



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.