



ASCLS-Montana Position Description and Guidelines for Completion of Duties

Appointed Position: Student Representative

Responsible To: Board of Directors, Region VIII Student Representative and ASCLS-MT Membership

Term of Office: Yearly appointment by the President. No term limits, as long as the member is a student member during the term. Term of appointed office is one year, starting August 1, which coincides with the beginning of the fiscal year.

Recommended Qualifications: Must be a current Student Member in good standing with the Society.

Duties and Responsibilities:

1. Communicates with the Region VIII Student Representative and the National Student Forum Chair.
2. Keeps informed of activities relating to student members and potential problems that exist for student members within the state.

Guidelines:

- Obtains input from student members and provides information if requested.
- Reports to the President and/or Board any identified concerns or actions needed.

3. 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 Convention
- 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

4. Works with student liaison to communicate activities of the organization to students.
5. Works with the Spring Meeting Planning Committee to develop a specific student program and/or activity at the meeting.

6. Provides newsletter articles to the Publication Editor and webpage content to the Webmaster; utilizes the ASCLS-MT google groups and ASCLS-MT Member Community to communicate with the membership. (See Awards and Scholarship PD for instructions for using these communication tools.)

Guidelines:

- Writes an article about national government affairs when the editor requests it
 - Volunteers to write an article pertinent to society activities
7. Acts as an advisor to the Student Forum Representative one year immediately following term of appointed position.
 8. May, at the direction of the Board, attend the National meeting as the Society's Student Representative, and student delegate.
 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. The reports shall then be placed in the permanent file with the File Custodian.