

SUBJECT: JOB DESCRIPTION – DELEGATE

EFFECTIVE DATE: 2/2025

DATES REVIEWED: 2025

DATES REVISED: 1/2025

OVERALL GOAL

The Delegate is the communication conduit between CSRC and AARC. The Delegate does not carry the will of the AARC, merely the message to the CSRC Board of Directors.

TERM OF OFFICE

Four-year term – 2 as Alternate and 2 as Delegate

ACCOUNTABILITY

The Delegate reports to the Board of Directors.

OBLIGATIONS

- Be the official representative of all AARC members residing in California to the House of Delegate at the AARC;
- Actively and accurately voice the CSRC opinions and feedback at every House of Delegate meeting and through communication with the AARC;
- Serves as member of Bylaws and Judicial committees;
- Bring to CSRC all requests for acknowledgements and awards by HOD.

DUTIES

- Act as liaison for AARC members residing in California;
- Review the House of Delegate agenda books with the CSRC Board of Directors prior to each House meeting;
- Report to the CSRC Board and Membership all activities and adoptions by the House of Delegates following each House meeting;

ESTIMATED TIME COMMITMENT

- Estimated time commitment: 4-6 hours/month;
- Small amount of instate travel including overnight stays of up to 3 days at a time;
- Busiest time period: Workload is highest in conjunction with House meetings.

MINIMUM POSITION REQUIREMENTS

- Meets requirement of Board of Directors Member;
- Qualifications: Well versed in CSRC Operations, Robert's Rules of Order, Professionalism & Professional Communication, Etiquette, and Professional Ethics;
- Experience: CSRC Board of Directors, previously served on CSRC Executive Committee preferred, public speaking with supervisor and/or manager experience desired.

METRICS

- Attends all meetings of the House of Delegates;
- Report of House action to Board of Directors within 30 days of conclusion of House meeting;