



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

**Appointed Position:** Bylaws Committee Chair

**Responsible To:** Board of Directors and ASCLS-MT Membership

**Term of Office:** The Bylaws Committee Chair shall be appointed by the President on an annual basis. There are no term limits. 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 within the Society

### **Duties and Responsibilities:**

1. Reviews the Bylaws of ASCLS-MT prior to the fall Board meeting.
2. Initiates and/or receives proposed amendments to ASCLS-MT Bylaws.

#### **Guidelines:**

- Submits amendments to the ASCLS-MT President and the Governing Board prior to the annual general business meeting in the spring. This may take over 90 days.
  - Submits copies of the proposed amendments and revisions in the state Bylaws to the Executive Office of the American Society for Clinical Laboratory Science and to the Chairperson of ASCLS Bylaws Committee at least sixty (60) days prior to the desired adoption. Approval from the National Committee must be received prior to the presentation of Bylaw changes to the membership of the Society.
  - Receives and reviews all recommendations from the ASCLS National office on required amendments to the state's Bylaws.
3. Submits approved changes to the Secretary of the Society for distribution to its membership at least thirty (30) days prior to the annual business meeting. The bylaws changes will be voted on at the annual general meeting each spring.
  4. Attends Board meetings and general business meetings to report on activities.

#### **Guidelines:**

- 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 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.
5. Review and bring anything to the board that needs to be updated in the bylaws.
  6. Provides newsletter articles to the Publication Editor and webpage content to the Webmaster; utilizes the ASCLS-MT google groups or ASCLS-MT Member Community to communicate with the membership. (See Awards and Scholarship PD for instructions for using these communication tools.)

**Guidelines:**

- Writes a specific article about committee activities when the Publications Editor requests it or
  - Volunteers to write an article pertinent to society activities
7. Submits for approval proposed annual budget information to the Treasurer 30 days prior to the annual general business meeting.
  8. Keeps informed of all Society activities by reviewing all societal publications and communications (e-mail, Member Community, websites, *ASCLS Today*, MLN). Also supports membership recruitment and retention.
  9. Keeps informed of all potential problems relating to the Society and/or the profession existing in the state and relates the problems to the President and/or Board.
  10. Submits a written yearly report to the Secretary prior to the annual meeting. The reports shall then be placed in the permanent file with the File Custodian.