



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

### **Elected Position: Awards and Scholarship Committee**

**Responsible To:** Board of Directors and ASCLS-MT Membership

**Term of Office:** An Awards and Scholarship Committee member is elected by the membership to serve a two (2) year term. There are two committee members that are elected on alternate years. The term of elected office is two years, starting August 1, which coincides with the beginning of the fiscal year.

**Recommended Qualifications:** Must be a current member in good standing with the Society.

### **Duties and Responsibilities:**

1. The chair of the committee is the member serving their second year of term. The chair acts as an advisor to the first-year member and transfers all files to the member at the end of their term.
2. The committee is responsible for the following awards:
  - ASCLS-Montana Member of the Year
  - ASCLS-Montana Student of the Year
  - ASCLS-Montana Student Poster of the Year
  - ASCLS-Montana Paper of the Year (if awarded)
3. The President is responsible for Omicron Sigma and Key to the Future awards
4. The Membership Chair is responsible for the Longevity awards
5. The President-elect serves as a liaison to the Awards and Scholarship Committee.

### **Guidelines:**

- **ASCLS Montana Member of the Year:** Another member nominates someone for this award. A short essay needs to be received from the nominator. If more than one person is nominated, the A & S committee chooses the winner. The winner receives a \$100 and a plaque sponsored by ASCLS Montana. The winner also becomes the nominee from our state for the National ASCLS Constituent Society Member of the Year Recognition, and the ASCLS Region VIII Member of the Year award. The Chair will submit the winner's name to the Awards link on the ASCLS website prior to April 1.
- **ASCLS Montana Student of the Year:** Education coordinators/Instructors nominate this student with a short letter describing how their nominee meets the 6 criteria that will be used in judging. See criteria at the end of this document. If more than one student is nominated, the A & S Committee must choose the winner or can ask for Board input.

- Students are also told they are invited to the ASCLS-MT spring meeting where the awards are presented. Registration at the meeting is paid for by ASCLS-MT.
- A deadline date for nomination of student of the year is given to the Education Coordinators, usually the end of March.
- **ASCLS Montana Student Poster of the Year:** Students are asked to submit a poster, which pertains to clinical laboratory science. Participants of the Spring Meeting vote on the Poster of the Year. In March, the A & S committee coordinates with the Spring Meeting Planning Committee, to designate an area where the student posters can be displayed.
- **ASCLS Montana Paper of the Year:** Members submit a paper pertaining to clinical laboratory science. If more than one paper is submitted, the A & S committee chooses the winner. Depending on interest and submissions, this award may not be offered.

**Duties:**

1. In January, submit a notice to all members on the ASCLS-MT google groups and through the ASCLS Montana Member Community informing them of the award opportunities. (See September in the following calendar for instructions on using these communication tools.) Include information on how to nominate a Member of the Year and how to submit a paper for the Member Paper of the Year (if awarded). Also include a deadline for submission to allow for judging and obtainment of the award.
2. Select Award winners, prepare certificates, and orders plaque for presentation at Awards Ceremony.
3. Notify sponsors of the award winners.
4. Work with the Spring Meeting Planning Committee to develop an Awards ceremony. The committee presents the awards at the spring meeting. There are previous examples available in the cloud sharing platform.
5. Submit award winners to the Publication Editor for MLN publication and Member Paper of the Year (if awarded).
6. Chair submits ASCLS-Montana Member of the Year award winner to the Awards link on the ASCLS website prior to April 1.
7. Attend Board meetings and general business meetings to report on activities. Attend the Spring State Meeting to preside over the Awards Ceremony.
  - 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. Keep informed of all Society activities by reviewing all societal publications and communications (e-mail, google group, websites, ASCLS Today, MLN). Also support membership recruitment and retention.
  9. Keep informed of 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.
  10. Submit receipts to the treasurer for reimbursement of necessary supplies. Submit for approval proposed annual budget information to the Treasurer 30 days prior to the annual general business meeting.
  11. 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.

## **CALENDAR – TIMELINE**

### **January**

- Attend BOD Meeting
- Mailing to students – provide information on scholarships
- Submit notice to members on ASCLS-MT Goggle Group and ASCLS Montana Member Community info on:
  - Available awards
  - How to nominate Member of the Year
  - How to submit Member Paper of the Year (if awarded)
  - Set deadlines before the end of March

### **February**

- Receive nominations for Member of the Year
- Contact awards sponsors – information needed for the spring program booklet, which is usually due by end of Feb

### **March**

- Coordinate with Spring Planning Committee regarding space needed for student posters
- Deadline: Nominations for Student of the Year by end of the month

- Contact Education Coordinators from hospitals with students and send out nomination forms which include the 6 criteria for judging. Remember to include all MLT and MLS programs as they are known.
- Prior to the Spring Meeting:
  - Select Awardees before Spring meeting (Member of the Year, Student of the Year)
  - Order plaque for Member of the Year
  - Submit name of ASCLS-Montana Member of the Year winner to the Awards link on the ASCLS website prior to April 1
  - Print certificates (Paper, Student, Poster of the Year)
  - Work with the Spring Planning Committee to coordinate the awards ceremony
  - Include addresses for sponsors on a separate sheet in envelope w/check, hoping that recipients would send a thank you note.

### **April**

- Attend BOD Meeting; Spring Meeting; Board Orientation (if applicable)
- Have Treasurer write checks to award winners
- After Spring Meeting: Send Awards list and Paper of the Year (if awarded) to MLN for publication
- Write thank you notes to sponsors

### **July**

- Submit final report of years activities to President

### **August**

- Attend Board of Directors Orientation on-line meeting (if applicable)
- Check for ASCP scholarships and review deadlines
- Check for ASCLS website scholarships. The National Award Chair and Alpha Mu Tau Fraternity/ASCLS E & R Fund sends out scholarship reminders to ASCLS members. Review deadlines.

### **September**

- Submit an article to MLN Publication Editor and for website reminding members of the awards that are available:
- Provide information to state members through articles in the MLN newsletter or post on google groups, website social media 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.

## **October**

- Attend BOD Meeting
- Contact possible sponsors to verify continuing sponsorship for:
  - Xtant sponsor - Student Poster of the Year (\$100)
  - ASCLS-MT sponsor - ASCLS-MT Member of the Year (plaque, \$100)
  - Western Microscope sponsor - Student of the Year (\$100)
  - ASCLS-MT sponsor - Paper of the Year (\$100)

## **November**

- ASCLS Application forms available for scholarships –review deadlines-send to schools/students
- ASCP Application forms available for scholarship –review deadlines-send to schools/students

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## **Criteria for ASCLS-MT Student of the Year Award**

Students will be judged in six categories:

- Academic and Commitment to Learning (15 points)
- Team Contributions, such as leading or participating in extra projects/assignments (15 points)
- Overcoming Obstacles (15 points)
- Community Service in the past 2 years (15 points)
- Indicators of the Student's Performance and Commitment to the Profession (20 points)
- ASCLS Member, Participating in Spring Meeting or other ASCLS-MT activities (20 points)