



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.