



ASCLS-Montana Position Description and Guidelines for Completion of Duties

Elected Position: Awards and Scholarship Committee Chair

Responsible To: Board of Directors and ASCLS-MT Membership

Term of Office: An Awards and Scholarship Committee member is elected by the membership to serve a two (2) year term. There are two committee members that are elected on alternate years. The term of elected office is two years, starting August 1, which coincides with the beginning of the fiscal year.

Recommended Qualifications: Must be a current member in good standing with the Society.

Duties and Responsibilities:

1. The chair of the committee is the member serving their second year of term. The chair acts as an advisor to the first year member and transfers all files to the member at the end of their term.
2. The committee is responsible for the following awards:
 - ASCLS-Montana Member of the Year
 - ASCLS-Montana Student of the Year
 - ASCLS-Montana Student Poster of the Year
 - ASCLS-Montana Paper of the Year (if awarded)

Guidelines:

- **ASCLS Montana Member of the Year:** Another member nominates someone for this award. A short essay needs to be received from the nominator (form in Dropbox). If more than one person is nominated, the A & S committee chooses the winner. The winner receives a plaque sponsored by ASCLS Montana. The winner also becomes the nominee from our state for the National ASCLS Constituent Society Member of the Year Recognition, and the ASCLS Region VIII Member of the Year award.
- **ASCLS Montana Student of the Year:** Education coordinators/Instructors nominate this student with a short letter describing how their nominee meets the 6 criteria that will be used in judging. See criteria at the end of this document. If more than one student is nominated, the A & S Committee must choose the winner or can ask for Board input.
 - Students are also told they are invited to the ASCLS-MT spring meeting where the awards are presented. Registration at the meeting is paid for by ASCLS-MT.

- A deadline date for nomination of student of the year is given to the Education Coordinators and this is usually the end of March.
- **ASCLS Montana Student Poster of the Year:** Students are asked to submit a poster, which pertains to clinical laboratory science. Participants of the Spring Meeting vote on the Poster of the Year. In March, the A & S committee coordinates with the Spring Meeting Planning Committee an area where the student posters can be displayed. They also contact the Education Coordinators to determine the number of posters that will be displayed.
- **ASCLS Montana Paper of the Year:** Members submit a paper pertaining to clinical laboratory science. If more than one paper is submitted, the A & S committee chooses the winner. Depending on interest and submissions, this award may not be offered.

Duties:

1. In January, submit a notice to all members on the ASCLS-MT google groups and through the ASCLS Montana Member Community informing them of the award opportunities. (See September in the following calendar for instructions on using these communication tools.) Include information on how to nominate a Member of the Year and submit a paper for the Member Paper of the Year (if awarded). Also include a deadline of submission which is convenient for the committee members if a review of applications is necessary.
2. All awards, including longevity awards should come from this Committee
 - Streamline the process to print awards
 - Put templates into the ASCLS-MT Dropbox so President can make their own certificates
 - Add timelines for when these are due
 - President still chooses/nominates their award recipients (Omicron Sigma; Key to the Future) (national deadlines)
3. Once nominations and submissions are complete, make copies for both members of the committee to review.
4. When there are multiple nominations, and no clear cut winner, the Awards Committee may request that the Board help select the award winner.
5. Notify sponsors of the award winners.
6. Selects Award winners, prepares certificates, and orders plaques for presentation at Awards Ceremony.

7. Work with the Spring Meeting Planning Committee to develop an Awards ceremony. The committee presents the awards at the spring meeting. There is a template/script for this.
8. Submits the Member Paper of the Year (if awarded) to the Publication Editor for MLN publication and award recipients.
9. Attends Board meetings and general business meetings to report on activities. Attends the Spring State Meeting to preside over the Awards Ceremony.
 - 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 Board 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.
10. Keeps informed of all Society activities by reviewing all societal publications and communications (e-mail, google group, websites, ASCLS Today, MLN). Also supports membership recruitment and retention.
11. Keeps informed of all 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. Submits receipts to the treasurer for reimbursement of necessary supplies. Submits for approval proposed annual budget information to the Treasurer 30 days prior to the annual general business meeting.
13. Submits a written report of the year's activities to the Secretary prior to the annual meeting. These reports shall then be placed in the permanent file with the File Custodian

CALENDAR – TIMELINE

January

- Attend BOD Meeting
- Student mailing to students – get students information on scholarships

- Submit notice to members on ASCLS-MT Goggle Group and ASCLS Montana Member Community info on awards and how to nominate Member of the Year, submit Member Paper of the Year (if awarded) and deadlines by end of March

February

- Nominations sent from members for Member of the Year
- Contact awards sponsors - need info for the program which is usually due by end of Feb

March

- Determine number of posters and space required
- Deadline: Nominations for Student of the Year by end of month
 - Contact Education Coordinators from hospitals of students and UND and send out nomination forms which include the 6 criteria for judging. Essay should be confined to 200 words or less.
 - Prior to the Spring Meeting:
 - Order plaque for Member of the Year
 - Print certificates (Paper, Student, Poster of the Year)
 - Set up awards ceremony
 - Include sponsor addresses with awards
 - Include addresses for sponsors on a separate sheet in envelope w/check, hoping that recipients would send a thank you note.

April

- Attend BOD Meeting; Spring Meeting; Board Orientation
- Vote on Nominations before meeting (Member of the Year, Student of the Year)
- Have Treasurer write checks to award winners
- After Spring Meeting: Send Awards list and Paper of the Year (if awarded) to MLN for publication
- Write thank you notes to sponsors

May

- Submit report for year accomplishments

August

- Attend Board of Directors Orientation on-line meeting
- Check for ASCP scholarships and review deadlines
- Check for ASCLS website scholarships. The National Award Chair and Alpha Mu Tau Fraternity/ASCLS E & R Fund sends out scholarship reminders to ASCLS members. Review deadlines.

