



ASCLS-Montana Position Description and Guidelines for Completion of Duties

Officer Position: Past President/Leadership Development Chair/Nominations Liaison

Responsible To: State President, ASCLS Leadership Development Committee Liaison, and ASCLS-MT Membership

Term of Office: One year term following term as President. May serve an additional or partial term if current President is unable to fulfill their duties. Term of office is one year, starting August 1, which coincides with the beginning of the fiscal year.

Recommended Qualifications: Not applicable

Duties and Responsibilities:

1. Acts as an advisor to the state President, Board and/or all Society committees.
2. Assists in setting Society long term goals and attainment of goals.
3. Assists the President and Board with carrying out responsibilities and activities as requested to include but not limited to New Board Member Orientation.
4. Serves as Leadership Development Chair by mentoring members to become more active and interested in leadership positions and to advance professionalism in clinical laboratory science.
5. Works with ASCLS Leadership Development Liaison and provides feedback about state leadership activities and issues.
6. Serves as liaison to the Nominations Committee. Assists the Nominations Committee in understanding their duties and finding respective candidates to fill the slate of candidates.
7. Works with the Spring Meeting Planning Committee to recognize Past Presidents at the Spring Meeting. May arrange to hold a Past President's reception or dinner during the annual meeting.
8. Attends Board meetings and general business meetings to report on activities.

Guidelines:

- 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
9. 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.
10. Keeps informed on all potential issues relating to the Society and/or the profession existing in the state and relates those issues to the President and/or Board.
11. Keeps informed of all Society activities, reviews all societal publications and communications (e-mail, Member Communities, websites, *ASCLS Today*, MLN).
12. Submits for approval proposed annual budget information to the Treasurer 30 days prior to the annual general business meeting.
13. Submits a written report of the year's activities to the Secretary prior to the end of the fiscal year. The report shall then be placed in the permanent file with the File Custodian.