ASCLS-Montana Position Description and Guidelines for Completion of Duties

Appointed Position: **File Custodian**

Responsible To: Board of Directors and ASCLS-MT Membership

Term of Office: The File Custodian 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: One year active membership within the Society

Duties and Responsibilities:

1. Responsible for placing all the records and letters of value to the Society in a permanent file.

   Guidelines:

   - Follows the ASCLS-MT Document Retention Policy. This policy details retention requirements for each type of file.
   - Obtains the year-end reports from each committee chair or Secretary, and makes sure that everything is stored securely per the policy.
   - Organizes the reports and files them appropriately; makes sure that files are added to the ASCLS-MT Cloud Sharing System and/or the appropriate Member Community.
   - Organizes the files and keeps only historically important information per the policy.
   - Working documents for the current year will be stored in the Cloud Sharing System. Archived documents will be permanently stored in the appropriate Member Community.
   - Items to be placed in ASCLS-MT Cloud Sharing System and/or the ASCLS-MT Leaders Member Community:
     - Agendas
     - Meeting Minutes (also file in the ASCLS-MT Member Community)
     - Treasurer's Reports
     - Board Reports
   - File Custodian will work with Secretary and President to ensure that all documents are placed on ASCLS-MT Cloud Sharing System and/or ASCLS-MT Leaders Member Community library prior to board meetings.
   - Remains an owner of the ASCLS-MT Cloud Sharing System to provide sharing access to others on the Board.

2. 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

3. Provides newsletter articles to the Publication Editor and webpage content to the Webmaster; utilizes the ASCLS-MT google groups and Member Community to communicate with the membership.
   Guidelines:
   - Distributes 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

4. Keeps informed of all Society activities, reviews all societal publications and communications (e-mail, Member Communities, websites, *ASCLS Today*, MLN).

5. 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.

6. Submits for approval proposed annual budget information to the Treasurer 30 days prior to the annual general business meeting.

7. 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.