September

- Submit an article to MLN Publication Editor and for website reminding members of the awards that are available:
 - To use the Google Groups, send an e-mail to the following address:
ASCLS-MT@googlegroups.com
 - This is a group e-mail to the Montana members who have e-mail addresses, and contains lapsed members. Just write a message about the Awards, and send it like a regular e-mail to the address above.
 - To use the ASCLS Montana Member Community, log into the member portal on the ASCLS website (www.ascls.org) and go to Member Communities. Under Communities, select My Communities, and scroll down to Montana State Society. Select Montana State Society, and click the ADD button after Latest Discussion Posts. This will open up a window to post a message. Follow the instructions and send. This group community only goes to active members.

October

- Attend BOD Meeting
- Contact possible sponsors for: ASCLS pays & sponsor reimburses amount at later date – checks written to award winners by ASCLS Treasurer
 - Xtant sponsor - Student Poster of the Year (\$100)
 - ASCLS-MT sponsor - ASCLS-MT Member of the Year (plaque, \$100)
 - Western Microscope sponsor - Paper of the Year (\$100)
 - ASCLS-MT sponsor - Student of the Year (\$100)

November

- ASCLS Application forms available for scholarships –review deadlines-send to schools/students
- ASCP Application forms available for scholarship –review deadlines-send to schools/students

Ruth Paur, Program Coordinator
 University of North Dakota
 P.O. Box 9037
 501 N. Columbia Road
 Grand Forks, ND 58202
 701-777-2651
 email:ruthpaur@mail.med.und.nodak.edu

Kay Rasmussen
 Montana Medical Laboratory Science Program Director
 Montana State University
 406-994-5664
 email:krasmussen@montana.edu

Criteria for ASCLS-MT Student of the Year Award

Students will be judged in six categories:

- Academic and Commitment to Learning (15 points)
- Team Contributions, such as leading or participating in extra projects/assignments (15 points)
- Overcoming Obstacles (15 points)
- Community Service in the past 2 years (15 points)
- Indicators of the Student's Performance and Commitment to the Profession (20 points)
- ASCLS Member, Participating in Spring Meeting or other ASCLS-MT activities (20 points)



ASCLS-Montana Position Description and Guidelines for Completion of Duties

Elected Position: Board Member

Responsible To: State President and ASCLS-MT Membership

Term of Office: Elected two year term with eligibility for reelection. There are two Board Members that are elected on alternate years. Term of elected office is two years, starting August 1, which coincides with the beginning of the fiscal year.

Recommended Qualifications: Preferred one year active membership

Duties and Responsibilities:

1. Serves as voting members of the ASCLS-MT Board of Directors.
2. Assists the President and Board with carrying out responsibilities and activities as requested.
3. Assists in setting Society long term goals and attainment of goals.
4. Contacts (by e-mail or follow-up phone call) Committee chairs prior to Board Meetings after meeting announcement and agenda have been sent. The purpose of the contact is to determine if they will be attending the meeting and to receive feedback.
5. Assists with all membership recruitment and/or retention duties as requested; provides and distributes information to member contacts as requested.
6. Attends 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 Board 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.
7. Provides newsletter articles to the Publication Editor and webpage content to the Webmaster.

Guidelines:

- Writes a specific article about committee activities when the Publications Editor requests it or
 - Volunteers to write an article pertinent to society activities
8. Utilizes the ASCLS-MT google groups e-mail or ASCLS Montana Member Community to communicate with the membership. (See Awards and Scholarship PD for instructions for using these communication tools.)
 9. Keeps informed of all Society activities, reviews all societal publications and communications (email, Member Community, websites, *ASCLS Today*, MLN).
 10. Keeps informed on all potential problems relating to the Society and/or the profession existing in the state and relates those problems to the President and/or Board.
 11. Submits for approval proposed annual membership budget information to the Treasurer 30 days prior to the annual general business meeting.
 12. Submits a written report of the year's activities to the Secretary prior to the annual meeting.



ASCLS-Montana Position Description and Guidelines for Completion of Duties

Appointed Position: Bylaws Committee Chair

Responsible To: Board of Directors and ASCLS-MT Membership

Term of Office: The Bylaws Committee Chair shall be appointed by the President on an annual basis. There are no term limits. Term of appointed office is one year, starting August 1, which coincides with the beginning of the fiscal year.

Recommended Qualifications: One year active membership within the Society

Duties and Responsibilities:

1. Reviews the Bylaws of ASCLS-MT prior to the fall Board meeting.
2. Initiates and/or receives proposed amendments to ASCLS-MT Bylaws.

Guidelines:

- Submits amendments to the ASCLS-MT President and the Governing Board prior to the annual general business meeting in the spring. This may take over 90 days.
 - Submits copies of the proposed amendments and revisions in the state Bylaws to the Executive Office of the American Society for Clinical Laboratory Science and to the Chairperson of ASCLS Bylaws Committee at least sixty (60) days prior to the desired adoption. Approval from the National Committee must be received prior to the presentation of Bylaw changes to the membership of the Society.
 - Receives and reviews all recommendations from the ASCLS National office on required amendments to the state's Bylaws.
3. Submits approved changes to the Secretary of the Society for distribution to its membership at least thirty (30) days prior to the annual business meeting. The bylaws changes will be voted on at the annual general meeting each spring.
 4. Attends 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.
5. Review and bring anything to the board that needs to be updated in the bylaws.
 6. Provides newsletter articles to the Publication Editor and webpage content to the Webmaster; utilizes the ASCLS-MT google groups or ASCLS-MT 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
7. Submits for approval proposed annual budget information to the Treasurer 30 days prior to the annual general business meeting.
 8. Keeps informed of all Society activities by reviewing all societal publications and communications (e-mail, Member Community, websites, *ASCLS Today*, MLN). Also supports membership recruitment and retention.
 9. Keeps informed of all potential problems relating to the Society and/or the profession existing in the state and relates the problems to the President and/or Board.
 10. Submits a written yearly report to the Secretary prior to the annual meeting. The reports shall then be placed in the permanent file with the File Custodian.



