

## **DELEGATE TO ACADEMY HOUSE OF DELEGATES**

The Delegate to the Academy House of Delegates (HOD) is elected by the members, serves for three (3) years and may be re-elected to one additional term. The Delegate is a voting member of the Executive Board. The Delegate has roles and responsibilities within the Oregon Academy and the Academy. Delegate elections are governed by the Oregon Academy and Academy bylaws.

## **QUALIFICATIONS**

- Active membership in Oregon Academy for at least three (3) consecutive years preceding the term of office
- Must have held an elected office on the Oregon Academy Executive Board within the past five (5) years
- Able to represent all state members equally in an unbiased manner
- Willing to be held accountable for delegate vote and actions in the House of Delegates
- Able to communicate among district, state and national associations
- Able to attend and participate in all House of Delegates functions each year
- Willing to accept House of Delegates committee appointments
- Have a working knowledge of Oregon Academy and Academy bylaws

## **RESPONSIBILITIES**

1. Attends all Oregon Academy Executive Board meetings (if unable to attend, appoints a proxy).
2. Serves as a voting member of the Oregon Academy Executive Board to ensure discussion of national issues relating to dietetic practice at the Executive Board meetings.
3. Communicates with Executive Board, District Officers, and State members to keep them informed of Academy activities and elicit their reactions to these activities.
4. Submits the Delegate report for Executive Board Meetings.
5. Presents HOD agenda to Executive Board prior to HOD meetings.
6. Obtains feedback from individual state members regarding Academy activities through:
  - a. Communication with District Officers,
  - b. Presentations at state meetings
  - c. Surveys
    - i. Presents Delegate report at the annual General Business Meeting.

7. Attends national meetings of the House of Delegates to present state input (or something similar) and vote as a state representative. (Refer to Travel Reimbursement Policy.)
8. Submits expense reports in a timely manner per policy.

### **Committees**

The Delegate is a member of the following committees:

1. Bylaws Committee
2. Policy Team (per Academy guidelines)
3. Other committees as assigned by the Executive Board and will accept leadership responsibilities when requested.

### **Correspondence**

1. Sends copies of all pertinent correspondence to President and President-Elect, copying the Oregon Academy's Executive Office.
2. Submits pertinent articles to the newsletter for communication to the members.
3. Regularly reviews and updates the delegate web page
4. Prepares eblast and other communications for members, including social media channels
5. Participates, as needed/requested in educational webinars.

### **Duties in the HOD**

1. Representing Oregon Academy membership, serves as a voting member in the HOD.
2. Actively participates in HOD meetings
  - a. Makes motions, discusses and votes on issues and resolutions brought before the group;
3. Maintains awareness of fiscal ramifications to the Academy and Oregon Academy of House actions;
4. Monitors the functions of the HOD to assure compliance with Academy bylaws;
5. Defines and participates in attaining annual goals and objectives for the HOD;
6. Identifies hearing topics for future deliberations at HOD meetings;
7. Conducts the business of the HOD in accord with the goals and objectives of Academy;
8. Nominates Delegates to the Speaker and Speaker-Elect for consideration of appointment to HOD Committees and other positions in Academy in which the HOD is represented;
9. Accepts appointments for committees and complete assigned tasks