



## 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 Wednesday before the beginning of Spring Meeting or participate in virtual meeting
    - General Business Meeting – held during the Spring Meeting
    - Board Orientation
  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).
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 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.
  10. Acts as an advisor to the Ascending Professional Forum Representative one year immediately following term of appointed position.
  11. Submits a written report of the year's activities to the Secretary prior to the end of the fiscal year. The reports shall then be placed in the permanent file with the File Custodian.