



JOB DESCRIPTION: Affiliate Delegate

Length of Term: Elected by the membership. Serves 3 years

Voting: Voting member of the Board

Responsibilities:

(HOD = House of Delegates HLT = House Leadership Team)

Purposes of the HOD Core Functions

- To provide direction for HOD to address professional issues facing the membership.
- To prevent duplication of work by HOD and other Academy organizational units.
- To promote collaboration with all organizational units.
- To guide delegates to understand their roles in meeting the needs of members.
- To contribute to the development of the Strategic Plan based on the current environment.
- The Core Functions will be merged with the HOD/HLT Objectives and shared with the House and the Board of Directors on a regular basis.
- The Core Functions will serve as the foundation for the HOD Manual, which will assist delegates in understanding their role.
- The Core Functions will continue to evolve over time and need to be regularly reviewed and revised by the HOD Leadership Team.

Responsibilities:

1. Serves as affiliate member of the HOD
2. Performs functions as needed to assist in facilitating the work of the HOD
3. Participates in HOD meetings and formal electronic dialogues
4. Participates in electronic dialogues, deliberations and voting in the HOD Community of Interest.
5. Understand Mega Issues Process and HOD Backgrounder – Identification, definition, validation and prioritization of Mega Issues
6. Participate in Fall HOD meeting at FNCE to work on Mega Issue
7. Participate in Webinar Spring HOD meeting to continue work on Mega Issue
8. Participates in discussions, makes and votes on motions.

7. Contributes to and participates in achieving goals for HOD and HOD committees
8. Identifies topics for future dialogue and deliberations at HOD meetings based on needs, concerns and interests of members.
7. Maintains communication with HOD Leadership Team and responds to requests from Speaker and House committees.
8. Maintains communication with constituents (e.g. members, DPG's, affiliates) through mechanisms developed by HOD; may include attendance at meetings or on conference calls, writing articles, soliciting input, facilitating group discussions at established times, such as AND FNCE or affiliate meetings.
9. Monitors the AND budget and addresses issues via HOD representatives on Finance Committee.
10. Accepts appointments for HOD committees, subcommittees, and task forces and Tactical Workgroups and completes assigned tasks.
11. Contributes to reports on activities.
12. Assists in orientation of and transfer of information to new delegates to ensure continuity.