

ASCLS-Montana Position Description and Guidelines for Completion of Duties

Appointed Position: Government Affairs & PAC Chair

Responsible To: Board of Directors and Region VIII GAC Representative

Term of Office: The Government Affairs & PAC 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: Preferred two years active membership within the Society.

Duties and Responsibilities:

1. Keeps informed on potential governmental problems relating to the Society and/or the profession.

Guidelines:

- a. Receives information from the Region VIII GAC Representative and National Office
 - b. Relates information and problems to the President and/or Board.
2. Disseminates information and promotes understanding of the legislative and regulatory information concerning the Society to the membership.

Guidelines:

- a. Consults the board and president before disseminating information
 - b. Uses the ASCLS-MT ListServe and if necessary, other means of communication to disseminate the information.
3. Assists the ASCLS President and/or National office with carrying out requested activities as they relate to Government Affairs.

Guidelines:

- a. Initiates governmental contact correspondence as requested.
 - b. Utilizes "Key Contact Network" when governmental correspondence is required of the membership at large.
4. Acts as a liaison group between ASCLS-MT and other professional organizations.
 5. Holds a PAC solicitation at the Spring Annual Meeting.

Guidelines:

- a. Obtains information and materials from the PAC coordinator in the national office.
 - b. Requests an area for disseminating materials and requesting donations for ASCLS PAC
 - c. Solicits volunteers from the board to help with obtaining PAC donations at the meeting.
6. 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

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- d. Spring meeting – travel to meeting held Wednesday before the beginning of Spring Convention
7. 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 an article about national government affairs when the editor requests it
Or
 - b. Volunteers to write an article pertinent to society activities
8. Attends the National Legislative Day Symposium if requested by the Board.
9. Keeps informed of all Society activities, reviews all societal publications and communications (e-mail, listserves, websites, *ASCLS Today*, *MLN*).
10. 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.
11. Submits for approval proposed annual budget information to the Treasurer 30 days prior to the annual general business meeting.
12. 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.