



AZ ASSE

Executive Board – Position Description

Delegate to the House of Delegates

- 1) Service.
 - a) Term is for one year, July 1 to June 30.
 - b) Multiple terms are not allowed.
 - c) Position is filled by most immediate Past President per AZ ASSE Bylaws.
 - d) Qualifications (From ASSE National Guidelines).
 - i) Must have been an ASSE member in good standing for at least one year prior to election, and;
 - ii) Be either a Professional Member, Member or International Member of ASSE Prohibition (From ASSE National Guidelines).
 - e) Prohibition (From ASSE National Guidelines).
 - i) Members of the Society Board of Directors and Practice Specialty Administrators cannot serve as Chapter Delegates.
- 2) Purpose.
 - a) Represent the chapter membership to the Society House of Delegates (HoD) by voting on Society issues and providing feedback from the chapter to the Society on issues related to the profession throughout the chapter year.
- 3) Goals.
 - a) Operate in accordance with House of Delegates Operating Procedures and Society Bylaws.

- b) Provide appropriate representation at the Annual House of Delegates meeting and Regional Caucus, as well as, other HoD business during the year.
- c) Shall represent the Chapter when voting.
- d) Keep the Chapter informed of House of Delegates actions and proposed actions.
- e) Act on House of Delegates mail ballots on behalf of the Chapter.
- f) Shall assure representation of the Chapter at the House of Delegates Meeting by appointing a proxy to represent him/her when unable to attend. The proxy must be a Professional Member or a Member in good standing of the Chapter and shall not be a member of the Society Board of Directors. Appointment of the proxy shall be made by letter, which shall be delivered to the Credentials Committee at least one hour prior to the House of Delegates Meeting.