

ASCLS-Montana Position Description and Guidelines for Completion of Duties

Appointed Position: **Circulation**

Responsible To: Board of Directors

Term of Office: The Circulation Chair shall be appointed by the President on an annual basis. The term of office of each newly appointed officer shall extend from the close of one annual meeting to the next.

Recommended Qualifications: One year active membership within the Society

Duties and Responsibilities:

1. Maintains e-mail and mailing addresses of members.

Guidelines:

- a. Uses membership lists from the ASCLS website
- b. Supplies mailing labels as requested

2. Communicates with the Publication Editor and committee chairs to coordinate distribution of publications and other membership information.

Guidelines:

- a. E-mails notice of *Montana Laboratory News* posting to webpage by using the ASCLS-MT listserve.
- b. Snail mails *Montana Laboratory News* to members and facilities without e-mail.

3. Attends Board meetings to report on activities.

Guidelines:

- a. Summer meeting – travel to meeting
- b. Fall meeting – travel to fall seminar for meeting or participate in teleconference call
- c. Winter meeting – travel to meeting or participate in telemedicine or teleconference call
- d. Spring meeting – travel to meeting held Wednesday before the beginning of Spring Convention

4. Provides newsletter articles to the Publication Editor and webpage content to the Webmaster; utilizes the ASCLS-MT listserve to communicate with the membership.

Guidelines:

- a. Writes a specific article about committee activities when the publications editor requests it or
- b. Volunteers to write an article pertinent to society activities

5. Keeps informed of all Society activities, reviews all societal publications and communications (e-mail, listserves, websites, *ASCLS Today*, *MLN*).

6. 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.

Circulation Chair

7. Submits for approval proposed annual budget information to the Treasurer 30 days prior to the Annual General Business Meeting.
8. Submits a written yearly report to the Secretary prior to the annual meeting. The report shall then be placed in the permanent file with the File Custodian.