



## **ASCLS-Montana Position Description and Guidelines for Completion of Duties**

### **Elected Position: Board Member**

**Responsible To:** State President and ASCLS-MT Membership

**Term of Office:** Elected two-year term with eligibility for reelection. There are two Board Members that are elected on alternate years. Term of elected office is two years, starting August 1, which coincides with the beginning of the fiscal year.

**Recommended Qualifications:** Preferred one-year active membership

### **Duties and Responsibilities:**

1. Serves as voting member of the ASCLS-MT Board of Directors.
2. Assists the President and Board with carrying out responsibilities and activities as requested.
3. Assists with the planning of the Spring Conference with other members as needed.
4. Assists in setting Society long term goals and attainment of goals.
5. Contacts (by e-mail or follow-up phone call) Committee chairs prior to Board Meetings after meeting announcement and agenda have been sent. The purpose of the contact is to determine if they will be attending the meeting and to receive feedback.
6. Assists with all membership recruitment and/or retention duties as requested; provides and distributes information to member contacts as requested.
7. 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
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](mailto: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](http://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 (email, Member Community, websites, *ASCLS Today*, MLN).
  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. Submits for approval proposed annual membership budget information to the Treasurer 30 days prior to the annual general business meeting.
  12. 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.