

Society Position Descriptions

Position Description: **President**

Responsible To: Region V Council

Term of Office:

Elected one year term with eligibility for reelection to the position for no more than two additional consecutive terms. Term begins the first of the month following the National meeting and will be completed at the end of the month in which the next National meeting is held.

Recommended Qualifications:

Preferred three years active membership within the Society and previous experience as President, President-Elect, or President Elect-Elect.

Duties and Responsibilities:

- 1) It is the primary responsibility of the State President to act as liaison between the Regional Council, National organization and the constituent state members by dissemination of information.
- 2) Directs the Governing Board of Directors in setting long term goals and objectives for the Society. Assigns member responsibility to assure Society goal completion and/or completion of National requests.
- 3) Provides and distributes information to state members through articles in the newsletter or ASCLS Connect.
- 4) Prior to taking office, appoints Standing Committee chairs, Appointed Positions and Scientific Assembly chairs or key contacts. Prepares listing to present to the Board of Directors and submits to ASCLS National prior to National Meeting. Refer to Appendix A 'Society Elected & Appointed Leadership Positions.
- 5) Directs committees and scientific assemblies to carry out activities as requested.
- 6) Assures that new Governing Board members and Standing Committee Chairs have their appropriate job description, standing committee composition, and function guideline and standard operating procedures prior to the beginning of their terms.
- 7) Provides written reports to National as outlined by ASCLS annual calendar.
- 8) Keeps informed of regional activities and assures regional requests are completed. Attends Region V Council meetings.
- 9) Schedules Board of Director meetings (minimum of six per year – monthly is recommended).
- 10) Initiates and responds to Society correspondence.
- 11) Provides President-Elect and President Elect-Elect with copies of all reports being sent to National and mentors these positions to assure they are familiar with business of the Society.
- 12) Automatically fills position of Past President 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 prior to beginning their term in office. Orientates new President to the responsibilities and duties of the position.
- 13) Attends the National meeting as a delegate for the Society. Attends required ASCLS Board of Directors meeting and governance meetings.
- 14) Approves all urgent purchases or actions that are required but have not been approved by the Board of Directors.

Position Description: President-Elect

Responsible To: Society President

Term of Office:

Elected one year term with eligibility for reelection to the position for no more than two additional consecutive terms. Term begins the first of the month following the National meeting and will be completed at the end of the month in which the next National meeting is held. Agrees to be nominated for President at the time of position opening.

Recommended Qualifications:

Preferred three years active membership within the Society and previous experience on Society board.

Duties and Responsibilities:

- 1) Assists the President with carrying out proposed responsibilities and activities as requested. Presides at Society meetings in the absence of the President. Assists in setting Society long term goals and attainment of goals.
- 2) Provides and distributes information to the President and member contacts as requested.
- 3) Keeps informed of all Society activities, reviews all societal publications and communications.
- 4) Keeps informed on potential problems relating to the Society and/or the profession existing in the state and communicates problems to the President and/or Board of Directors.
- 5) Attends Society Board of Director meetings and at least 50% of the Region V Council meetings held during term in office.
- 6) Serves on the Membership Committee and assists with all recruitment and/or retention duties as requested.
- 7) Responsible for sending out Developing Professional Representative application information according to standard operating procedure and Developing Professional Representative Position Description.
- 8) Responsible for sending out Society Scholarship applications according to standard operating procedure 4.1.
- 9) Responsible for forming a committee composed of three Board Members in order to select the recipients of Society Scholarships.
- 10) Provides written reports to the President as requested.
- 11) Responsible for orienting the new Board of Directors at the beginning of the ASCLS annual year.
- 12) Attends the National meeting as a delegate for the Society. Attends the President Elect Seminar and other governance meetings as delegated by the Society.
- 13) Provides newsletter articles as outlined by standard operating procedure or as directed by the President or Publication Editor.

Position Description: President-Elect Elect

Responsible To: Society President and President-Elect

Term of Office:

Elected one year term with eligibility for reelection to the position for no more than two additional terms. Term begins the first of the month following the National meeting and will be completed at the end of the month in which the next National meeting is held. Agrees to be nominated for President- Elect at the time of position opening.

Recommended Qualifications:

Preferred three years active membership within the Society and previous experience on Society board, Standing Committees, or appointed Society positions.

Duties and Responsibilities:

- 1) Assists the President and President-Elect with carrying out proposed responsibilities and activities as requested. Assists in setting Society long-term goals and with attainment of those goals.
- 2) Keeps informed of all Society activities, reviews all societal publications and communications.
- 3) Keeps informed on potential problems relating to the Society and/or the profession existing in the state and communicates problems to the President and/or Board of Directors.
- 4) Provides and distributes information to member contacts as requested.
- 5) Attends Society Board of Director meetings held during term in office. Attends other meetings as determined necessary by the President.
- 6) Coordinates ASCLS-SD involvement with regional Science Fair programs; distributes award certificates and secures an ASCLS-SD member as judge for each site as needed. May be asked to facilitate other Society related educational events, as directed by the President.
- 7) Provides written reports to the President and/or Board of Directors as requested.
- 8) Serves on the Membership Committee and assists with all recruitment and/or retention duties as requested. In the absence of the Membership Chair, forwards all Membership budget requests, reports, etc to the Board of Directors for approval/action/information.
- 9) Attends the National meeting as a delegate for the Society. Attends the Membership Development seminar and forwards all information received at this seminar to the Membership Chair.
- 10) Provides newsletter articles as outlined by standard operating procedure or as directed by the President or Publication Editor.

