

DELEGATE TO ADA HOUSE OF DELEGATES

The Delegate to the ADA House of Delegates (HOD) is elected by the members, serves for three (3) years and may be re-elected. The Delegate is a voting member of the Executive Board. The Delegate has roles and responsibilities within ODA and ADA. Delegate elections are governed by ODA and ADA bylaws.

QUALIFICATIONS

- Active membership in ODA for at least three (3) consecutive years preceding the term of office
- Must have held an elected office on the ODA Executive Board
- Able to represent all state members equally in an unbiased manner
- Willing to be held accountable for delegate vote and actions in the House of Delegates
- Able to communicate among district, state and national associations
- Able to attend and participate in all House of Delegates functions each year
- Willing to accept House of Delegates committee appointments
- Have a working knowledge of ODA and ADA bylaws

RESPONSIBILITIES

1. Attends all ODA Executive Board meetings (if unable to attend, appoints a proxy).
2. Serves as a voting member of the ODA Executive Board to ensure discussion of national issues relating to dietetic practice at the Executive Board meetings.
3. Communicates with Executive Board, District Officers, and State members to keep them informed of ADA activities and elicit their reactions to these activities.
4. Presents Delegate report at Executive Board Meetings.
5. Presents HOD agenda to Executive Board prior to HOD meetings.
6. Develops motions to the HOD on topics of concern to ODA.
7. Obtains feedback from individual state members regarding ADA activities through:
 - a. Communication with District Officers,
 - i. Receives district association newsletters.
 - b. Presentations at state and district meetings
 - i. Attends at least one meeting of each district association each year.
 - ii. Presents Delegate report at the annual General Business Meeting.
8. Attends national meetings of the House of Delegates to present state concerns and issues and vote as a state representative. (Refer to Travel Reimbursement Policy.)

Committees

The Delegate is a member of the following committees:

1. Bylaws Committee
2. Other committees as assigned by the Executive Board and will accept leadership responsibilities when requested.

Correspondence

1. Sends copies of all pertinent correspondence to President and President-Elect.
2. Submits pertinent articles to the newsletter for communication to the members.
3. Regularly updates the delegate web page
4. Prepares eblast and other communications for members

Duties in the HOD

1. Representing ODA membership, serves as a voting member in the HOD.
2. Actively participates in HOD meetings
 - a. Submits items for the agenda
 - b. Makes motions, discusses and votes on issues and resolutions brought before the group;
3. Maintains awareness of fiscal ramifications to ADA and ODA of House actions;
4. Monitors the functions of the HOD to assure compliance with ADA bylaws;
5. Defines and participates in attaining annual goals and objectives for the HOD;
6. Identifies hearing topics for future deliberations at HOD meetings;
7. Conducts the business of the HOD in accord with the goals and objectives of ADA;
8. Nominates Delegates to the Speaker and Speaker-Elect for consideration of appointment to HOD Committees and other positions in ADA in which the HOD is represented;
9. Accepts appointments for committees and complete assigned tasks;
10. Maintains communication with and responds to requests from area coordinators and HOD committee members.