|  |  |
| --- | --- |
| **Name:** |  |
| **Job Title:** | Delegate | **Member, Board of Directors:** | Yes |
| **Term of Office:** | Three years, limited to 2 consecutive terms. | **Member, Executive Committee:** | Yes |
| **Route to Office:** | Election | **Voting Member of the Board:** | Yes |
| **Accountabilities:** | President |
| **Committees Headed:** |  | **Committee Member:** | Advocacy Pillar, Strategic Planning, Awards and Scholarships  |

|  |  |
| --- | --- |
| **Position Purpose:**  | Represents the members of the Utah Affiliate at the Academy House of Delegates, act as the voice of members, governs the profession and develops policy on major issues. |

|  |
| --- |
| ESSENTIAL JOB RESPONSIBILITIES |
| * **Job Function:** House of Delegates
1. Represent UAND members at the House of Delegates Meetings, share information about key issues coming up at future HOD meetings, actively solicit input from state membership and the UAND Board on these issues and share their perspective in pre-meeting and final dialogue at the HOD meetings.
2. Report on discussion, progress, and action on these issues to membership through written and oral presentations at UAND annual meeting, website, or through any other identified effective means of communication.
 |

|  |
| --- |
| * **Job Function:** Reporting
1. Review and discuss upcoming issues and share background material with Board of Directors, report to the Board on action taken after the HOD meetings.
2. Complete Strategic Plan Responsibilities.

  |

|  |
| --- |
| * **Job Function:** Representation/Resource for UAND
1. Solicit member and Board input on new concerns and issues, bring these issues to the national level or help members bring their own concerns or issues to the attention of the appropriate organizational unit of the Academy.
2. Actively participate in the pre-meeting discussions and surveys, and the HOD dialogue and deliberation sessions, vote on all motions, accept appointments and work on committee activities of HOD.
3. Serve as a resource for state members regarding current developments in areas of Academy activities and policies.
4. Attend UAND Orientation, Board Meetings, and Executive Meetings; prepare and submit action plan; and act as a mentor to successor.
5. Attend at a minimum the House of Delegates annual and mid-year meetings and the Leadership Institute if there aren’t two Board members designated to attend, and as budget permits.
 |

|  |
| --- |
| Job Function: Financial1) Prepare and submit annual budget. |

|  |
| --- |
| MINIMUM QUALIFICATIONS |
| Must be an active member of the State Association, residing in or working in the state during the term of office as a delegate. Needs to have access to a computer and be able to participate in the electronic dialogue, surveys and votes. 1. Must be available for office for three consecutive years.
2. Must be able to attend and participate in the midyear House of Delegates Meeting, and the Annual meeting in conjunction with FNCE.
 |
| PREFERRED QUALIFICATIONS |
| 1. Must be willing to be held accountable for delegate vote and actions in the House of Delegates.
2. Must be able to represent the diverse views of all the membership in an unbiased manner.
3. Must be able to communicate between the State and National Association, and represent the state needs to the Academy, and Academy needs to the state.
 |
|  |
| GENERAL PHYSICAL DEMANDS & WORKING CONDITIONS OF JOB |
| Meetings are often long, and usually at the end of the week into the weekend to avoid conflict with job needs, a significant amount of material must be reviewed to prepare for both the electronic dialogue and the meetings, and deadlines are sometimes short and need to be met. The reward of working with dedicated professionals from across the country far exceeds the demands placed on the position.  |