

POSITION DESCRIPTION - Chair, House of Delegates

Qualifications: Active member and prior service as House of Delegates Vice Chair

Term: Two years

Position Responsibilities:

- Represent the interests of the House of Delegates (HOD) and membership in board discussions and deliberations, including by providing information from the Policy Compendium, as appropriate.
- Help the House of Delegates prepare resolutions for the annual meeting.
- Review resolutions in conjunction with staff, compare them to prior resolutions, and help obtain background material as needed.
- Chair the Resolutions Committee.
- Chair the HOD meeting.
- In conjunction with staff, perform a biennial review of Policy and Resolutions & Results Compendia, including:
 - Ensure that the Policy Compendium reflects current policy and determine if individual policies should be archived.
 - Review the Archived/Historical Policy Compendium to ensure that previously deleted policies do not need to be reconsidered.
 - Review the Resolution and Results Compendium to ensure that past House actions are implemented fully.
 - Prepare reports of such proposed changes to above compendia to the Board of Directors for their consideration and final action.
 - Report such actions to the House of Delegates at the annual meeting.

Responsibilities of the Board of Directors

- Participate in the development of the strategic plan.
- Serve as a board liaison between committees and the Board.
- Review the materials that are distributed and help make prudent, informed decisions. Be prepared to ask questions and discuss issues at meetings. Understand the issues before voting on them. Be open to hearing all sides of questions before deciding.
- Foster forward thinking while supporting the Association's mission, goals, policies, programs, strengths, and needs.
- Monitor programs and activities for relevance, mission alignment and achievement of expected outcomes.
- Support the majority decision – deliver a consistent message of the Board and not your opinion.
- Read and understand the financial statements. Oversee the financial status of the Association and make prudent financial decisions to ensure the financial stability of the organization.
- Participate in a Board orientation training session as scheduled.
- Voting member of the House of Delegates.
- Support the Executive Director.
- Make an annual gift to the Foundation.