

ASCLS-Montana Position Descriptions

Officer Position: **Board Member**

Responsible To: State President

Term of Office: Elected two year term with eligibility for reelection. There are two Board Members that are elected on alternate years. The term of office of each newly elected officer shall extend from the close of one annual meeting to the next.

Recommended Qualifications: Preferred one year active membership

Duties and Responsibilities:

1. Serves as voting members of the ASCLS-MT Board of Directors.
2. Assists the President and Board with carrying out responsibilities and activities as requested. Assists in setting Society long term goals and attainment of goals.
3. Contacts (by e-mail or followup phone call) Committee chairs prior to Board Meetings after meeting announcement and agenda have been sent. The purpose of the contact is to determine if they will be attending the meeting and to receive feedback.
4. Assists with all membership recruitment and/or retention duties as requested; provides and distributes information to member contacts as requested.
5. Attends Board meetings to report on activities.
6. Provides newsletter articles to the Publication Editor and webpage content to the Webmaster; utilizes the ASCLS-MT listserv to communicate with the membership.
7. Keeps informed of all Society activities, reviews all societal publications and communications (e-mail, listserves, websites, ASCLS Today, MLN).
8. Keeps informed on 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.
9. Submits for approval proposed annual membership budget information to the Treasurer 30 days prior to the annual general business meeting.
10. 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.