ASCLS-Montana Position Description and Guidelines for Completion of Duties

Appointed Position: Circulation and Webmaster

Responsible To: Board of Directors and ASCLS-MT Membership

Term of Office: The Circulation and Webmaster Chair shall be appointed by the President on an annual basis. There are no term limits. The term of appointed office is one year, starting August 1, which coincides with the beginning of the fiscal year.

Recommended Qualifications: Prefer one year active membership within the Society

Duties and Responsibilities:

1. Maintains and monitors ASCLS-MT google groups e-mail group.

Guidelines:

- Uses membership lists from the ASCLS website provided by membership chair
- Monitors the e-mail postings, to make certain content is appropriate, and questions are referred for answers.
- Logs into the google group as an administrator to manage the e-mail group.
 - E-mail associated with the group is asclsmontana@gmail.com

2. Communicates with the Publication Editor and committee chairs to coordinate distribution of publications and other membership information.

Guidelines:

- E-mails notice of *Montana Laboratory News* posting to webpage by using the ASCLS- MT Member Community and ASCLS-MT google groups. (See Awards and Scholarship PD for instructions for using these communication tools.)

3. Arranges for hosting services of the ASCLS-MT website, and for payment of any hosting costs.

4. Maintains the domain name: ascl-mt.org through Go Daddy services.

5. Maintains the ASCLS-MT website.

Guidelines:

- Reviews the content of the website on at least a monthly basis keeping the information as current as possible.
- Solicits input from ASCLS webpage for ASCLS-MT website.
- Solicits input for ASCLS-MT website from elected and appointed members of the ASCLS-MT Board.

- Responds to questions posted to the ASCLS-MT website (which also go to the ASCLS-MT President).
6. Attends 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
7. 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.
- Guidelines:**
- Writes a specific article about committee activities when the Publications Editor requests it or
 - Volunteers to write an article pertinent to society activities
8. Keeps informed of all Society activities, reviews all societal publications and communications (e-mail, Member Communities, websites, *ASCLS Today*, MLN).
9. Keeps informed on all potential problems relating to the Society and/or the profession existing in the state and relates those problems to the President and/or Board.
10. Submits for approval proposed annual budget information to the Treasurer 30 days prior to the Annual General Business Meeting.
11. Submits a written yearly report to the Secretary prior to the annual meeting. The report shall then be placed in the permanent file with the File Custodian.



ASCLS-Montana Position Description and Guidelines for Completion of Duties

Appointed Position: District Chair

Responsible To: Board of Directors and ASCLS-MT Membership

Term of Office: The District Chair shall be appointed by the President on an annual basis. The term of appointed office is one year, starting August 1, which coincides with the beginning of the fiscal year.

Recommended Qualifications: One year active membership within the Society

Duties and Responsibilities:

1. Works with the Membership Development Committee Chair to recruit and retain members in their district.

Guidelines:

- If requested by the Membership Development Chair, contacts lapsed members or non-members in their district who may show an interest in ASCLS and encourages them to join.
- If possible, personally distributes the “new member packets” to people in their district.

2. In their district, requests funding and organizes one educational or social activity each year to encourage networking with laboratory personnel.

Guidelines:

- The activity can be a pizza party, guest speaker, or any innovative idea.
- The society will fund any reasonable request.
- An activity associated with National Medical Laboratory Week is recommended.

3. Serves as a liaison for grass roots members and the ASCLS-MT Board.

Guidelines:

- Disseminates information from the board or national office relating to our profession, using Membership Communities and ASCLS-MT google groups. (See Awards and Scholarship PD for instructions for using these communication tools.)
- Promotes ASCLS by answering questions about the organization.

4. When a Nominations Chair vacancy occurs, the District Chairperson of the affected district appoints a qualified member to serve out the term until the next annual meeting, at which time a new member shall be elected to serve the rest of the unexpired term.

5. Attends 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. Provides newsletter articles to the Publication Editor and webpage content to the Webmaster; utilizes the ASCLS-MT Member Community or ASCLS-MT google groups to communicate with the membership.

Guidelines:

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

7. Keeps informed of all Society activities by reviewing all societal publications and communications (e-mail, Member Communities, websites, *ASCLS Today*, MLN).
8. Keeps informed of all potential problems relating to the Society and/or the profession existing in the state and relates those problems to the President and/or Board.
9. Submits for approval proposed annual budget information to the Treasurer 30 days prior to the annual general business meeting.
10. Submits a written report of the year's activities to the Secretary prior to the annual meeting. These reports shall then be placed in the permanent file with the File Custodian.



ASCLS-Montana Position Description and Guidelines for Completion of Duties

Appointed Position: Education/ P.A.C.E.® Coordinator

Responsible To: Board of Directors and ASCLS-MT Membership

Term of Office: Yearly Appointment by the President. There are no term limits. Term of appointed office is one year, starting August 1, which coincides with the beginning of the fiscal year.

Recommended Qualifications: One year active membership in the Society; requires a working knowledge of educational methodology and program planning. Each new appointee must submit an application and CV to the P.A.C.E.® office for approval. Information is on the ASCLS.org website.

Duties and Responsibilities:

1. Obtains P.A.C.E.® certification approval annually from ASCLS.

Guidelines:

- Obtains the application for P.A.C.E.® approval for ASCLS-MT from the national ASCLS office.
- Submits the bill for obtaining P.A.C.E.® approval to the treasurer.
- Completes the application and payment in a timely manner at the beginning of the year.

