

## POSITION DESCRIPTION – Vice Chair, House of Delegates

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**Qualifications:** Active member for three years; serve as a delegate for minimum of two years

**Term:** Two years

### Position Responsibilities:

- Serve as Vice Chair of the House of Delegates, with a vote, and perform the duties of the House of Delegates Chair when the House of Delegates Chair is unable to do so.
- Serve as a voting member of the Board of Directors and Leadership Development Committee.
- Cause to be recorded the minutes of the House of Delegates and the Board of Directors.
- Submit such reports as may be required by the House of Delegates, Board of Directors, and Chapter Presidents Council.
- Supervise the election process and certify the election results.
- 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.
- In conjunction with the House of Delegates Chair and staff, perform a biennial review of the 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.
- Ascend to the position of House of Delegates Chair.

### 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.