



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

### **Appointed Position: Membership Development Committee Chair**

**Responsible To:** Board of Directors, Region VIII Membership Development Chair, and ASCLS-MT Membership

**Term of Office:** The Membership Development Committee Chair 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:** Preferred two years active membership within the Society and previous experience with membership activities.

### **Duties and Responsibilities:**

1. Organizes and conducts campaigns for the recruitment of new members and the retention of student and lapsed members, according to standard procedures described by the National ASCLS, and with the help of the ASCLS-MT Board.

#### **Guidelines:**

- Goals and specific plans for membership campaigns are developed.
- “New Member Welcome Packets” are maintained and distributed.
- Student member retention and conversion to first year active status are targeted

2. Works with District Chairs for recruitment and retention of members by promoting membership activities.

#### **Guidelines:**

- Contacts District Chairs at least once in the year to discuss activities that could be done
- Supply each chair with list of members from their districts
- Supports funding from the Board to facilitate activities in each District especially during National Medical Laboratory week.
- Encourages member involvement, networking and recognition

3. Accesses membership lists from ASCLS website and reviews for completeness and accuracy.

#### **Guidelines:**

- Communicates with National office about membership concerns such as missing members, deceased members, etc.
- Contacts District Chair and/or member to explain the use of the ASCLS Web site to change their individual membership information.

- Supplies Circulation and Webmaster Chair with the member list
4. Reports society membership activities to the Regional Membership Development Chair.
  5. Attends Board meetings and general business meetings and submits a written report on membership activities during that period.

**Guidelines:**

- The report should include updates on new membership, current membership and lapsed membership.
  - The report should also include a plan to contact new and lapsed members
  - The meetings include:
    - 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
6. Organizes the ASCLS-MT Membership Booth with the ASCLS-MT Spring Meeting Planning Committee.
 

**Guidelines:**

    - Updates the display booth showcasing any current National ASCLS recruitment campaigns.
    - Arranges for Leadership personnel to be at the booth during exhibit hours.
    - Communicates with the PAC Chairperson about PAC information and contributions at the booth.
  7. 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.
  8. Keeps informed of all Society activities, reviews all societal publications and communications (e- mail, Member Communities, websites, *ASCLS Today*, MLN).

9. Keeps informed of all potential problems relating to the Society and/or the profession existing in the state and relates the problems to the President and/or Board.
10. Submits for approval proposed annual budget information to the Treasurer 30 days prior to the annual general business meeting.
11. Submits a written yearly report to the Secretary prior to the annual meeting. The reports shall then be placed in the permanent file with the File Custodian.