

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

**Appointed Position:** File Custodian

**Responsible To:** Board of Directors

**Term of Office:** The File Custodian 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. Responsible for placing all the records and letters of value to the Society in a permanent file.

#### **Guidelines:**

- a. Obtains the year-end reports from each committee chair
- b. Organizes the reports and files them appropriately
- c. Organizes the files and keeps only historically important information

2. 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

3. 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

4. Keeps informed of all Society activities, reviews all societal publications and communications (e-mail, listserves, websites, *ASCLS Today*, *MLN*).
5. 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.
6. Submits for approval proposed annual budget information to the Treasurer 30 days prior to the annual general business meeting.
7. Submits a written report of the year's activities to the Secretary prior to the annual meeting. The report is placed in the permanent file.