



## **ASCLS-Montana Position Description and Guidelines for Completion of Duties**

**Appointed Position:** Promotion of the Profession Chair

**Responsible To:** Board of Directors and ASCLS-MT Membership

**Term of Office:** The Promotion of the Profession Chair shall be appointed by the President on an annual basis, with no term limits. Term of appointed office is one year, starting August 1, which coincides with the beginning of the fiscal year.

**Recommended Qualifications:** Preferred two years active membership within the Society.

### **Duties and Responsibilities:**

1. Acts as a liaison between the Society and other professional and lay groups.

**Guidelines:**

- Dispenses information and promotes public understanding of the profession of Clinical Laboratory Science.
- Assists the President and/or the National ASCLS office with carrying out requested activities as they relate to Professional Affairs.

2. Serves as Children's Miracle Network fundraising coordinator or other Society fundraising activities.

3. Publicizes achievements of members in local newspapers.

**Guidelines:**

- Publishes awards obtained by members as they relate to the profession.
- Publishes the election of Board members in local newspapers.

4. Works with District Chairs to publicize National Medical Laboratory Week.

**Guidelines:**

- Contacts each District Chair prior to NMLW and suggests activities to celebrate the week.
- Helps obtain information, materials, etc from the National ASCLS office for NMLW.

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 google groups and Member Community to communicate with the membership. Article content should relate to professional affairs. (See Awards and Scholarship PD for instructions for using these communication tools.)
- Guidelines:**
- Writes an article about national government affairs when the Publications Editor requests it or
  - Volunteers to write an article pertinent to society activities
7. Keeps informed of all Society activities, reviews all societal publications and communications (e-mail, Member Communities, websites, *ASCLS Today*, MLN).
8. 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.
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.