

ASCLS-Montana Position Description and Guidelines for Completion of Duties

Officer Position: **President**

Responsible To: Region VIII Director

Term of Office: One year term, immediately succeeding to Past President. The term of office of each newly elected officer shall extend from the close of one state spring annual meeting to the next.

Recommended Qualifications: Fulfilled their duties and responsibilities as President-Elect

Duties and Responsibilities:

1. Acts as a liaison between the Regional Director, ASCLS National Organization and Montana members by disseminating information concerning pertinent laboratory issues.

Guidelines:

- a. Distributes information to state members through articles in the MLN newsletter. The president writes 3-4 articles during the year for the publication.
- b. Also distributes information to the board and/or membership using the ASCLS-MT web site and list serve or through leadership mailings.

2. Coordinates and leads the Board of Directors in setting short and long term goals for the Montana Society.

Guidelines:

- a. During the first several months, the president determines two or three goals to be accomplished during the year.
- b. The president presents the goals to the board at the first board meeting.
- c. Members volunteer or are assigned responsibility to help with goal completion and/or completion of National requests.

3. Upon taking office, appoints Standing Committee members within one (1) month of incumbency. Standing Committee Chairs are:

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| a. Membership Development | g. Publication Editor |
| b. Student Representative | h. Spring and Fall convention Chair |
| c. Government/PAC | i. District Chairs (District I, II, III, IV, V) |
| d. Professional Affairs | j. Circulation |
| e. Education/P.A.C.E. Coordinator | k. Webmaster |
| f. Bylaws | l. File Custodian |

Guidelines:

- a. Asks each current chair about continuing in the position or appoints new chair after consulting with other board members. This can be done during the state meetings while many members are in attendance.
- b. Provides each committee chairperson their position description and guidelines for completion of duties if they do not currently have them.

4. Provides newly elected board members their position description and guidelines for completion of duties prior or shortly after being elected to office.

5. Completes a leadership roster with names and addresses of newly elected officers and committee chairs and submits the roster to the Executive Office of ASCLS during the fall.

6. Holds four (4) Board meetings per term in office, one of which may be a conference call. Additional meetings may be held to assure project completion.

Guidelines:

- a. Determines board meeting dates at least 45 days in advance of meeting. The best option is to select all board meeting dates for the year and disseminate this information during the Spring Convention or at the first board meeting in the summer.
- b. The 4 meetings are as follows:
 1. Summer meeting – travel to meeting
 2. Fall meeting – travel to fall seminar for meeting
 3. Winter meeting – travel to meeting or arrange a teleconference call
 4. Spring meeting – travel to meeting held Wednesday before the beginning of Spring Convention
- c. Reviews the board minutes submitted by the secretary and gives approval for the secretary to send out the minutes to the leadership distribution list at least 30 days prior to each meeting.
- d. Provides the secretary with an agenda so that it can be sent out prior to the meeting using the leadership distribution list. Additions to the agenda are added when received.

7. Serves as a member of the Region VIII council and provides the Regional Director with written reports quarterly.

Guidelines:

- a. Keeps informed of regional activities and assures regional requests are completed
- b. Attends Region VIII Council meetings which are as follows:
 1. Regional caucus meeting at the National ASCLS meeting during summer
 2. Fall council meeting held during the Intermountain States Seminar (IMSS)
 3. Spring Council meeting held in March in Salt Lake City

8. Provides an annual report to the national ASCLS President. The report should contain information on the activities and accomplishments of ASCLS-MT during the year.

9. Sends the names and addresses of the delegates who were selected to attend the National ASCLS meeting as a representative of the state society.

Guidelines:

- a. A request for these names will come from the national leadership.
- b. Three of the delegates to the meetings will be the president-elect, president and past-president. The others will be selected during the annual meeting of ASCLS-MT.

10. Attends and leads the delegation at the National Convention for the Society.

Guidelines:

- a. Serves as a member of the ASCLS President's Council, attends Presidents Seminar and other meetings as delegated by the Society.
- b. Guides the other delegates about meetings each should attend, especially if this is their first meeting.
- c. Calls a caucus of all delegates when a crucial issue is to be discussed and leads the delegation during discussion of issues or candidates to be voted on.
- d. Votes for candidates and attends first and second council meetings.

President

11. Initiates and responds to Society correspondence. This includes approving all purchases or actions as needed that were not previously approved by the Board.
12. Determines the state society awards for Omicron Sigma, National Member of the Year, Keys to the Future and other awards that can be given by the president. Notice of deadlines for these awards is sent out in the spring by the Executive Office of ASCLS.
13. Provides President–Elect with copies of all reports being sent to Region VIII or National. Mentors this position to assure the incoming President is familiar with business of the Society.
14. Automatically fills position of Past President/Leadership Chair during the next term year and acts as an advisor to the state President one year immediately following term of office. Assures that all Society files, etc. are transferred to the new President or File Custodian prior to beginning their term in office. Assists the new President in the responsibilities and duties of the position.