



## ADHA 3-YEAR DELEGATE

### **AUTHORITY**

The ADHA 3-Year Delegate shall serve as the Delegate to ADHA Annual Conference. If the Association is entitled to more than one Delegate, then the ADHA 3-Year Delegate shall serve as Delegation Chair. The ADHA 3-Year Delegate shall have other such duties as may be determined by the President or the Board of Directors.

**Bylaws—Article VI, Section 8**

### **TERM**

The ADHA 3-Year Delegate shall serve a three-year term in office.

**Bylaws—Article VI, Section 11, (c)**

### **DUTIES & GUIDELINES**

1. Adhere to all procedures and duties outlined in this manual.
2. Serve as:
  - a) Member of the Board of Directors.
  - b) Member of the Administrative Council.
    - i. Member of the Bylaws Committee.
  - c) Member of the Annual Conference Council.
    - i. Member of the Continuing Education Committee.
  - d) Co-Chair of the Membership Council.
    - i. Co-chair of Membership Services—Recruitment.
    - ii. Co-chair of Membership Services—Retention.
3. Serve as the Indiana Delegation Chair to the ADHA Annual Conference.

*Guidelines:*

  - a) Communicate policies and activities of ADHA and District V to the Constituent.
  - b) Attend District V meeting as Delegation Chair.
  - c) Communicate IDHA policies and activities to ADHA.
  - d) Assist in the writing of proposed resolutions to ADHA General Assembly.
  - e) Direct and assist Delegates and Alternates.
  - f) Assist the District V Trustee.
  - g) Prepare and direct distribution of District V's meeting report to the IDHA membership.
  - h) Create a liaison with representatives of the other states in District V.
4. Prepare for the ADHA Annual Conference.

*Guidelines:*

  - a) Read all Delegate material.
  - b) Utilize available reference materials such as transactions of previous years, ADHA Bylaws and Code of Ethics, ADHA Policy Manual, ADHA Standing Rules of the House of Delegates, etc.
  - c) If possible, discuss resolutions with Constituent submitting the resolution.
  - d) Assign sections of the Delegates Manual to other Delegates and/or Alternates and discuss information in manual.
  - e) Hold own Constituent caucus to review material.

- f) Inform membership of pending resolutions and the opportunity to submit additional resolutions and written testimony to reference committees utilizing Directors, Newsletters, etc. A copy of these guidelines should be distributed to all ADHA Delegates and Alternate Delegates.
5. Attend ADHA Annual Conference.
- Guidelines:*
- a) Attend and participate actively in all District V meetings with the entire delegation.
  - b) Establish schedule of attendance and report requirements for Indiana delegation for District V, Reference Committee and ADHA House of Delegates meetings.
  - c) Attempt to pair inexperienced delegates with those having more experience.
  - d) Reflect IDHA policy and members' attitudes when formulating resolutions, deliberating and preparing/presenting testimony in the ADHA House of Delegates. Encourage a collaborative effort among members of the delegation.
  - e) Submit written testimony to Reference Committees and ADHA House of Delegates as appropriate.
  - f) Respond to questions or topics relevant to the business at hand and then abide by the majority decision when the matter is decided by correct parliamentary procedure.
6. Prepare ADHA Annual Conference Report.
- Guidelines:*
- a) Submit a report to the President at the IDHA Board of Directors meeting following ADHA Annual Conference.
  - b) Submit a similar report to Central Office to inform the general membership through the Members-Only section of the IDHA website.