



ASCLS-Montana Position Description and Guidelines for Completion of Duties

Officer Position: President-Elect

Responsible To: State President and ASCLS-MT Membership

Term of Office: One year term, immediately succeeding to President. Term of office is one year, starting August 1, which coincides with the beginning of the fiscal year.

Recommended Qualifications: A member must have served at least one year on either the Board of Directors or as the chairperson of one of the Standing Committees prior to nomination.

Duties and Responsibilities:

1. Assists the President with carrying out responsibilities and activities as requested.

Guidelines:

- Presides at Society meetings in the absence of the President.
 - Assists in setting Society long term goals and attainment of goals.
2. Appoints Standing Committee members prior to the beginning of their Presidential term. Rosters are due to the National Office in June, BEFORE becoming President. Spring meeting is an ideal time for the President Elect to try to fill these positions; goal is to get chairs filled when they are enthusiastic about ASCLS. If the roster is not complete by June 1, a partial roster containing both elected and appointed positions should be submitted to the ASCLS National Office, and updated as the year progresses.
Standing Committee Chairs are:
 - Membership Development
 - Student Representative
 - Government/PAC
 - Education/P.A.C.E. Coordinator
 - Circulation/Webmaster
 - Bylaws
 - File Custodian
 - Spring Meeting Planning Committee Chair
 - District Chairs (District I, II, III, IV, V)
 - Publication Editor
 - Promotion of the Profession
 3. Serves as liaison to the Membership Committee and assists with all recruitment and/or retention duties as requested.

4. Provides and distributes information to the President and member contacts as requested.
5. Attends the Society's Board meetings and general business meetings to report on activities.

Guidelines:

- Summer meeting – travel to meeting
 - Fall meeting – travel to meeting or participate in teleconference call
 - Winter meeting – travel to meeting or participate in teleconference call
 - Spring meeting – travel to meeting held Wednesday before the beginning of Spring Meeting
 - General Business Meeting – held during the Spring Meeting, usually on Thursday after the last CE session
 - Board Orientation – held at the end of the Spring Meeting, and also during a Go-To-Meeting in August
6. Presents a gift to the out-going President during the Installation of Officers, reimbursed by ASCLS-MT as board expenses; \$100 limit
 7. Help Nominations Committee members find nominees for open positions
 8. Serves as a member of the Region VIII Council and attends the Regional Council meetings.

Guidelines:

- Attends the Fall Council meeting held during Intermountain States Seminar (IMSS).
 - Attends the regional Spring Council meeting via Go-to-Meeting teleconference
 - Attends the Regional Caucus and Regional Council meeting at the National ASCLS meeting in the summer.
9. Attends the National ASCLS meeting as a delegate for the Society.

Guidelines:

- Serves as a member of the ASCLS President's Council.
 - Attends the Constituent Leaders Orientation.
 - Attends other meetings as delegated by the Society.
10. Keeps informed of all Society activities, reviews all societal publications and communications (e-mail, Member Communities, websites, *ASCLS Today*, MLN).
 11. Keeps informed on potential problems relating to the Society and/or the profession existing in the state and relates those problems to the President and/or Board.

12. Provides newsletter articles to the Publication Editor and webpage content to the Webmaster; utilizes the ASCLS-MT google groups and Member Community to communicate with the membership. (See Awards and Scholarship PD for instructions for using these communication tools.)

Guidelines:

- Writes a specific article about committee activities when the Publications Editor requests it or
- Volunteers to write an article pertinent to society activities

13. Submits for approval proposed annual budget information to the Treasurer 30 days prior to the annual general business meeting.

14. Provides written reports to the President as requested. These reports shall then be placed in the permanent file with the File Custodian.