



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

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

**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)

### **Guidelines:**

- **ASCLS Montana Member of the Year:** Another member nominates someone for this award. A short essay needs to be received from the nominator (form in Dropbox). If more than one person is nominated, the A & S committee chooses the winner. The winner receives 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.
- **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 and this is 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 an area where the student posters can be displayed. They also contact the Education Coordinators to determine the number of posters that will 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 submit a paper for the Member Paper of the Year (if awarded). Also include a deadline of submission which is convenient for the committee members if a review of applications is necessary.
2. All awards, including longevity awards should come from this Committee
  - Streamline the process to print awards
  - Put templates into the ASCLS-MT Dropbox so President can make their own certificates
  - Add timelines for when these are due
  - President still chooses/nominates their award recipients (Omicron Sigma; Key to the Future) (national deadlines)
3. Once nominations and submissions are complete, make copies for both members of the committee to review.
4. When there are multiple nominations, and no clear cut winner, the Awards Committee may request that the Board help select the award winner.
5. Notify sponsors of the award winners.
6. Selects Award winners, prepares certificates, and orders plaques for presentation at Awards Ceremony.

7. Work with the Spring Meeting Planning Committee to develop an Awards ceremony. The committee presents the awards at the spring meeting. There is a template/script for this.
8. Submits the Member Paper of the Year (if awarded) to the Publication Editor for MLN publication and award recipients.
9. Attends Board meetings and general business meetings to report on activities. Attends the Spring State Meeting to preside over the Awards Ceremony.
  - Summer meeting – travel to meeting
  - Fall meeting – travel to meeting or participate in teleconference call
  - Winter meeting – travel to meeting or participate in teleconference call
  - Spring Board meeting – travel to meeting held Wednesday before the beginning of Spring Meeting
  - General Business Meeting – held during the Spring Meeting, usually on Thursday after the last CE session
  - Board Orientation – held at the end of the Spring Meeting, and also during a Go-To-Meeting in August.
10. Keeps informed of all Society activities by reviewing all societal publications and communications (e-mail, google group, websites, ASCLS Today, MLN). Also supports membership recruitment and retention.
11. Keeps informed of 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.
12. Submits receipts to the treasurer for reimbursement of necessary supplies. Submits for approval proposed annual budget information to the Treasurer 30 days prior to the annual general business meeting.
13. Submits a written report of the year's activities to the Secretary prior to the annual meeting. These reports shall then be placed in the permanent file with the File Custodian

## **CALENDAR – TIMELINE**

### **January**

- Attend BOD Meeting
- Student mailing to students – get students information on scholarships

- Submit notice to members on ASCLS-MT Goggle Group and ASCLS Montana Member Community info on awards and how to nominate Member of the Year, submit Member Paper of the Year (if awarded) and deadlines by end of March

## **February**

- Nominations sent from members for Member of the Year
- Contact awards sponsors - need info for the program which is usually due by end of Feb

## **March**

- Determine number of posters and space required
- Deadline: Nominations for Student of the Year by end of month
  - Contact Education Coordinators from hospitals of students and UND and send out nomination forms which include the 6 criteria for judging. Essay should be confined to 200 words or less.
  - Prior to the Spring Meeting:
    - Order plaque for Member of the Year
    - Print certificates (Paper, Student, Poster of the Year)
    - Set up awards ceremony
    - Include sponsor addresses with awards
    - 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
- Vote on Nominations before meeting (Member of the Year, Student of the Year)
- 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

## **May**

- Submit report for year accomplishments

## **August**

- Attend Board of Directors Orientation on-line meeting
- 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:
  - 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. Just write a message about the Awards, and send it like a regular e-mail to the address above.
  - To use the ASCLS Montana Member Community, log into the member portal on the ASCLS website ([www.ascls.org](http://www.ascls.org)) and go to Member 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 active members.

### **October**

- Attend BOD Meeting
- Contact possible sponsors for: ASCLS pays & sponsor reimburses amount at later date – checks written to award winners by ASCLS Treasurer
  - Xtant sponsor - Student Poster of the Year (\$100)
  - ASCLS-MT sponsor - ASCLS-MT Member of the Year (plaque, \$100)
  - Western Microscope sponsor - Paper of the Year (\$100)
  - ASCLS-MT sponsor - Student 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)