



## 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.

#### **Guidelines:**

- Distributes information to state members through articles in the MLN newsletter or posts on google groups or ASCLS-MT Member Community. (See Awards and Scholarship PD for instructions for using these communication tools.)
- The President writes 3-4 MLN articles during the year for the publication.
- Distributes information to the Board and/or membership using the ASCLS-MT web site and google groups and ASCLS-MT Member Community or through leadership mailings.

2. 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.

3. Serves as a member of the Region VIII Council and attends the Regional Council meetings.

#### **Guidelines:**

- Attends the Fall Council meeting held during Intermountain States Seminar (IMSS).
- Attends the regional Spring Council meeting via Go-to-Meeting teleconference
- Attends the Regional Caucus and Regional Council meeting at the National ASCLS meeting in the summer.

4. Appoints Standing Committee members within one (1) month of incumbency. Usually this is accomplished during the President-Elect term. Standing Committee Chairs are:
  - Membership Development
  - Student Representative
  - Government/PAC
  - Education/P.A.C.E. Coordinator
  - Circulation/Webmaster
  - Bylaws
  - File Custodian
  - Spring Meeting Planning Committee Chair
  - District Chairs (District I, II, III, IV, V)
  - Publication Editor
  - Promotion of the Profession

**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.
5. Provides newly elected board members their position description and guidelines for completion of duties prior or shortly after being elected to office.
  6. Conducts a short orientation meeting for all elected and appointed Board Members and Committee Chairs, usually at the Spring Meeting, followed by hosting a Go-To-Meeting Orientation in August.
  7. Submits ASCLS-MT Roster containing elected and appointed positions to the National ASCLS Office by June 1. This is usually done during the President-Elect term. 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.
  8. Holds four board meetings and determines agenda for these meetings
    - Summer
    - Fall
    - Winter
    - Spring (at the annual meeting)
  9. Runs the Annual General Business Meeting during the Spring Meeting.
    - Sets the agenda, to include election of officers and election of delegates to the National Meeting

10. Submits applications for national and regional awards and recognition. Check out the Awards on the ASCLS website. The following awards are most commonly submitted.
  - Constituent Society Member of the Year Recognition (due June 1)
  - Region VIII Member of the Year
  - Student Forum Leadership Award (due Feb 15)
  - New Professional Leadership Award (due Feb 15)
  - Key to the Future (due April 30)
  - Lifetime Achievement Award (due Feb 15)
  - Omicron Sigma (due March 1)
  - Website (due Feb 15)
  - Publication (due Feb 15)
  - Voices under 40 (due May 1)
  
11. Provides recommendations for appointments to national committees. Encourages members to volunteer, using the volunteer opportunities on the ASCLS website.
  
12. Runs Installation of Officers at the Spring Meeting
  - Script is available in ASCLS-MT Dropbox
  - Orders from the ASCLS store and engraves the President's Pin for the incoming President
  - Passes on the gavel to the new President
  
13. Leads delegation at National meeting.
  - Makes hotel reservations
  - Submits credential information
  - Assigns National Committee meetings attendance to members of the delegation
  - Ensures any issues coming to the House of Delegates is communicated to the delegation, and to the membership, if there is sufficient time.
  
14. Develops a timeline/calendar for activities of the state society
  
15. Submits quarterly reports to Region VIII Director and a yearly report to the ASCLS House of Delegates.