

POSITION

Early Career Professional Delegate to the Board (“Delegate”) - A non-voting position

SUMMARY

The American Health Law Association (AHLA) Board of Directors oversees the Association's policies, procedures, and activities. The Delegate serves a two-year, non-renewable term (Directors serve a five-year term) and meets in person twice yearly, in January and at the Annual Meeting in June, with additional virtual meetings.

The Delegate is appointed to serve the Association and its members by investing their time, expertise and efforts to assist in the effective stewardship of the Association. Through active engagement and participation at Board and Association events, the Delegate works collaboratively with the Board of Directors, Executive Committee, Association staff, committees and councils, volunteers, and members to address industry issues and develop goals, strategies, policies, plans and budgets that ensure the Association is successful, growing and serving its mission.

The Delegate is invited to participate in all Board meeting discussions and in activities such as surveys and input for the Nominating Committee but does not vote on matters before the Board. The Board reserves the right to excuse the Delegate from a discussion or vote at any time.

KEY RESPONSIBILITIES

- The Delegate will need to review materials prior to each meeting. A high-level review of materials is appropriate for matters not impacting ECPs. It should be expected that the Delegate role requires approximately one to three hours of preparation per meeting.
- The Delegate follows up with the ECPC leadership after Board meetings through calls (typically one hour per call) and email.
- The Delegate participates in ECPC meetings and, when possible, in ECPC leadership calls (typically one hour per call).
- The Delegate may participate in update calls with the AHLA President (typically 30-minute to an hour per call).
- As needs arise, the Delegate may also need to communicate with other members of the Board of Directors. This can average approximately one hour per month.
- The Delegate may have an opportunity to serve on a task force or lead an initiative specific to early career professionals. Such activity will be dependent on strategic initiatives being undertaken by the Board of Directors.
- The Delegate will serve on one of the Board committees.
- Maintain confidentiality about all internal matters of the organization.
- Reviewing, understanding, and adhering to AHLA's [Conflict of Interest Policy](#), [Non-Harassment Policy](#), and Confidentiality Statement.

TERM: Two-years, non-renewable