



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.