

Delegate Description

Branch Delegate

The Branch Delegate is an elected position with the CSHP-NL Branch for a three year term (maximum 2 consecutive terms). The Delegate acts as the Newfoundland and Labrador Branch representative to the CSHP National Board.

The Delegate:

- Fulfills all requirements of Branch Delegate as listed in the CSHP Bylaws.
- While representing Branch issues and views, makes decisions that are in the best interest of CSHP National.
- Presents at all CSHP National Board meetings held during the CSHP Annual General Meeting, midterm board meetings, and at all other special sessions of the Board. If delegate is unable to attend board meetings, another council member may attend in their place.
- Carries out all duties and responsibilities assigned by the Board.
- Submits complete and detailed reports for the Board and Branch Council meetings.
- Stays up-to-date and informed about all issues under discussion by the Board.
- Represent the Society at various meetings and functions as requested by the Branch President.
- Signs written agreements, contracts and other documents on behalf of the Branch.
- Reports to the CSHP Board any recommendations of the Branch.
- Reports accurately and fully to the Branch business transacted by the Board as well as policies and discussions that have been established. Reporting must be fair, without bias or prejudice.
- Keeps the Branch informed of all CSHP National programs, projects, activities and endeavors. The Branch Delegate also encourages understanding as well as support for CSHP programs and projects.
- Presents a report at each Branch General Meeting and whenever required by the Branch Council.
- At the beginning of term of office, overlaps with outgoing Delegate by 4-6 weeks
- At the end of term of office, provides orientation to the incoming Delegate by communicating duties and responsibilities, overlapping by 1 branch council meeting, and providing informal mentorship for up to 6 months after the completion of term as needed.
- In collaboration with the President, develops a Balanced Scorecard document following any strategic planning session.
- Completes sections of the Strategic Plan Balanced Scorecard assigned to the Delegate in January and July of each year.
- Annually reviews the Branch Manual Position Description for the Delegate, and the branch calendar of tasks/events and makes recommendations for revisions to Branch Council by March 31.
- Performs other duties as assigned by the President or Branch Council.