2. Maintains the most current forms for P.A.C.E.® accredited programs.

3. Approves continuing education programs for P.A.C.E.® approval according to P.A.C.E.® guidelines.

Guidelines:

- Sends out the necessary forms for approval (forms to be filled out by speaker and/or sponsor) when a request is made.
- Reviews the request and approves or disapproves the request.
- Distributes forms and collects attendance documentation of approved programs.

4. Builds the continuing education activity in CE Organizer.

Guidelines:

- Assigns P.A.C.E. numbers and unique session codes to each activity
- Builds the sessions to the CE organizer
- Assigns deadlines for claiming CE credits
- Deactivates session in CE Organizer after the deadline closes

5. Fills out and submits the quarterly report to the ASCLS P.A.C.E.® Administrator which includes program information and a summary of the evaluations.

6. Attends 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 Board 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

7. Provides newsletter articles to the Publication Editor and webpage content to the Webmaster; utilizes the ASCLS-MT google groups and ASCLS-MT 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

8. Provides written committee reports and completes activities as requested by the President.

9. Keeps informed of all Society activities, reviews all societal publications and communications (e-mail, Member Communities, websites, *ASCLS Today*, MLN).

10. Keeps informed on all potential problems relating to the Society and/or the profession existing in the state and relates those problems to the President and/or Board.

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

12. Submits a written report of the year's activities to the Secretary prior to the annual meeting. These reports shall then be placed in the permanent file with the File Custodian.



ASCLS-Montana Position Description and Guidelines for Completion of Duties

Appointed Position: File Custodian

Responsible To: Board of Directors and ASCLS-MT Membership

Term of Office: The File Custodian shall be appointed by the President on an annual basis. There are no term limits. The term of appointed office is one year, starting August 1, which coincides with the beginning of the fiscal year.

Recommended Qualifications: One year active membership within the Society

Duties and Responsibilities:

1. Responsible for placing all the records and letters of value to the Society in a permanent file.

Guidelines:

- Obtains the year-end reports from each committee chair and makes sure that everything is on the hard drive; physically keeps all items that cannot be put on the hard drive; Needs to make sure they have ALL reports
 - Organizes the reports and files them appropriately; makes sure that files are added to the ASCLS-MT dropbox and/or the ASCLS-MT Leaders Member Community
 - Organizes the files and keeps only historically important information
 - Items to be placed in ASCLS-MT dropbox and/or the ASCLS-MT Leaders Member Community:
 - Agendas
 - Meeting Minutes
 - Treasurer's Reports
 - Board Reports
 - File Custodian will work with Secretary and President to ensure that all documents are placed on ASCLS-MT dropbox and/or ASCLS-MT Leaders Member Community library prior to board meetings. File Custodian will also give access to board members that will be updating documents.
 - Transfer Dropbox files and any other documentation onto external hard drive
 - Remains an owner of the ASCLS-MT Dropbox to provide sharing access to others on the Board.
2. Attends Board meetings and general business meetings to report on activities.

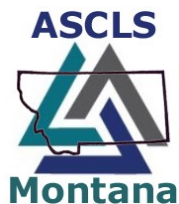
Guidelines:

- 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 Convention
 - 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
3. 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
4. Keeps informed of all Society activities, reviews all societal publications and communications (e-mail, Member Communities, websites, *ASCLS Today*, MLN).
5. Keeps informed on all potential problems relating to the Society and/or the profession existing in the state and relates those problems to the President and/or Board.
6. Submits for approval proposed annual budget information to the Treasurer 30 days prior to the annual general business meeting.
7. Submits a written report of the year's activities to the Secretary prior to the annual meeting. The report is placed in the permanent file.



ASCLS-Montana Position Description and Guidelines for Completion of Duties

Elected Position: Finance & Audit Committee Chair

Responsible To: Board of Directors and ASCLS-MT Membership

Term of Office: The Finance & Auditing Committee shall consist of one (1) member elected by the membership to serve a two (2) year term. The term of elected office is two years, starting August 1, which coincides with the beginning of the fiscal year.

Recommended Qualifications: One year active membership within the Society, and experience with the Society budget. Experience in accounting practices is beneficial.

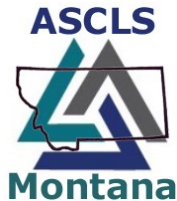
Duties and Responsibilities:

1. Performs an annual audit of the financial books of the Society held by the Treasurer.

Guidelines:

- The audit is performed thirty (30) days prior to the Annual General Business Meeting.
- A written report of the year's activities shall be submitted to the Secretary prior to the annual meeting and presented to the membership at the Annual General Business Meeting.
- The following items will be reviewed during the audit:
 - Authorized payments to the President, Board members, Committee members and other authorized expenditures.
 - Expenditures not previously approved in the budget or special activities occurring from goals set by the Board (these should have been voted on by at least a quorum of the Board prior to payment of the expense).
 - Voucher requests were submitted to the Treasurer before payment was made.
 - Receipts were attached to the payment voucher requests.
- The following items are approved expenses of the Society:
 - Mileage of 25 cents/mile for Board members to attend the Quarterly Board meetings or officers to attend required Regional meetings. IMSS travel expense to the required IMSS meetings is also 25 cents/mile.
 - Expenses from Board members and approved committees.
 - Miscellaneous expenses which were approved by the Board
 - National ASCLS Meeting expenses as predetermined in the budget by the Governing Board at the spring board meeting. The Board determines how the money will be apportioned among the Delegates to the Convention.

