

**ISA  
POSITION DESCRIPTION**

**SOCIETY DELEGATE**

**Term of Office:** 1 year; can serve successive years

**Reports to:** Section

**General Function:** To represent the member and the Section in Society and district affairs. To keep the member and the Section informed about Society and district activities.

**Primary Responsibilities & Duties:**

1. In the section President's absence, attend the Annual Council of Society Delegates Meeting which includes:

First Session: District Council Meeting

Second Session: Members' Meeting

Third Session: Council of Society Delegates Meeting

*The Council of Society Delegates nominates and elects officers, initiates changes in the Constitution, amends the Bylaws, and reviews the annual reports of officers.*

2. Attend special meetings of the Council of Society Delegates.
3. Serve on the District Nominating Committee which nominates the District Vice President, the District Nominator, and the District Alternate Nominator.
4. Confer with and make suggestions to the District Vice President and others serving at the district level.
5. Submit a written activity report to the Board bi-annually (August and February).

**Resources Available:** Delegate's Guide; former delegates; District Vice President; Section leaders; ISA Staff.

**Time Commitment:** Meeting attendance

**Meeting Obligations:** Section meetings; District Council meetings and the District Workshop; ISA President's Winter and Summer Meetings are beneficial; Council of Society Delegates Meeting.

**Working Relationships:**

1. Other Officers and Members: The delegate interacts with officers and members at every level of the Society in the process of collecting and disseminating information
2. Staff: Accesses staff as needed regarding the Council of Society Delegates meeting and provides essential information to staff when requested
3. Other

**Qualifications:** Section member in good standing for at least one year. Active in Section events and interested in the operation of ISA; able to participate in district and Society level functions; an ISA background including service as Section president is helpful; service to a division or department is valuable; knowledge of how the Society functions.

**Method of Appointment:** Nomination by committee and election by the membership, or in accordance with the Section Constitution and Bylaws.