



ASCLS-Montana Position Description and Guidelines for Completion of Duties

Officer Position: President-Elect

Responsible To: State President and ASCLS-MT Membership

Term of Office: One year term, immediately succeeding to President. Term of office is one year, starting August 1, which coincides with the beginning of the fiscal year.

Recommended Qualifications: A member must have served at least one year on either the Board of Directors or as the chairperson of one of the Standing Committees prior to nomination.

Duties and Responsibilities:

1. Assists the President with carrying out responsibilities and activities as requested.

Guidelines:

- Presides at Society meetings in the absence of the President.
 - Assists in setting Society long term goals and attainment of goals.
2. Appoints Standing Committee members prior to the beginning of their Presidential term. Rosters are due to the National Office in June, BEFORE becoming President. Spring meeting is an ideal time for the President Elect to try to fill these positions; goal is to get chairs filled when they are enthusiastic about ASCLS. If the roster is not complete by June 1, a partial roster containing both elected and appointed positions should be submitted to the ASCLS National Office, and updated as the year progresses.
Standing Committee Chairs are:
 - Ascending Professional
 - Developing Professional
 - Membership
 - Government
 - PAC
 - Education/P.A.C.E. Coordinator
 - Circulation/Webmaster
 - Bylaws
 - File Custodian
 - Spring Meeting Planning Committee Chair
 - Publication Editor
 3. Serves as liaison to the Membership Chair and assists with all recruitment and/or retention duties as requested.
 4. Provides and distributes information to the President and membership as requested.

5. Attends the Society's 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 – works with current President to organize and host either at the end of their year as President-Elect or when they begin their year as President.

6. Presents a gift to the out-going President during the Installation of Officers, reimbursed by ASCLS-MT as board expenses; \$100 limit

7. Help Nominations Committee members find nominees for open positions

8. Serves as liaison to Awards and Scholarship (A&S) committee

- a. Sets up video conference with A&S committee in early January to discuss the process
- b. Communicates regularly with A&S committee assisting and answering questions as needed
- c. Reminds A&S committee chair to submit MOY winner to ASCLS national website by April 1

9. Serves as a member of the Region VIII Council and attends the Regional Council meetings.

Guidelines:

- Attends the Fall Council meeting
- Attends the regional Spring Council meeting via virtual meeting
- Attends the Regional Caucus prior to, and Regional Council meeting at the National ASCLS meeting in the summer.

10. Attends the National ASCLS meeting as a delegate for the Society.

Guidelines:

- Attends the ASCLS Board of Directors meeting.
- Attends Candidate Presentations and Issues Forum
- Participates in voting for Election of Officers
- Attends House of Delegates
- Attends other meetings as directed by the President.

11. Keeps informed of all Society activities, reviews all societal publications and communications (e-mail, Member Communities, websites, *ASCLS Today*, MLN).
12. Keeps informed on potential issues relating to the Society and/or the profession existing in the state and relates those issues to the President and/or Board.
13. 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. 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.
 - Writes a specific article about activities when the Publications Editor requests it or volunteers to write an article pertinent to society activities.
14. Submits for approval proposed annual budget information to the Treasurer 30 days prior to the annual general business meeting.
 15. 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.