



Delegate Job Description

PURPOSE

Delegate represents her/his Chapter members in the HOD and related activities, informs the Chapter of timelines, and facilitates the Chapter's influence in the HOD. A delegate represents the members by whom they were elected and carries out the responsibilities listed in this document.

ELIGIBILITY

- Must be a professional member in good standing.
- Must be a member of the chapter whose members they represent.
- Must sign the AMTA Chapter Volunteer Code of Conduct.
- Agrees to uphold and abide by National AMTA Articles of Incorporation, Bylaws, Policy, Code of Conduct, Rules of Engagement, and Job Description.
- Shall not be an AMTA National Board member.

Delegates and alternates shall be elected each year at any chapter meeting and election results must be reported in the minutes of the meeting in which they are elected.

The number of Delegates allotted each Chapter shall be determined each year according to policy. A chapter may not have more than five (5) delegates.

TERM OF OFFICE, VACANCY & SUCCESSION

One year from the year in which they were elected. **The delegate shall serve no more than two consecutive elected terms**

- a. The delegate shall serve a term of office from January 1 through December 31 of the year of the HOD meeting in which he is a representative.
- b. A vacancy in the position of delegate may be established through resignation, disqualification, disablement, or death prior to the regular end of the term of office.
- c. The alternate receiving the most votes in that election of delegates shall fill the vacancy.
- d. In the event that more vacancies than elected alternates exist, delegates may be elected at any chapter meeting held at least 3 months prior to the HOD meeting in which they are to serve. If a chapter does not meet its delegate quota, an elected chapter officer may serve as a delegate upon being elected by the Chapter Board if the following conditions are met;
 - i) All chapter meeting minutes for the year show a call for delegates and insufficient response to fill the positions;
 - ii) Chapter meeting minutes show a discussion of the current HOD issues with the officer in attendance;
 - iii) The officer/delegate's appointment is reported to the National office in writing at least 4 weeks prior to the HOD meeting.
- e. The Secretary of each Chapter shall report the results of delegate elections in the minutes of the Chapter meeting and forward it to the Chair of the House of Delegates Operation Committee and the National office staff liaison within fifteen (15) days of the election.

REMOVAL FROM OFFICE

As outlined in national bylaws, the Delegate shall automatically be disqualified to serve if:

- Fulfill her/his duties and responsibilities (dereliction of duties).
- Abide by the AMTA Articles of Incorporation, Bylaws, Policy, Code of Conduct, Rules of Engagement, or Job Description.
- Keep AMTA membership dues current.
- Removal shall occur in accordance with the AMTA Chapter Conflict Resolution Process.

AUTHORITY

Delegate is given authority by National Bylaws and Policies through election by the Chapter membership.

ACCOUNTABILITY

Accountable to the members by virtue of election.

TIME COMMITMENT

1. The time commitment averages about 2-4 hours per month.
2. The Delegate is expected to attend 2 of the Chapter membership meetings before the National Convention for which they are Delegates and 2 of the Chapter Board meetings, when requested by the Chapter President.
3. The Delegate Orientation and House of Delegates Meeting at the National Convention.
4. The time commitment varies each year according to the business of the House.
5. Time commitment will be considerably higher during the annual convention.
6. They will have to report to the members what happened at the House of Delegates by way of report at the meetings and/ or an article for the Newsletter.

RELATIONSHIP

Delegate will work with their Chapter members and fellow Chapter Delegates, as well as Delegates from other Chapters and the House of Delegates Operations Committee (HODOC), to follow timelines and carry out the assignments and charges applicable to their HOD function.

IMPORTANT

Respect the time of the scheduled meetings. Be early not on time. Your time is important, my time is important and the board time is important. We schedule our meetings a year in advance and the meeting start and end times are usually made then. When you are scheduled for an AMTA function, respect the AMTA time. There is NO reason you can not make a scheduled meeting on time. There are only excuses and they don't respect everyone else's time. In order to move the board business along in a reasonable pace, we all need to be prepared and ready to get involved in active discussion about the topic on the agenda. Socialize and tell stories after the meeting or on meeting breaks, not during the meeting. It can prolong the meeting and side discussions are not helpful for anyone, during a meeting.

ORGANIZATIONAL SUPPORT

The House of Delegates Operations Committee provides materials and training.

The chapter shall determine reimbursement policies regarding Delegate expenses (see benefits).

RESPONSIBILITIES FOR DELEGATES

1. Attend 2 AMTA NJ meetings and educational events of the year they are Delegate.
2. Attend Chapter Board meetings as requested by the President and Board.
3. Through the NJ chapter membership meetings and other opportunities of interaction with the membership, the Delegate shall initiate member involvement in discussion and hear opinions on matters coming before the House of Delegates.
4. Maintains a working knowledge of materials provided prior to the HOD.
5. To study materials and otherwise prepare for the House of Delegates meeting;
6. To attend and participate in the House of Delegates meeting and to vote in an informed manner at the National Convention.
7. It is the duty of the Delegate to arrive on time for the HOD meeting, Therefore, no Delegate shall be seated after meeting called to order. So be Early.
8. To be available to report on their voting record and participation in the House of Delegates meeting.
9. Report at membership meeting what happened at HOD.
10. Write article for Newsletter about HOD.

BENEFITS

- As a Delegate of the NJ Chapter you will have ½ price on all the NJ educational events except the Spring Retreat which is full price.
- Delegates will have the Early Registration for the National Convention Reimbursed.
- Delegates get \$200.00 reimbursed, used for food (up to \$50 a day), airplane ticket and/or hotel room. They can not go over the \$200.00 for the total trip. The money is for only the above expenses and they must show receipts for the trip within 90 days of the Convention