



ASCLS-Montana Position Description and Guidelines for Completion of Duties

Elected Position: Board Member

Responsible To: State President and ASCLS-MT Membership

Term of Office: Elected two year term with eligibility for reelection. There are two Board Members that are elected on alternate years. Term of elected office is two years, starting August 1, which coincides with the beginning of the fiscal year.

Recommended Qualifications: Preferred one year active membership

Duties and Responsibilities:

1. Serves as voting members of the ASCLS-MT Board of Directors.
2. Assists the President and Board with carrying out responsibilities and activities as requested.
3. Assists in setting Society long term goals and attainment of goals.
4. Contacts (by e-mail or follow-up phone call) Committee chairs prior to Board Meetings after meeting announcement and agenda have been sent. The purpose of the contact is to determine if they will be attending the meeting and to receive feedback.
5. Assists with all membership recruitment and/or retention duties as requested; provides and distributes information to member contacts as requested.
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 Board 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.

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. Utilizes the ASCLS-MT google groups e-mail or ASCLS Montana Member Community to communicate with the membership. (See Awards and Scholarship PD for instructions for using these communication tools.)
 9. Keeps informed of all Society activities, reviews all societal publications and communications (email, Member Community, 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 membership 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.