

**Position Title:** **Alternate to the House of Delegates (HOD)**

**Eligibility**

Must be a professional member in good standing.

Must sign the AMTA Delegate to the HOD Code of Conduct.

Agrees to uphold and abide by National AMTA Articles of Incorporation, Bylaws, Policy, Code of Conduct, Rules of Engagement, and Position Description.

Shall not be an AMTA National Board member.

**Authority**

Alternate is given authority by National Bylaws and Policies through election by the Chapter membership.

**Accountability**

Alternate is accountable to the members of the Chapter by virtue of election.

**Term of Office**

Term of Office is one calendar year after election to alternate position.

**Purpose**

Alternate stays informed and ready to assume Delegate position (thereafter represents her/his Chapter members in the HOD and related activities, informs the Chapter of timelines, and facilitates the Chapter's influence in the HOD).

**Relationship**

Alternate will work with their Chapter members and Chapter Delegates to follow timelines and be prepared to carry out the assignments and charges applicable to their potential HOD function.

**Responsibilities**

1. Alternates shall be responsible for supporting the purposes and performing responsibilities of the House of Delegates as described in Bylaws, Policy, and Delegate Position Description should they succeed to the position of Delegate.
2. Maintains a working knowledge of materials provided prior to the HOD.
3. Prepares and reviews all necessary materials prior to meetings.
4. Attends the HOD preliminary and business meetings per Chapter policy.

**Time Commitment**

- The time commitment averages about 2-4 hours per month.
- Alternate attends the Chapter Annual Meeting, the Delegate Orientation Meeting and the HOD Meeting at the National Convention per Chapter policy. Time commitment may be considerably higher during the annual convention.

**Use of Organizational Resources**

Resources related to carrying out the duties of this office:

- HODOC provides materials and training.
- Chapters may provide reimbursement according to Chapter Policy.

**Vacancy and Succession**

In the event of a vacancy in the Alternate position, the Alternate with the next highest number of votes in the previous election will assume the open Alternate position.

**Removal from Office**

An Alternate may be removed from office for failure to:

1. Fulfill her/his duties and responsibilities (dereliction of duties).
2. Abide by the AMTA Articles of Incorporation, Bylaws, Policy, Code of Conduct, Rules of Engagement, or Position Description.
3. Keep AMTA membership dues current.

Removal shall occur in accordance with the AMTA Chapter Conflict Resolution Process.