

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

Appointed Position: District Chair

Responsible To: Board of Directors

Term of Office: The District 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. Works with the Membership Development Committee Chair to recruit and retain members in their district.

Guidelines:

- a. If requested by the membership development chair, contacts lapsed or new members in their district who may show an interest in ASCLS and encourages them to join.
 - b. If possible, personally distributes the "new member packets" to people in their district.
2. In their district, organizes one educational or social activity each year to encourage networking with laboratory personnel.

Guidelines:

- a. The activity can be a pizza party, guest speaker, or any innovative idea.
 - b. The society will fund any reasonable request.
 - c. An activity associated with National Medical Laboratory Week is recommended.
3. Serves as a liaison for grass roots members and the ASCLS-MT Board.

Guidelines:

- a. Disseminates information from the board or national office relating to our profession.
 - b. Promotes ASCLS by answering questions about the organization.
4. When a Nominations Chair vacancy occurs, the District Chairperson of the affected district appoints a qualified member to serve out the term until the next annual meeting, at which time a new member shall be elected to serve the rest of the unexpired term.
 5. 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 teleconference call
- d. Spring meeting – travel to meeting held Wednesday before the beginning of Spring Convention

District Chairpersons

6. Provides newsletter articles to the Publication Editor and webpage content to the Webmaster; utilizes the ASCLS-MT listserv 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
7. Keeps informed of all Society activities by reviewing all societal publications and communications (e-mail, listserves, websites, *ASCLS Today*, *MLN*).
 8. Keeps informed of 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 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.