



ASCLS-Montana Position Description and Guidelines for Completion of Duties

Officer Position: President

Responsible To: Region VIII Director and the ASCLS-MT Membership

Term of Office: One year term, immediately succeeding to Past President. The term of office is one year, starting August 1, which coincides with the beginning of the fiscal year.

Recommended Qualifications: Fulfilled their duties and responsibilities as President-Elect

Duties and Responsibilities:

1. Acts as a liaison between the Regional Director, ASCLS National Organization and Montana members by disseminating information concerning pertinent laboratory issues.
2. 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 active members.
 - Writes a specific article about activities when the Publications Editor requests it or volunteers to write an article pertinent to society activities.
 - The President writes 3-4 MLN articles during the year for the publication.
3. Coordinates and leads the Board of Directors in setting short and long term goals for the Montana Society.

Guidelines:

- During the first several months, the President determines two or three goals to be accomplished during the year or institutes a strategic planning session.
- The President presents the goals to the Board at the first board meeting.

- Members volunteer or are assigned responsibility to help with goal completion and/or completion of National requests.
4. Serves as a member of the Region VIII Council and attends the Regional Council meetings.
- Guidelines:**
- Attends the Fall Council meeting via virtual meeting or in a location to be determined.
 - Attends the regional Spring Council meeting via virtual meeting.
 - Attends the Regional Council meeting at the National ASCLS meeting in the summer.
 - Attends the Regional Caucus prior to or at the National ASCLS meeting in the summer.
5. Appoints Standing Committee members and verifies continuing commitment of current appointees within one (1) month of incumbency. Usually this is accomplished during the President-Elect term. Standing Committee Chairs are:
- Membership Development
 - Developing Professional Representative
 - Ascending Professional Representative
 - Government Affairs
 - PAC
 - Education/P.A.C.E. Coordinator
 - Circulation/Webmaster
 - Bylaws
 - File Custodian
 - Spring Meeting Planning Committee Chair
 - Publication Editor

Guidelines:

- Asks each current chair about continuing in the position or appoints new chair after consulting with other Board members. This can be done during the state meetings while many members are in attendance.
 - Provides each appointed committee chairperson with their position description and guidelines for completion of duties if they do not currently have them.
6. Provides newly elected board members their position description and guidelines for completion of duties prior or shortly after being elected to office.
7. With assistance from the President-Elect, immediate Past-President and other board members, hosts an orientation for all elected and appointed Board Members and Committee Chairs at a date to be determined. This orientation will be conducted by the end of September and can be done virtually. (See appendix A for sample agenda)

8. Assist the President-Elect in submitting ASCLS-MT Roster containing elected and appointed positions to the National ASCLS Office by June 1. If the roster is not complete by June 1, submit a partial roster to include at a minimum the President and Treasurer positions, and the final roster can be sent later.
9. Holds four board meetings and determines agenda for these meetings:
 - Fall
 - Winter
 - Spring (at the annual meeting)
 - Summer
10. Chairs the Annual General Business Meeting during the Spring Meeting.
 - Sets the agenda, to include election of officers, election of delegates to the National Meeting and approval of budget for the upcoming fiscal year. (see appendix B for Sample agenda)
11. Submits applications for national and regional awards and recognition. Refer to the Awards & Scholarships tab on the ASCLS website. The following awards are most commonly submitted.
 - Constituent Society Member of the Year Recognition (due April 1, this is done by the Awards and Scholarship Chair)
 - Region VIII Member of the Year Nominee to the Region VIII Director
 - Developing Professional Leadership Award (due Feb 15)
 - Ascending Professional Leadership Award (due Feb 15)
 - Key to the Future (due May 1, can award up to 3 individuals)
 - Lifetime Achievement Award (due Feb 15)
 - Omicron Sigma (due April 1)
 - Website (due Feb 15)
 - Publication (due Feb 15)
 - Voices under 40 (due April 1)
 - Promotion of the Profession Fundraising (due May 15)
12. Provides recommendations for appointments to national committees. Encourages members to volunteer, using the volunteer opportunities on the ASCLS website.
13. Conducts Installation of Officers at the Spring Meeting
 - Script is available in ASCLS-MT Dropbox (see appendix C)
 - Orders from the ASCLS store and engraves the President's Pin for the incoming President
 - Passes the gavel to the incoming President

14. Leads delegation at National meeting.

- Verifies all delegates have secured hotel reservations
- Submits credential information
- Assigns meetings attendance, including Board of Directors meeting, to members of the delegation
- Ensures any issues coming to the House of Delegates are communicated to the delegation, and to the membership, if there is sufficient time.

15. Develops a timeline/calendar for activities of the state society

16. Submits quarterly reports to Region VIII Director and a yearly report to the ASCLS House of Delegates. (see appendix D)