



ASCLS-Montana Position Description and Guidelines for Completion of Duties

Appointed Position: Publications Editor

Responsible To: Board of Directors and ASCLS-MT Membership

Term of Office: The Editor shall be appointed by the President on an annual basis, with no limit on terms. 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 in the Society, with experience in Publications software.

Duties and Responsibilities:

1. Responsible for publication of the *Montana Laboratory News (MLN)*, the official publication of ASCLS-MT which is published electronically on a quarterly basis.

Guidelines:

- Provide updates of events and legislation impacting medical laboratory science.
 - Announce continuing education opportunities at the state, regional and national levels.
 - Report information from the annual business meeting, election of officers and committee chairs, awards and recognitions and student news and poster presentations.
 - Publish ASCLS news from state, regional and national sources.
 - Publish quarterly communications from Region VIII Director and ASCLS-MT President.
 - Share reports of delegates to Legislative Symposium and other ASCLS national meetings.
 - Publish state and national website information and links
 - Publish technical articles of interest to Laboratory Professionals
2. Works with the Board in carrying out publication responsibilities and duties.
- #### **Guidelines:**
- Designs template and layout of the MLN
 - Actively solicits news for each issue by:
 - Contacting officers, committee chairs and delegates to national meetings
 - Monitoring ASCLS and ASCLS-MT websites
 - Attending quarterly Board meetings
 - Communicating with Chairs of Spring Meeting
 - Requesting news releases and photographs from the membership

- Utilize the ASCLS-MT google groups and Member Community to communicate with the membership. See information below for details on how to utilize these platforms.
 - Sets publication deadlines for submission of articles and photographs.
 - Corrects articles for grammar, spelling, accuracy, and appearance when printed.
 - After completing layout for MLN, submits the MLN to the President to verify accuracy.
3. Develops a timeline for publication for each issue and coordinates with Webmaster and Circulation Chair to assure timely distribution of publications.

Guidelines:

- **Spring Issue:**
Set the deadline for submission of articles, announcements, and nominations well in advance of the Spring Annual Meeting (two months). The governance and fiscal year for ASCLS-Montana begins August 1, although the annual business meeting is held at the Spring Meeting. The election of officers and the installation of the new President occur at this meeting, usually held in mid-April each year, although the new officers do not officially take office until August 1. For this reason, the Publications Editor should work with the Nominations Committee to obtain the names and biographies of the nominees who will be on the ballot. The biographies and ballots shall be received by the voting membership no less than 30 days prior to the election. Nominees' biographies should be posted on the Website and included in the Spring Issue of the MLN. Work with the Planning Committee for the annual Spring Meeting. Articles and links to the program and registration information should be included in the Spring issue of the MLN.
 - **Summer Issue:**
This can be a large publication to include: Spring Meeting news article, list of newly elected ASCLS-Montana officers and appointees, Awards, student poster presentations, teaser about the upcoming national ASCLS Annual Meeting and the delegates attending.
 - **Fall Issue:**
Potentially introduce the MMLS students and Region VIII interns. Include reports from the delegates who attended the national ASCLS Annual Meeting. Membership Campaign information. Goals and strategic plan can be included.
 - **Winter Issue:**
Include preliminary planning and partial program for the ASCLS-Montana annual Spring Meeting. Request for Nominations for elected positions at the upcoming Spring Meeting. Include reports from Legislative Symposium delegates.
4. Submits electronic copy of MLN to the Webmaster and Circulation Chair for posting to the webpage. Utilizes the ASCLS-MT google groups and Member Community to communicate with the membership.

Guidelines:

- 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.

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 Wednesday before the beginning of Spring Meeting or participate in virtual meeting
- General Business Meeting – held during the Spring Meeting
- Board Orientation

6. Keeps informed of all Society activities, reviews all societal publications and communications (e-mail, Member Communities, websites, *ASCLS Today*, MLN).
7. 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.
8. Submits for approval proposed annual budget information to the Treasurer 30 days prior to the annual general business meeting.
9. Submits a written report of the year's activities to the Secretary prior to the end of the fiscal year. The report shall then be placed in the permanent file with the File Custodian.