



Mode-of-Practice Forum Director and Delegate Job Description

Practice Forum Director

The Forum Director serves on the Board of Directors, the Membership Committee, and the Committee on Practice Management. The Director prepares a report on the forum's activities for the March and September meetings of the Board. The Director is a voting member of the House of Delegates. The staff of KP Public Affairs and the CSA Executive Director and staff work with and assist the Forum Director.

The Director makes all reasonable effort to attend:

- At least three of the four Board meetings each year;
- The annual Board of Directors orientation;
- Meetings of the House of Delegates (physical and virtual);
- Meetings and conference calls of the Membership Committee and the Committee on Practice Management.

The responsibilities and goals of the Forum Director include;

- Identifying issues and concerns related to the mode of practice of forum members, and representing them at the Board of Directors and the House of Delegates;
- Actively participating in member recruitment and retention efforts; welcoming new CSA members;
- Identifying local group and/or department leaders and working with them to organize in-person local meetings of forum members in different communities;
- Communicating regularly with forum members;
- Hosting a "virtual" forum meeting at least once a year, or as needed;
- Working with the District Directors to coordinate communication efforts related to advocacy, legislative, and regulatory issues that concern the forum;
- Signing the CSA's Conflict of Interest statement each year;
- Encouraging member financial contributions and personally contributing to GASPAC and ASAPAC.

Practice Forum Delegates

Delegates to each District and Forum serve as members of the CSA House of Delegates. They make all reasonable effort to attend:

- The annual in-person House of Delegates meeting (June);
- The annual "virtual" meeting of the House of Delegates (November);
- The annual online orientation to the House of Delegates;
- Any local community meeting of the District or Forum within reasonable distance;
- Any conference call or "virtual" meeting of the District or Forum.

The responsibilities and goals of Delegates include:

- Working with and supporting the District Director or Forum Director to advance CSA objectives and the professional interests of CSA members;
- Signing the CSA's Conflict of Interest statement each year;
- Encouraging member financial contributions and personally contributing to GASPAC and ASAPAC.