



ASCLS-Montana Position Description and Guidelines for Completion of Duties

Appointed Position: Developing Professional

Responsible To: Board of Directors, Region VIII Developing Professional and ASCLS-MT Membership

Term of Office: Yearly appointment by the President. No term limits, as long as the member is a Developing Professional (DP) 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 DP Member in good standing with the Society.

Duties and Responsibilities:

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

Guidelines:

- Obtains input from DP 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 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

4. Works with the Spring Meeting Planning Committee to develop a specific DP program and/or activity at the meeting.

5. 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.
6. Acts as an advisor to the next newly appointed DP Representative.
 7. Keeps informed of all Society activities, reviews all societal publications and communications (e-mail, Member Communities, websites, ASCLS Today, MLN).
 8. May, at the direction of the membership, attend the National meeting as the Society's Developing Professional delegate.
 9. Submits for approval proposed annual budget information to the Treasurer 30 days prior to the annual general business meeting.
 10. Submit a written report of the year's activities to the Secretary prior to the end of the fiscal year. These reports shall then be placed in the permanent file with the File Custodian.