

ASCLS-Montana Position Descriptions

Officer Position: **Secretary**

Responsible To: State President

Term of Office: The term of office of each newly elected officer shall extend from the close of one state spring annual meeting to the next. The Secretary shall be elected for a two (2) year term on alternate years of the Treasurer.

Recommended Qualifications: Preferred one year active membership within the Society

Duties and Responsibilities:

1. Notifies all members of the Society of the time and place of all meetings at least thirty (30) days in advance.
2. Record and distribute minutes from Society general business meetings and/or Board Meetings to the membership and/or Board by publishing them in the newsletter, website and/or mailing out.
3. All additional members attending a Board meeting should also receive a copy of the minutes if they were responsible for an agenda item (i.e. Membership Chair, etc.). Minute distribution should be completed within 30 days of the meeting.
4. Attends Board meetings to report on activities.
5. Provides newsletter articles to the Publication Editor and webpage content to the Webmaster; utilizes the ASCLS-MT listserv to communicate with the membership.
6. Keeps informed of all Society activities, reviews all societal publications and communications (e-mail, listserves, websites, *ASCLS Today*, *MLN*).
7. 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.
8. Acts as an advisor to the next Secretary for one year immediately following term in office. Transfers all files to new Secretary prior to their beginning office.
9. Submits for approval proposed annual membership budget information to the Treasurer 30 days prior to the annual general business meeting.
10. Provides all records and letters of value to the Society, and its officers, to the File Custodian for permanent storage.
11. Sends the names and addresses of those elected to office to the Executive Office of the American Society for Clinical Laboratory Science immediately following the election or appointment.
12. Sends the names and addresses of those who are entitled to act as Delegates at the National Meeting as required by the Society.

(Note: Items 11 & 12 are contained in the Bylaws -- if approved, Bylaws will be changed to give these duties to the President.)