



ASCLS-Montana Position Description and Guidelines for Completion of Duties

Officer Position: Past President/Leadership Development Chair

Responsible To: State President, Region VIII Leadership Development Chair, and ASCLS-MT Membership

Term of Office: One year term following term as President. May serve an additional or partial term if current President is unable to fulfill their duties. Term of office is one year, starting August 1, which coincides with the beginning of the fiscal year.

Recommended Qualifications: Not applicable

Duties and Responsibilities:

1. Acts as an advisor to the state President, Board and/or all Society committees.
2. Assists in setting Society long term goals and attainment of goals.
3. Assists the President and Board with carrying out responsibilities and activities as requested.
4. Serves as Leadership Development Chair by mentoring members to become more active and interested in leadership positions and to advance professionalism in clinical laboratory science.
5. Works with Region VIII Leadership Development Chair and provides feedback to the Regional and National LDC about state leadership activities and issues.
6. Works with the Spring Meeting Planning Committee to recognize Past Presidents at the Spring Meeting. May arrange to hold a Past President's reception or dinner during the annual meeting.
7. 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
8. Provides newsletter articles to the Publication Editor; 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
 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. Keeps informed of all Society activities, reviews all societal publications and communications (e-mail, Member Communities, websites, *ASCLS Today*, MLN).
 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. The report shall then be placed in the permanent file with the File Custodian.