SPEAKER OF THE HOUSE OF DELEGATES

Overview of Responsibilities:
Coordinates activities and presides at all meetings of the National Society for Histotechnology House of Delegates.

Responsibilities:
1. Communication - General
   a. Submit reports to the President:
      1) Semi-annual report
      2) Annual report
   b. Submit agenda items for the Board of Directors and/or House of Delegates related to needs of NSH.
   c. Communicate as needed with:
      1) Elected Standing Committees to determine progress on completing duties.
      2) President, President, Executive Director, Board of Directors, committee chairs, and appointments to learn about NSH activities.
   d. Send copies of all official communications to the President and NSH Office for referencing and maintenance of records.

2. Budget
   a. Submit proposed position budget when requested by the Budget and Finance Committee Chair.
   b. Review entire proposed budget and make recommendations to the Budget and Finance Committee Chair.
   c. Submit expenses in a timely manner to the NSH Office:
      1) NSH related travel expenses within 30-days of completion, as per the travel policy.
      2) Other expenses no later than December 30th of the year incurred.

   a. Preside at all meetings of the House of Delegates.
   b. Coordinate Elected Standing Committees.
   c. Appoint a Parliamentarian before the annual House of Delegates meeting.
   d. Coordinate preparation and distribution of the House of Delegates agenda.
   e. Appoint tellers to assist in determining the result of any House of Delegates vote taken by written ballot or a show of voting cards.
   f. Perform duties as requested by the President and/or Board of Directors

4. Records transfer
   a. Upon completion of the term of office, all records and property shall be forwarded to the incoming Speaker of the House of Delegates according to the NSH Policies & Procedures Manual, being fully cognizant that these are the property of NSH and not of the individual.
b. Upon completion of the term of office, provide a running log of issues or actions that have recurring effects, or are not completed, and a reference of where to find details concerning these issues and/or actions.

**Time Commitment during Year (Aside from the NSH Symposium/Convention):**
Shall be prepared to spend 10-15 hours/week on NSH activities, amount of time varies depending on time of year.

**Time Commitment during NSH Symposium/Convention:**
1. NSH business shall take priority over any other scientific or recreational convention activity.
2. Reserve reasonable amount of time for the general membership.
3. Preside over the House of Delegates.
4. Attend meetings/functions:
   a. Required:
      1) Regional Directors/Presidents Council Meeting
      2) Board of Directors Budget Meeting
      3) Region Meeting
      4) First Timers Event
      5) Culling Memorial Lecture
      6) International Lecture
      7) Strategic Planning Workshop
      8) NSH Awards Banquet
      9) Board of Directors Meeting
     10) Exhibitors Meeting
     11) General Membership Meeting
     12) Post-House of Delegates Board of Directors Meeting
   b. Recommended:
      1) As many committee meetings as possible
      2) Hospitality functions

**Qualifications:**
1. Active member in good standing of NSH for one (1) year prior to nomination and for the duration of the term, if elected.
2. Voting member of the House of Delegates at the time of election.

**Selection Process:**
Elected by the House of Delegates in the election year.

**Term of Position:**
1. Two (2) years. The term will commence immediately after the adjournment of the House of Delegates in the election year and end at adjournment of the House of Delegates two (2) years later.
2. Individual can run for re-election for two (2) additional consecutive terms. Therefore, an individual can serve only three (3) consecutive terms; however, after a hiatus of one (1) term the individual can run for re-election.
Accountable to:
House of Delegates and President

Compensation during NSH Symposium/Convention:
1. Registration
2. Non-refundable economy round trip travel
3. Hotel room for 7 nights
4. Current per diem for 7 days plus banquet ticket

Vacancy:
In the absence of the Speaker of the House of Delegates, the President shall preside over the House of Delegates. Thereafter the Vice President, then the Immediate Past President, shall fill the vacancy.