



ASCLS-Montana Position Description and Guidelines for Completion of Duties

Appointed Position: Ascending Professional

Responsible To: ASCLS-MT President

Term of Office: Yearly appointment by the President. No term limits, as long as the member is in good standing 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 Ascending Professional member in good standing with the Society.

Duties and Responsibilities:

1. Communicates with the Region VIII Ascending Professional and the Ascending Professional Forum Chair.
2. Keeps informed of any information to the Regional and State Ascending Professional Forum leadership.
3. Performs other duties as assigned by the Ascending Professional Forum Chair, ASCLS-MT President and/or Board of Directors.
4. Functions as a voting member of the ASCLS-MT Board of Directors.

Guidelines:

- Obtains input from Ascending Professional members and provides information if requested.
 - Reports to the President and/or Board any identified concerns or actions needed.
5. 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 before the beginning of Spring Convention
 - General Business Meeting – held during the Spring Meeting
 - Board Orientation – participate when held
 6. May, at the direction of the Board, attend the National meeting as the Society's Ascending Professional Representative, and Ascending Professional delegate.

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

Guidelines:

- Provides newsletter articles to the Publication Editor and webpage content to the Webmaster; utilizes the ASCLS-MT google groups and ASCLS-MT Member Community to communicate with the membership. (See Awards and Scholarship PD for instructions for using these communication tools.)
8. Keeps informed on all potential problems relating to the Society and/or the profession existing in the state and relates those problems to the President and/or Board.
 9. Acts as an advisor to the Ascending Professional Forum Representative one year immediately following term of appointed position.
 10. Submits a written report of the year's activities to the Secretary prior to the annual meeting. The reports shall then be placed in the permanent file with the File Custodian.