- Legislative Days expenses for the President-elect and other appointed person. The Board determines how the money is apportioned to each person.
2. Attends 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
 3. Provides newsletter articles to the Publication Editor and webpage content to the Webmaster; utilizes the ASCLS-MT google groups and ASCLS-MT 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
 4. Keeps informed of all Society activities, reviews all societal publications and communications (e-mail, Member Communities, websites, *ASCLS Today*, MLN).
 5. Keeps informed on all potential problems relating to the Society and/or the profession existing in the state and relates those problems to the President and/or Board.
 6. Submits for approval proposed annual budget information to the Treasurer 30 days prior to the Annual General Business Meeting
 7. Submits a written yearly report to the Secretary prior to the annual meeting. The report shall then be placed in the permanent file with the File Custodian.



ASCLS-Montana Position Description and Guidelines for Completion of Duties

Appointed Position: Government Affairs & PAC Chair

Responsible To: Board of Directors, Region VIII GAC Representative and ASCLS-MT Membership

Term of Office: The Government Affairs & PAC Chair shall be appointed by the President on an annual basis. There are no term limits. The term of appointed office is one year, starting August 1, which coincides with the beginning of the fiscal year.

Recommended Qualifications: Preferred two years active membership within the Society.

Duties and Responsibilities:

1. Keeps informed on potential governmental problems relating to the Society and/or the profession.

Guidelines:

- Receives information from the Region VIII GAC Representative and National Office
- Relates information and problems to the President and/or Board.

2. Disseminates information and promotes understanding of the legislative and regulatory information concerning the Society to the membership.

Guidelines:

- Consults the Board and President before disseminating information
- Uses the ASCLS-MT Member Community and google groups, and if necessary, other means of communication to disseminate the information.

3. Assists the ASCLS President and/or National office with carrying out requested activities as they relate to Government Affairs.

Guidelines:

- Initiates governmental contact correspondence as requested.
- Utilizes "Key Contact Network" when governmental correspondence is required of the membership at large.

4. Acts as a liaison between ASCLS-MT and other professional organizations.

5. Holds a PAC solicitation at the Spring Meeting.

Guidelines:

- Obtains information and materials from the PAC Coordinator in the national office.
 - Requests an area for disseminating materials and requesting donations for ASCLS PAC
 - Solicits volunteers from the Board to help with obtaining PAC donations at the meeting.
6. Attends 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
7. 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 on using these communication tools.)
- Guidelines:**
- Writes an article about national government affairs when the Publication Editor requests it
 - Volunteers to write an article pertinent to society activities
8. Attends the National Legislative Day Symposium if requested by the Board.
9. Keeps informed of all Society activities, reviews all societal publications and communications (e-mail, Member Communities, websites, *ASCLS Today*, MLN).
10. Keeps informed on all potential problems relating to the Society and/or the profession existing in the state and relates those problems to the President and/or Board.
11. Submits for approval proposed annual budget information to the Treasurer 30 days prior to the annual general business meeting.
12. Submits a written report of the year's activities to the Secretary prior to the annual meeting. These reports shall then be placed in the permanent file with the File Custodian.



ASCLS – Montana Position Description and Guidelines for Completion of Duties

Appointed Position: Membership Development Committee Chair

Responsible To: Board of Directors, Region VIII Membership Development Chair, and ASCLS-MT Membership

Term of Office: The Membership Development Committee Chair shall be appointed by the President on an annual basis. There are no term limits. The term of appointed office is one year, starting August 1, which coincides with the beginning of the fiscal year.

Recommended Qualifications: Preferred two years active membership within the Society and previous experience with membership activities.

Duties and Responsibilities:

1. Organizes and conducts campaigns for the recruitment of new members and the retention of student and lapsed members, according to standard procedures described by the National ASCLS, and with the help of the ASCLS-MT Board.

Guidelines:

- Goals and specific plans for membership campaigns are developed.
- "New Member Welcome Packets" are maintained and distributed.
- Student member retention and conversion to first year active status are targeted

2. Works with District Chairs for recruitment and retention of members by promoting membership activities.

Guidelines:

- Contacts District Chairs at least once in the year to discuss activities that could be done
- Supply each chair with list of members from their districts
- Supports funding from the Board to facilitate activities in each District especially during National Medical Laboratory week.
- Encourages member involvement, networking and recognition

3. Accesses membership lists from ASCLS website and reviews for completeness and accuracy.

Guidelines:

- Communicates with National office about membership concerns such as missing members, deceased members, etc.
- Contacts District Chair and/or member to explain the use of the ASCLS Web site to change their individual membership information.

- Supplies Circulation and Webmaster Chair with the member list
4. Reports society membership activities to the Regional Membership Development Chair.
 5. Attends Board meetings and general business meetings and submits a written report on membership activities during that period.

Guidelines:

- The report should include updates on new membership, current membership and lapsed membership.
 - The report should also include a plan to contact new and lapsed members
 - The meetings include:
 - 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 Board 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. Organizes the ASCLS-MT Membership Booth with the ASCLS-MT Spring Meeting Planning Committee.

Guidelines:

- Updates the display booth showcasing any current National ASCLS recruitment campaigns.
 - Arranges for Leadership personnel to be at the booth during exhibit hours.
 - Communicates with the PAC Chairperson about PAC information and contributions at the booth.
7. 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.
8. Keeps informed of all Society activities, reviews all societal publications and communications (e- mail, Member Communities, websites, *ASCLS Today*, MLN).

9. Keeps informed of all potential problems relating to the Society and/or the profession existing in the state and relates the problems to the President and/or Board.
10. Submits for approval proposed annual budget information to the Treasurer 30 days prior to the annual general business meeting.
11. Submits a written yearly report to the Secretary prior to the annual meeting. The reports shall then be placed in the permanent file with the File Custodian.



