



ASCLS-Montana Position Description and Guidelines for Completion of Duties

Appointed Position: District Chair

Responsible To: Board of Directors and ASCLS-MT Membership

Term of Office: The District Chair shall be appointed by the President on an annual basis. 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. Works with the Membership Development Committee Chair to recruit and retain members in their district.

Guidelines:

- If requested by the Membership Development Chair, contacts lapsed members or non-members in their district who may show an interest in ASCLS and encourages them to join.
- If possible, personally distributes the "new member packets" to people in their district.

2. In their district, requests funding and organizes one educational or social activity each year to encourage networking with laboratory personnel.

Guidelines:

- The activity can be a pizza party, guest speaker, or any innovative idea.
- The society will fund any reasonable request.
- An activity associated with National Medical Laboratory Week is recommended.

3. Serves as a liaison for grass roots members and the ASCLS-MT Board.

Guidelines:

- Disseminates information from the board or national office relating to our profession, using Membership Communities and ASCLS-MT google groups. (See Awards and Scholarship PD for instructions for using these communication tools.)
- Promotes ASCLS by answering questions about the organization.

4. When a Nominations Chair vacancy occurs, the District Chairperson of the affected district appoints a qualified member to serve out the term until the next annual meeting, at which time a new member shall be elected to serve the rest of the unexpired term.

5. 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
6. Provides newsletter articles to the Publication Editor and webpage content to the Webmaster; utilizes the ASCLS-MT Member Community or ASCLS-MT google groups 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
7. Keeps informed of all Society activities by reviewing all societal publications and communications (e-mail, Member Communities, websites, *ASCLS Today*, MLN).
8. Keeps informed of 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.
9. Submits for approval proposed annual budget information to the Treasurer 30 days prior to the annual general business meeting.
10. 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.