

ASCLS-Montana Position Description and Guidelines for Completion of Duties

Officer Position: President-Elect

Responsible To: State President

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

Recommended Qualifications: A member must have served at least one year on either the Board of Directors or as the chairperson of one of the Standing Committees prior to nomination

Duties and Responsibilities:

1. Assists the President with carrying out responsibilities and activities as requested.

Guidelines:

- a. Presides at Society meetings in the absence of the President.
 - b. Assists in setting Society long term goals and attainment of goals.
2. Serves as liaison to the Membership Committee and assists with all recruitment and/or retention duties as requested.
 3. Provides and distributes information to the President and member contacts as requested.
 4. Attends the Society's 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 teleconference call
 - d. Spring meeting – travel to meeting held Wednesday before the beginning of Spring Convention
5. Serves as a member of the Region VIII Council and attends the Regional Council meetings.

Guidelines:

- a. Attends the regional Spring Council meeting.
 - b. Attends the Regional Caucus at the National ASCLS meeting in the summer.
 - c. Attends the Fall Council meeting held during Intermountain States Seminar (IMSS).
6. Attends the National ASCLS meeting as a delegate for the Society.

Guidelines:

- a. Serves as a member of the ASCLS President's Council.
 - b. Attends the President-Elect Seminar
 - c. Attends other meetings as delegated by the Society.
7. Keeps informed of all Society activities, reviews all societal publications and communications (e-mail, listserves, websites, *ASCLS Today*, *MLN*).

President-Elect

8. Keeps informed on potential problems relating to the Society and/or the profession existing in the state and relates those problems to the President and/or Board.
9. 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
10. Submits for approval proposed annual budget information to the Treasurer 30 days prior to the annual general business meeting.
 11. Provides written reports to the President as requested. These reports shall then be placed in the permanent file with the File Custodian.