ASCLS – Montana Position Description and Guidelines for Completion of Duties

Elected Position: Nominations Committee

Responsible To: Board of Directors and ASCLS-MT Membership

Term of Office: The members of this Committee shall be elected at the annual meeting of the Society, for a two (2) year term; a member may serve for two (2) consecutive terms. The term of elected office is two years, starting August 1, which coincides with the beginning of the fiscal year.

Districts I, III, and V will be elected one year, with Districts II and IV being elected the next year.

The Chairperson shall succeed to that position from the Vice-Chairperson position. The Vice-Chairperson shall be elected each year from the members who are beginning their two-year terms.

Recommended Qualifications of Members: At least one (1) year of membership in the Society. No officer, director, elected representative, or appointed representative of this Society shall be a member of this committee.

Duties and Responsibilities:

1. Chairperson prepares a list of the elected positions to be filled at the next election.
2. Chairperson publicizes the list by sending it to the membership.

Guidelines:

- The list shall be sent to the membership three (3) months prior to the annual meeting asking for nominations.
 - The guidelines and qualifications for each position will be listed.
3. Committee members initiate direct contact with qualified members in the event an insufficient number of nominations is received to complete the slate.
- #### **Guidelines:**
- The chairperson meets with the committee (telephone, GoToMeeting, etc) to discuss possible nominees.
 - All members of the committee will contact members about offices in the society and return names to the chairperson.
 - Committee members verify the qualifications of the nominees and obtain assurances that the nominees agree to their candidacies.

4. Chairperson publicizes the slate of candidates, along with the qualifications of such nominees, no less than thirty (30) days prior to the annual meeting.

5. Committee presides over annual election of the Society.

Guidelines:

- Voting will occur online. (Survey Monkey or Ballotbin.com)
- Written ballots will only be available at the annual meeting.
- Tabulates results at the annual meeting.
- Reports the results to the President and the membership present at the meeting.

6. Chairperson will assure that all duties of the Nominations Committee are completed and mentors the newly elected Nominations Committee members for one year immediately following the completed term.

7. Attends 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

8. 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.)

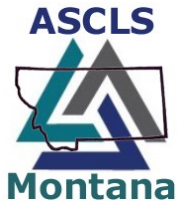
Guidelines:

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

9. Keeps informed of all Society activities, reviews all societal publications and communications (e-mail, Member Communities, websites, *ASCLS Today*, MLN).

10. Keeps informed on all potential problems relating to the Society and/or the profession existing in the state and relates those problems to the President and/or Board.

11. Submits for approval proposed annual budget information to the Treasurer 30 days prior to the annual general business meeting.
12. Submits a written report of the year's activities to the Secretary prior to the annual meeting. These reports shall then be placed in the permanent file with the File Custodian.



ASCLS-Montana Position Description and Guidelines for Completion of Duties

Officer Position: Past President/Leadership Development Chair

Responsible To: State President, Region VIII Leadership Development Chair, and ASCLS-MT Membership

Term of Office: One year term following term as President. May serve an additional or partial term if current President is unable to fulfill their duties. Term of office is one year, starting August 1, which coincides with the beginning of the fiscal year.

Recommended Qualifications: Not applicable

Duties and Responsibilities:

1. Acts as an advisor to the state President, Board and/or all Society committees.
2. Assists in setting Society long term goals and attainment of goals.
3. Assists the President and Board with carrying out responsibilities and activities as requested.
4. Serves as Leadership Development Chair by mentoring members to become more active and interested in leadership positions and to advance professionalism in clinical laboratory science.
5. Works with Region VIII Leadership Development Chair and provides feedback to the Regional and National LDC about state leadership activities and issues.
6. Works with the Spring Meeting Planning Committee to recognize Past Presidents at the Spring Meeting. May arrange to hold a Past President's reception or dinner during the annual meeting.
7. Attends 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
8. Provides newsletter articles to the Publication Editor; 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
 9. Keeps informed on all potential problems relating to the Society and/or the profession existing in the state and relates those problems to the President and/or Board.
 10. Keeps informed of all Society activities, reviews all societal publications and communications (e-mail, Member Communities, websites, *ASCLS Today*, MLN).
 11. Submits for approval proposed annual budget information to the Treasurer 30 days prior to the annual general business meeting.
 12. Submits a written report of the year's activities to the Secretary prior to the annual meeting. The report shall then be placed in the permanent file with the File Custodian.



ASCLS-Montana Position Description and Guidelines for Completion of Duties

Officer Position: President

Responsible To: Region VIII Director and the ASCLS-MT Membership

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

Recommended Qualifications: Fulfilled their duties and responsibilities as President-Elect

Duties and Responsibilities:

1. Acts as a liaison between the Regional Director, ASCLS National Organization and Montana members by disseminating information concerning pertinent laboratory issues.

Guidelines:

- Distributes information to state members through articles in the MLN newsletter or posts on google groups or ASCLS-MT Member Community. (See Awards and Scholarship PD for instructions for using these communication tools.)
- The President writes 3-4 MLN articles during the year for the publication.
- Distributes information to the Board and/or membership using the ASCLS-MT web site and google groups and ASCLS-MT Member Community or through leadership mailings.

2. Coordinates and leads the Board of Directors in setting short and long term goals for the Montana Society.

Guidelines:

- During the first several months, the President determines two or three goals to be accomplished during the year or institutes a strategic planning session.
- The President presents the goals to the Board at the first board meeting.
- Members volunteer or are assigned responsibility to help with goal completion and/or completion of National requests.

3. 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.

