

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

Appointed Position: Student Representative

Responsible To: Board of Directors and Region VIII Student Rep

Term of Office: One year term. The term of office of each newly appointed officer shall extend from the close of one annual meeting to the next.

Recommended Qualifications: Must be a current Student Member in good standing with the Society.

Duties and Responsibilities:

1. Communicates with the Region VIII Student Representative and the National Student Forum Chair.
2. Keeps informed of activities relating to student members and potential problems that exist for student members within the state.

Guidelines:

- a. Obtains input from student members and provides information if requested.
- b. Reports to the President and/or Board any identified concerns or actions needed.
3. Works with the Spring Meeting Planning Committee to develop a specific student program and/or activity at the meeting.
4. 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
5. 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
6. Acts as an advisor to the Student Forum Representative one year immediately following term of appointed position.
7. May at the direction of the Board attend the National meeting as the Society's Student Representative, and delegate.
8. Submits for approval proposed annual budget information to the Treasurer 30 days prior to the annual general business meeting.
9. Submits a written report of the year's activities to the Secretary prior to the annual meeting. The reports shall then be placed in the permanent file with the File Custodian.