



## **ASCLS-Montana Position Description and Guidelines for Completion of Duties**

**Appointed Position:** Education/ P.A.C.E.<sup>®</sup> 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.<sup>®</sup> office for approval. Information is on the ASCLS.org website.

### **Duties and Responsibilities:**

1. Obtains P.A.C.E.<sup>®</sup> certification approval annually from ASCLS.

**Guidelines:**

- Submits the bill for obtaining P.A.C.E.<sup>®</sup> approval to the treasurer.

2. Maintains the most current forms for P.A.C.E.<sup>®</sup> accredited programs and reads and understand the requirements in the P.A.C.E.<sup>®</sup> Manual. The manual is occasionally updated on the ASCLS website.

3. Assists the Spring Meeting Planning Committee as the P.A.C.E.<sup>®</sup> Coordinator.

4. Approves continuing education programs for P.A.C.E.<sup>®</sup> approval according to P.A.C.E.<sup>®</sup> 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.

5. Builds and promotes 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

- Promote the event using Google Groups and Connect Community. See the information below on how to use these tools.
  - Deactivates session in CE Organizer after the deadline closes
  - Provides session speakers with evaluation summaries when available
6. 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.
7. Attends Board meetings and general business meetings to report on activities.
- Guidelines:**
- Summer meeting – travel to meeting or participate in virtual meeting
  - Fall meeting – travel to meeting or participate in virtual meeting
  - Winter meeting – travel to meeting or participate in virtual meeting
  - Spring Board meeting – travel to meeting held Wednesday before the beginning of Spring Meeting
  - General Business Meeting – held during the Spring Meeting
  - Board Orientation
8. Provides newsletter articles to the Publication Editor; utilizes the ASCLS-MT google groups and Member Community to communicate with the membership.
- Guidelines:**
- Provides information to state members through articles in the MLN newsletter or posts on google groups, website or ASCLS-MT Member Community.
    - To use the Google Groups, send an e-mail to the following address: [ASCLS-MT@googlegroups.com](mailto:ASCLS-MT@googlegroups.com). This is a group e-mail to the Montana members who have e-mail addresses, and contains lapsed members.
    - To use the ASCLS Montana Member Community, log into the Connect Community (<https://connect.ascls.org/home>) on the ASCLS website ([www.ascls.org](http://www.ascls.org)), then go to 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 current members.
  - Writes a specific article about activities when the Publications Editor requests it or volunteers to write an article pertinent to society activities.
9. Provides written committee reports and completes activities as requested by the President.
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 all potential issues relating to the Society and/or the profession existing in the state and relates those issues to the President and/or Board.
12. Submits for approval proposed annual budget information to the Treasurer 30 days prior to the annual general business meeting.
13. Submit a written report of the year's activities to the Secretary prior to the end of the fiscal year. These reports shall then be placed in the permanent file with the File Custodian.