



Position Title: House of Delegates Chair-Elect

Duties Statement: The Chair-Elect of the House of Delegates is present at all sessions and meetings of the House of Delegates, is a non-voting member of the Board of Directors and represents the House of Delegates at all Board meetings.

Definition: The Chair-Elect of the House of Delegates is elected bi-yearly by ballot of the majority of the House of Delegates and serves until expiration of the term of office at the next yearly session of the House of Delegates. The Chair-Elect then moves to the two-year term as Chair of the House of Delegates. The one-year Chair-Elect term begins immediately upon installation at the House of Delegates.

Key Points/ Expectations:

Preparation for Board activities and communication with members is expected. Time commitment may be variable, but on average may take 1-2-hours per week. Participation in scheduled and ad hoc Board of Directors' meetings is expected. Attendance at Annual Meeting, and other FSHP meetings is desirable. The FSHP Board of Directors can expect to spend a minimum of six days attending FSHP related meetings. An additional two to three days could be spent in additional activities if scheduling permits.

With the acceptance of this position, at least 75% participation is required. This includes virtual and in person meetings. At the start of a President's annual term in August, the number of potential meetings will be presented and approved by the FSHP Board of Directors. By mid-term, Board members will be evaluated if they have not participated in at least 50% of Board meetings and responsibilities. Should a situation arise where a Board member can no longer commit, a majority vote of the Board is required to dismiss Board members. Official documentation stating the dismissal agreed upon by both parties will be required upon Board vote. Section 4.1.4 of the FSHP Bylaws outlines the procedure to fill vacant Board seats. Vacant seats can arise from resignation and/or dismissal by a vote of the FSHP Board of Directors.

RESPONSIBILITIES:

- Assist the Chair with the specific responsibilities and duties outlined below.
- In addition to the specific responsibilities and duties outlined below, the Chair-Elect of the House of Delegates has the same responsibilities and duties outlined in the Board of Directors job description.

HOUSE OF DELEGATES AND RESOLUTIONS:

- Suggest members for and act as vice-chair of the Committee on Resolutions. The Committee shall review all resolutions. Once considered by the Board of Directors, the Committee shall submit them to the House of Delegates.
- Advises the Board of Directors on issues and actions likely to be raised by the House of Delegates.

- Serves as a liaison between the submitter of resolutions for consideration by the House and the Committee on Resolutions.
- Conducts the order of business of the House of Delegates.
- Extends the privilege of the floor during the meeting of the House of Delegates.
- Guides the House of Delegates in its interpretation of the FSHP governing documents, precedents, and *Robert's Rules of Order* as they relate to the business of the House.
- Consults with the parliamentarian concerning current and pending procedural matters before the House.
- Prepares a report to House on action of the previous year.
- Maintain a log of status of current year resolutions and submit report on the status to the Secretary for each Board of Director conference call and meeting.

BY-LAWS:

- Work with Professional Affairs Council to review by-laws to determine if updates are needed.
- Submit language for by-laws amendment(s) for consideration by the House of Delegates.
- Once approved by a majority vote of Delegates, the amendment becomes immediately effective.
- Present amended by-laws to the Board of Directors at the Board of Directors meeting immediately following the House of Delegates meeting.

REGIONAL SOCIETY LIAISON:

- Serve as a liaison between the Regional Society membership and the Board of Directors and the FSHP staff.
- Assist in coordinating the Quarterly Regional Society Leadership meetings.

ASSIGNMENTS:

- Serve as Liaison to the Professional Affairs Council
- Liaison to FSHP Affiliated Regional Societies
- Member of the Board of Directors

Reference Documents: II. FSHP Board of Directors Policy