4. Appoints Standing Committee members within one (1) month of incumbency. Usually this is accomplished during the President-Elect term. 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

Guidelines:

- Asks each current chair about continuing in the position or appoints new chair after consulting with other Board members. This can be done during the state meetings while many members are in attendance.
 - Provides each appointed committee chairperson with their position description and guidelines for completion of duties if they do not currently have them.
5. Provides newly elected board members their position description and guidelines for completion of duties prior or shortly after being elected to office.
 6. Conducts a short orientation meeting for all elected and appointed Board Members and Committee Chairs, usually at the Spring Meeting, followed by hosting a Go-To-Meeting Orientation in August.
 7. Submits ASCLS-MT Roster containing elected and appointed positions to the National ASCLS Office by June 1. This is usually done during the President-Elect term. If the roster is not complete by June 1, submit a partial roster to include at a minimum the President and Treasurer positions, and the final roster can be sent later.
 8. Holds four board meetings and determines agenda for these meetings
 - Summer
 - Fall
 - Winter
 - Spring (at the annual meeting)
 9. Runs the Annual General Business Meeting during the Spring Meeting.
 - Sets the agenda, to include election of officers and election of delegates to the National Meeting

10. Submits applications for national and regional awards and recognition. Check out the Awards on the ASCLS website. The following awards are most commonly submitted.
 - Constituent Society Member of the Year Recognition (due June 1)
 - Region VIII Member of the Year
 - Student Forum Leadership Award (due Feb 15)
 - New Professional Leadership Award (due Feb 15)
 - Key to the Future (due April 30)
 - Lifetime Achievement Award (due Feb 15)
 - Omicron Sigma (due March 1)
 - Website (due Feb 15)
 - Publication (due Feb 15)
 - Voices under 40 (due May 1)

11. Provides recommendations for appointments to national committees. Encourages members to volunteer, using the volunteer opportunities on the ASCLS website.

12. Runs Installation of Officers at the Spring Meeting
 - Script is available in ASCLS-MT Dropbox
 - Orders from the ASCLS store and engraves the President's Pin for the incoming President
 - Passes on the gavel to the new President

13. Leads delegation at National meeting.
 - Makes hotel reservations
 - Submits credential information
 - Assigns National Committee meetings attendance to members of the delegation
 - Ensures any issues coming to the House of Delegates is communicated to the delegation, and to the membership, if there is sufficient time.

14. Develops a timeline/calendar for activities of the state society

15. Submits quarterly reports to Region VIII Director and a yearly report to the ASCLS House of Delegates.



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.



ASCLS-Montana Position Description and Guidelines for Completion of Duties

Appointed Position: Promotion of the Profession Chair

Responsible To: Board of Directors and ASCLS-MT Membership

Term of Office: The Promotion of the Profession Chair shall be appointed by the President on an annual basis, with no term limits. Term of appointed office is one year, starting August 1, which coincides with the beginning of the fiscal year.

Recommended Qualifications: Preferred two years active membership within the Society.

Duties and Responsibilities:

1. Acts as a liaison between the Society and other professional and lay groups.

Guidelines:

- Dispenses information and promotes public understanding of the profession of Clinical Laboratory Science.
- Assists the President and/or the National ASCLS office with carrying out requested activities as they relate to Professional Affairs.

2. Serves as Children's Miracle Network fundraising coordinator or other Society fundraising activities.

3. Publicizes achievements of members in local newspapers.

Guidelines:

- Publishes awards obtained by members as they relate to the profession.
- Publishes the election of Board members in local newspapers.

4. Works with District Chairs to publicize National Medical Laboratory Week.

Guidelines:

- Contacts each District Chair prior to NMLW and suggests activities to celebrate the week.
- Helps obtain information, materials, etc from the National ASCLS office for NMLW.

5. Attends 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. 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. Article content should relate to professional affairs. (See Awards and Scholarship PD for instructions for using these communication tools.)
- Guidelines:**
- Writes an article about national government affairs when the Publications Editor requests it or
 - Volunteers to write an article pertinent to society activities
7. Keeps informed of all Society activities, reviews all societal publications and communications (e-mail, Member Communities, websites, *ASCLS Today*, MLN).
8. Keeps informed on all potential problems relating to the Society and/or the profession existing in the state and relates those problems to the President and/or Board.
9. Submits for approval proposed annual budget information to the Treasurer 30 days prior to the annual general business meeting.
10. Submits a written report of the year's activities to the Secretary prior to the annual meeting. These reports shall then be placed in the permanent file with the File Custodian.



ASCLS-Montana Position Description and Guidelines for Completion of Duties

Appointed Position: Publications Editor

Responsible To: Board of Directors and ASCLS-MT Membership

Term of Office: The Editor shall be appointed by the President on an annual basis, with no limit on terms. Term of appointed office is one year, starting August 1, which coincides with the beginning of the fiscal year.

Recommended Qualifications: One year active membership in the Society, with expertise in computer software.

Duties and Responsibilities:

1. Responsible for publication of the *Montana Laboratory News*, the official publication of ASCLS-MT which is published electronically on a quarterly basis.

Guidelines:

- Provide updates of events and legislation impacting clinical laboratory science.
 - Announce continuing education opportunities at the state, regional and national levels.
 - Report information from the annual business meeting, election of officers and committee chairs, awards and recognitions and student news/poster presentations.
 - Publish ASCLS news from state, regional and national sources.
 - Publish quarterly communications from Region VIII Director and ASCLS-MT President
 - Share reports of delegates to Legislative Days and other ASCLS national meetings.
 - Publish contact information for officers, committee chairs, and Region VIII Director
 - Publish state and national website information and links
 - Publish a technical article of interest to Clinical Laboratory Scientists
2. Works with the Board in carrying out publication responsibilities and duties.
Guidelines:
 - Designs template and layout of the MLN
 - Actively solicits news for each issue by:
 - Contacting officers, committee chairs and delegates to national meetings
 - Monitoring ASCLS and ASCLS-MT websites
 - Attending quarterly Board meetings

- Communicating with Chairs of Spring Meeting and IMSS
 - Requesting news releases and photographs from the membership
 - Utilizing 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.)
- Sets publication deadlines for submission of articles and photographs.
 - Requests news articles and photographs to be digitally submitted for publication.
 - If needed, scans photographs and converts all information into a digital format.
 - Updates contact information for officers, chairs and Region VIII Director as needed.
 - Corrects articles for grammar, spelling, accuracy, and appearance when printed.
 - After completing layout for MLN, submits the MLN to the President to verify accuracy.
3. Develops a time line for publication for each issue and coordinates with Circulation Chair to assure timely distribution of publications.

