



ASCLS – Montana Position Description and Guidelines for Completion of Duties

Appointed Position: Membership Chair

Responsible To: Board of Directors, ASCLS Membership Liaison, and ASCLS-MT Membership

Term of Office: The Membership 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 retention of current members, according to standard procedures described by ASCLS Membership Committee, 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.
- Conversion of Developing Professional members to Ascending Professional membership category are targeted.

2. Works with Board Members for recruitment and retention of members by promoting membership activities.

Guidelines:

- During the Fall Lapsed Member contact campaign, the Membership Chair works with the Board to develop a strategy to contact lapsed members
- Supports funding from the Board to facilitate membership activities throughout the year, with a special focus during Medical Laboratory Professionals Week.
- Encourages member involvement, networking and recognition

3. Accesses membership lists from ASCLS website and reviews for completeness and accuracy on at least a quarterly basis.

Guidelines:

- Communicates with National office about membership concerns such as missing members, deceased members, etc.
- Serves as a resource to membership in navigating the ASCLS Website to update their individual membership information.

- Downloads membership roster at least quarterly and saves it in the cloud sharing platform to be accessed by Montana Leadership.
4. Reports society membership activities to the ASCLS Membership Liaison.
 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 or participate in virtual meeting
 - Fall meeting – travel to meeting or participate in virtual meeting
 - Winter meeting – travel to meeting or participate in virtual meeting
 - Spring meeting – travel to meeting held Wednesday before the beginning of Spring Meeting or participate in virtual meeting
 - General Business Meeting – held during the Spring Meeting
 - Board Orientation
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. Organizes the membership milestone Longevity Awards recognition during the Spring Meeting.

Guidelines:

- Utilizing the join date column on the membership roster, determine those members who are at 5-year increments of membership; beginning at 5 years.
- Works with the Spring Meeting Planning Committee regarding logistics.
- Prints the certificates and ensures engraved pins are available for each awardee
 - If more pins are needed, work with the board to obtain more pins.
 - Membership chair is the keeper of the pins and when a new Membership Chair is appointed, the pins will be passed along accordingly.
- Members with 30+ years will receive a special recognition.
- The Chair contacts all awardees and personally invites them to the spring meeting awards ceremony.

- Members with 40+ years will receive a complimentary registration to the Spring Meeting. 50+ years will also receive a gift.
 - Submit longevity recipients to the Publication Editor for MLN publication and to the Circulation and Webmaster.
8. Provides newsletter articles to the Publication Editor; utilizes the ASCLS-MT google groups and Member Community to communicate with the membership.

Guidelines:

- Provides information to state members through articles in the MLN newsletter or posts on google groups, website or ASCLS-MT Member Community.
 - To use the Google Groups, send an e-mail to the following address: ASCLS-MT@googlegroups.com. This is a group e-mail to the Montana members who have e-mail addresses, and contains lapsed members.
 - To use the ASCLS Montana Member Community, log into the Connect Community (<https://connect.ascls.org/home>) on the ASCLS website (www.ascls.org), then go to Communities. Under Communities, select My Communities, and scroll down to Montana State Society. Select Montana State Society, and click the ADD button after Latest Discussion Posts. This will open up a window to post a message. Follow the instructions and send. This group community only goes to current members.
 - Writes a specific article about activities when the Publications Editor requests it or volunteers to write an article pertinent to society activities.
9. Keeps informed of all Society activities, reviews all societal publications and communications (e- mail, Member Communities, websites, *ASCLS Today*, MLN).
10. Keeps informed of all potential issues relating to the Society and/or the profession existing in the state and relates the issues to the President and/or Board.
11. Submits for approval proposed annual budget information to the Treasurer 30 days prior to the annual general business meeting.
12. Submits a written yearly report to the Secretary prior to the end of the fiscal year. The reports shall then be placed in the permanent file with the File Custodian.