



## 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](mailto: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](http://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.