). 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 and other CAP groups.

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 a Vice 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. Attend all HOD meetings and HODSC meetings.
3. Attend BOG meetings.

B. Attends Council meetings/calls as invited, necessary to fulfill role as HODSC Liaison.

1. Represent the HOD and make decisions in the best interest of the HOD, keeping bias at a minimum.
2. Oversee and assist Delegation Chairs and members of the Delegation to understand their roles, duties, and responsibilities. Plan and run Delegation Chair webinars.
3. Keep up to date on developments within the CAP and the practice of pathology.
4. Familiar with and abide by the CAP Constitution and Bylaws, Policy Manual, and Strategic Plans.
5. Utilize and understand the rules, procedures, or policies guiding the CAP HOD.
6. Solicit advice and counsel from other officers, BOG, executive staff members, and legal counsel as appropriate.
7. Fulfills the duties and responsibilities described for the HOD Delegate.
8. Actively participate in meetings and conference calls of the HODSC and HOD action groups as appropriate.

C. Pre-meeting:

1. Assist in developing and reviewing all agenda materials prior to the HOD and HODSC meetings in conjunction with the Speaker, CAP staff and HODSC members.

2. Review all agenda materials for Board of Governors meetings and be prepared to discuss CAP HOD issues and actions.

D. 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 or CAP 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.

E. Post-meeting:

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