Guidelines:

- **Spring Issue:**

Set the deadline for submission of articles, announcements, and nominations well in advance of the Spring Annual Meeting (two months). The governance and fiscal year for ASCLS-Montana begins August 1, although the annual business meeting is held at the Spring Meeting. The election of officers and the installation of the new President occur at this meeting, usually held in mid-April each year, although the new officers do not officially take office until August 1. For this reason, the Publications Editor should work with the Nominations Committee to obtain the names and biographies of the nominees who will be on the ballot. The biographies and ballots shall be received by the voting membership no less than 30 days prior to the election. Nominees' biographies should be posted on the Website and included in the Spring Issue of the MLN. Work with the Planning Committee for the annual Spring Meeting. Articles and links to the program and registration information should be included in the Spring issue of the MLN.

- **Summer Issue:**

This can be a large issue. Include reports from Legislative Days delegates, Spring Meeting news article, list of newly elected ASCLS-Montana officers and appointees, Awards presented (Member of the Year, Student Intern of the Year, Omicron Sigma, etc), student poster presentations, teaser about the upcoming national ASCLS Annual Meeting and the delegates attending. Include an outline of the program for the regional IMSS (InterMountain States Seminar).

- **Fall Issue:**

Try to get this issue to the membership 2-3 weeks prior to IMSS, which is the end of September. Include an outline of the program and registration links.

Reports from the delegates who attended the national ASCLS Annual Meeting are informative and interesting to the readers.

- **Winter Issue:**

Article on the IMSS speakers, presentation, awards, entertainment. Preliminary planning and partial program for the ASCLS-Montana annual Spring Meeting.

Request for Nominations for elected positions at the upcoming Spring Meeting.

4. Submits electronic copy of MLN to the Webmaster for posting to the webpage.

5. Attends 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. Keeps informed of all Society activities, reviews all societal publications and communications (e-mail, Member Communities, websites, *ASCLS Today*, MLN).

7. Keeps informed on all potential problems relating to the Society and/or the profession existing in the state and relates those problems to the President and/or Board.

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

9. Submits a written report of the year's activities to the Secretary prior to the annual meeting. The report shall then be placed in the permanent file with the File Custodian.



ASCLS-Montana Position Description and Guidelines for Completion of Duties

Officer Position: Secretary

Responsible To: State President and ASCLS-MT Membership

Term of Office: The Secretary shall be elected for a two (2) year term on alternate years of the Treasurer. May serve two successive terms. Term of appointed office is two years, starting August 1, which coincides with the beginning of the fiscal year.

Recommended Qualifications: Preferred one year active membership within the Society.

Duties and Responsibilities:

1. Notifies all members of the Society of the time and place of all meetings at least thirty (30) days in advance.
2. Assists President in setting date and time of all meetings.
3. Requests board reports and distributes prior to meeting.
4. Records and distributes minutes from Society general business meetings and/or Board Meetings to the membership and/or Board by publishing them in the newsletter, website or adding to Dropbox.
5. All additional members attending a Board meeting should also receive a copy of the minutes if they were responsible for an agenda item (i.e. Spring Meeting Chair, etc.).
6. Distribution of the minutes should be completed within 30 days of the meeting.
7. Attends 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

8. 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 the 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
9. Keeps informed of all Society activities, reviews all societal publications and communications (email, Member Communities, websites, ASCLS Today, MLN).
 10. Keeps informed on all potential problems relating to the Society and/or the profession existing in the state and relates those problems to the President and/or Board.
 11. Acts as an advisor to the next Secretary for one year immediately following term in office.
 12. Transfers all files to new Secretary prior to their beginning office.
 13. Submits for approval proposed annual membership budget information to the Treasurer 30 days prior to the annual general business meeting.
 14. Provides all records and letters of value to the Society, and its officers, to the File Custodian for permanent storage.



ASCLS-Montana Position Description and Guidelines for Completion of Duties

Appointed Position: Student Representative

Responsible To: Board of Directors, Region VIII Student Representative and ASCLS-MT Membership

Term of Office: Yearly appointment by the President. No term limits, as long as the member is a student member during the term. Term of appointed office is one year, starting August 1, which coincides with the beginning of the fiscal year.

Recommended Qualifications: Must be a current Student Member in good standing with the Society.

Duties and Responsibilities:

1. Communicates with the Region VIII Student Representative and the National Student Forum Chair.
2. Keeps informed of activities relating to student members and potential problems that exist for student members within the state.

Guidelines:

- Obtains input from student members and provides information if requested.
- Reports to the President and/or Board any identified concerns or actions needed.

3. Attends 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 Convention
- 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

4. Works with student liaison to communicate activities of the organization to students.
5. Works with the Spring Meeting Planning Committee to develop a specific student program and/or activity at the meeting.

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

Guidelines:

- Writes an article about national government affairs when the editor requests it
 - Volunteers to write an article pertinent to society activities
7. Acts as an advisor to the Student Forum Representative one year immediately following term of appointed position.
 8. May, at the direction of the Board, attend the National meeting as the Society's Student Representative, and student delegate.
 9. Submits for approval proposed annual budget information to the Treasurer 30 days prior to the annual general business meeting.
 10. Submits a written report of the year's activities to the Secretary prior to the annual meeting. The reports shall then be placed in the permanent file with the File Custodian.