

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

Officer Position: Past President/Leadership Development Chair

Responsible To: State President and Region VIII Leadership Development Chair

Term of Office: One year term following term as President. May serve an additional or partial term if current President is unable to fulfill their duties. The term of office of each newly elected officer shall extend from the close of one annual meeting to the next.

Recommended Qualifications: Not applicable

Duties and Responsibilities:

1. Acts as an advisor to the state President, Board and/or all Society committees.
2. Assists in setting Society long term goals and attainment of goals.
3. Assists the President and Board with carrying out responsibilities and activities as requested.
4. Serves as Leadership Development Chair by mentoring members to become more active and interested in leadership positions and to advance professionalism in clinical laboratory science.
5. Works with Region VIII Leadership Development Chair and provides feedback to the Regional and national LDC about state leadership activities and issues.
6. Works with the Spring Meeting Planning Committee to recognize Past Presidents at the Spring Meeting. Arranges to hold a Past President's reception or dinner during the annual meeting.
7. 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
8. Provides newsletter articles to the Publication Editor; 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
 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. Keeps informed of all Society activities, reviews all societal publications and communications (e-mail, listserves, websites, *ASCLS Today*, *MLN*).

Past President/Leadership Development Chair

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. The report shall then be placed in the permanent file with the File Custodian.