

## **Member-at-Large**

**Function:** As stipulated in the SPNHC Bylaws:

### ARTICLE VII. COUNCIL

#### Section 1.

Council. The Society's affairs shall be conducted through a Council consisting of the following members: the Executive Officers plus six Members-at-large. All members of Council shall be entitled to one vote each. All members of Council will act without remuneration.

#### Section 5.

Nomination of Members-at-large. Candidates for Member-at-large positions shall consist of Regular, Student, Honorary, or Life Members in good standing. Elections shall be carried out by the same procedure as for the election of officers. The members that are selected will take office at the Annual Business Meeting of the general membership following the election.

#### Section 6.

Term of Office. Each year, two Members-at-large shall be elected for a three-year term.

#### Section 7.

Removal from Office. A Member-at-large who is found to carry out the duties of office in a manner counter to the interests of the Society may be removed from office by a secret ballot vote expressing a consensus of two-thirds of all Council members, or by a majority vote of the membership taken at the Annual Business Meeting of the general membership or any special meeting of the membership called for that purpose.

## **Duties**

The Member-at-Large (MaL) represents the general membership in the conduct of Society business. They will be asked to perform such tasks as assigned by the President.

Upon election, the MaL will be assigned to a committee Chair/Council member with whom they will work closely. The MaL will be expected to complete the selected task in a time frame as decided by their assigned committee Chair/Council member.

Upon completion of an assignment project, the MaL will send a short report to the associated committee Chair/Council member with whom they worked. This internal report will be an opportunity to discuss how a task unfolded and/or express any concerns, including issues, ideas and suggestions for improvements.

During any assignment, the MaL will be expected to communicate with the membership via the SPNHC newsletter by writing a brief report on their accomplishments.

For the yearly SPNHC conference, the MaL will write-up a summary of their activities to be included in the ABM report.

## **Calendar items**

All specific calendar items are listed under the Leadership Manual sections for any relevant committees. Below are some additional reporting schedule:

1 February:	report to Newsletter
April:	prepares report on activities for Annual Meeting
May/July:	attends the Annual meeting
May/July (after annual mtg):	assignment of MaL activities by President
1 August:	report to Newsletter

Revised by Linda S. Ford, 20 October 2017

Revised by Judith Price, 5 February 2014