

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

Appointed Position: **Membership Development Committee Chair**

Responsible To: Board of Directors, Region VIII Membership Development Chair

Term of Office: The Membership Development Committee 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 and previous experience with membership activities.

Duties and Responsibilities:

1. Organizes and conducts campaigns for the recruitment of new members, according to standard procedures described by the National ASCLS, and with the help of the **ASCLS-MT Board**.

Guidelines:

- a. Goals and specific plans for membership campaigns are developed.
- b. "New Member Welcome Packets" are maintained and distributed.
- c. Student member retention and conversion to first year active status are targeted

2. Works with District Chairs for recruitment and retention of members by promoting membership activities.

Guidelines:

- a. Contacts District Chairs at least once in the year to discuss activities that could be done
- b. Supports funding from the Board to facilitate activities in each District especially during National Medical Laboratory week.
- c. Encourages member involvement, networking and recognition

3. Accesses membership lists from website and reviews for completeness and accuracy.

Guidelines:

- a. Communicates with National office about membership concerns such as unable to register, no registration card or change of address and/or email.
- b. Contacts District Chair and/or member to explain the use of the ASCLS Web site to change their membership information.

4. Reports society membership activities to the Regional Membership Development Chair.

5. Attends quarterly Board meetings and submits a written report on membership activities during that period.

Guidelines:

- a. The report should include updates on new membership, current membership and lapsed membership.
- b. The report should also include a plan to contact new and lapsed members

Membership Development

- c. The quarterly meetings include:
 1. Summer meeting – travel to meeting
 2. Fall meeting at the Fall Seminar
 3. Winter meeting which may or may not be a teleconference call
 4. Spring meeting held the Wednesday before the beginning of the Spring Convention.
6. Organizes with the ASCLS-MT convention committee, the ASCLS-Montana Exhibitors booth.

Guidelines:

- a. Updates the display booth showcasing any current National ASCLS recruitment campaigns.
 - b. Arranges for Leadership personnel to be at the booth during exhibit hours.
 - c. Communicates with the PAC Chairperson about PAC information and contributions at the booth.
7. 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.
8. Keeps informed of all Society activities, reviews all societal publications and communications (e-mail, listserves, websites, ASCLS Today, MLN).
 9. Keeps informed of all potential problems relating to the Society and/or the profession existing in the state and relates the 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 yearly report to the Secretary prior to the annual meeting. The reports shall then be placed in the permanent file with the File Custodian.