

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

**Appointed Position:** Education/P.A.C.E. Coordinator

**Responsible To:** Board of Directors

**Term of Office:** Yearly Appointment by the President The term of office of each newly appointed position shall extend from the close of one state spring annual meeting to the next.

**Recommended Qualifications:** One year active membership in the Society; experience in education preferred

**Duties and Responsibilities:**

1. Obtains P.A.C.E. certification approval annually from ASCLS.

**Guidelines:**

- a. Obtains the application for P.A.C.E. approval for ASCLS-MT from the national ASCLS office.
  - b. Submits the bill for obtaining P.A.C.E. approval to the treasurer.
  - c. Completes the application and payment in a timely manner at the beginning of the year.
2. Maintains a supply of forms and stickers for P.A.C.E. accredited programs.

**Guidelines:**

- a. Orders the stickers and forms for P.A.C.E. approved programs at beginning of year (usually when applying for P.A.C.E. approval).
  - b. Reorders stickers and forms if supply is low (makes sure supply for both the spring and fall meetings is adequate).
3. Approves continuing education programs for P.A.C.E. approval according to P.A.C.E. guidelines.

**Guidelines:**

- a. Sends out the necessary forms for approval (forms to be filled out by speaker and/or sponsor) when a request is made.
  - b. Reviews the request and approves or disapproves the request.
  - c. Distributes forms and collects attendance documentation of approved programs.
4. Fills out and submits the quarterly report to the ASCLS P.A.C.E. Administrator.
  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 telemedicine or teleconference call
- d. Spring meeting – travel to meeting held Wednesday before the beginning of Spring Convention

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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. Provides written committee reports and completes activities as requested by the President.
  8. Keeps informed of all Society activities, reviews all societal publications and communications (e-mail, listserves, websites, *ASCLS Today*, *MLM*).
  9. 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.
  10. Submits for approval proposed annual budget information to the Treasurer 30 days prior to the annual general business meeting.
  11. 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.