Position Description: Past President

Responsible To: Society President

Term of Office:

One year term following term as President. May serve an additional two terms if current President is re-elected. Term begins the first of the month following the National Meeting and will be completed at the end of the month in which the National Meeting is held.

Recommended Qualifications:

Not applicable

Duties and Responsibilities:

- 1) Acts as an advisor to the Society President, Board of Directors, and committees.
- 2) Assists the President and Board of Directors with carrying out proposed responsibilities and activities as requested. Assists in setting Society long term goals and with attainment of these goals.
- 3) Keeps informed on potential problems relating to the Society and/or the profession existing in the state and communicates problems to the President and/or Board of Directors.
- 4) Keeps informed of all Society activities, reviews all societal publications and communications.
- 5) If appointed by the President, reviews Society Bylaws and Permanent Documents. Makes recommendations to Board of Directors, and submits any required Bylaw changes to National for approval prior to the state Spring meeting and within time frame as set by standard operating procedures.
- 6) Provides written reports to the President and/or Board of Directors as requested.
- 7) Provides and distributes information to members as requested.

Position Description: Secretary/Treasurer

Responsible To: Society President and President-Elect

Term of Office:

Elected three-year term with eligibility for re-election to the position at the pleasure of the Board of Directors. Term begins the first of the month following the National Meeting and will be completed at the end of the month in which the National Meeting is held.

Recommended Qualifications:

Preferred three years active membership within the Society and previous experience on Society board, Standing Committees, or appointed Society positions.

Duties and Responsibilities:

- 1) Records minutes from Society general business meetings and Board of Director meetings. Distributes copies to Board of Directors within 14 days of meeting.
- 2) Assists the President and Board of Directors with carrying out proposed responsibilities and activities as requested. Assists in setting Society long term goals and with attainment of these goals.
- 3) Solicits budgeting information from all committees. Prepares proposed budget and submits to President and Board of Directors for approval prior to the annual Spring meeting.
- 4) Presents approved budget to membership at Spring meeting.
- 5) Keeps an accurate account of the Treasury. Records and handles all transactions for the treasury account.
 - a) Pays all debts within 30 days of appropriate notice.
 - b) Monitors Society expenditures and assures they remain within approved budget.
 - c) Submits formal Treasury report to Board of Directors at each meeting, or as requested.
 - d) Records all incoming and outgoing cash flow.
 - e) Submits Treasury records for audit once per year to a member appointed by the President.
 - f) Submits Regional dues to the Regional Treasury when requested.
 - g) Files all required documentation to state and federal agencies.
 - i. Annual IRS 990-NE-filing
 - ii. Annual Secretary of State notice
- 6) Keeps informed on potential problems relating to the Society and/or the profession existing in the state and communicates problems to the President and/or Board of Directors.
- 7) Keeps informed of all Society activities, reviews all societal publications and communications.
- 8) Acts as an advisor to the next elected Society Secretary /Treasurer. Transfers all files to the new Secretary/Treasurer prior to their term of office.

Position Description: Board Member-at-Large

Responsible To: Society President and President-Elect

Term of Office:

Elected two-year term with eligibility for reelection to the position for no more than two additional consecutive terms. Term begins the first of the month following the National meeting and will be completed at the end of the month in which the next National meeting is held.

Recommended Qualifications:

Preferred one-year active membership within the Society. Previous experience on Society board, Standing Committees, or appointed Society positions is preferred.

Duties and Responsibilities:

- 1) Assists the President and Board of Directors with carrying out proposed responsibilities and activities as requested. Assists in setting Society long-term goals and with attainment of those goals.
- 2) Keeps informed of all Society activities, reviews all societal publications and communications.
- 3) Keeps informed on potential problems relating to the Society and/or the profession existing in the state and communicates problems to the President and/or Board of Directors.
- 4) Serves as chair of a Society committee as appointed by the President.
- 5) Provides and distributes information to members as requested.
- 6) Attends Society Board of Director meetings held during term in office.
- 7) Provides written reports to the President and/or Board of Directors as requested.
- 8) Provides newsletter articles as outlined by standard operating procedure or as directed by the President or Publication Editor.

Position Description: Ascending Professional

Responsible To: Society President and President-Elect

Term of Office:

Elected one year term with eligibility for reelection to the position for no more than three additional terms. Term begins the first of the month following the National meeting and will be completed at the end of the month in which the next National meeting is held.

Recommended Qualifications:

Position candidacy is first offered to Developing Professional at the pleasure of the Board of Directors. In accordance with national bylaws, candidate must be a new clinical laboratory professional with less than five years experience in the practice.

Duties and Responsibilities:

- 1) Assists the President and Board of Directors with carrying out proposed responsibilities and activities as requested. Assists in setting Society long-term goals and with attainment of those goals.
- 2) Keeps informed of all Society activities, reviews all societal publications and communications.
- 3) Keeps informed on potential problems relating to the Society and/or the profession existing in the state and communicates problems to the President and/or Board of Directors.
- 4) Mentors and assists the Developing Professional.
- 5) Serves as a member of the Developing Professional committee.
- 6) Provides and distributes information to members as requested.
- 7) Attends Society Board of Director meetings held during term in office.
- 8) Provides written reports to the President and/or Board of Directors as requested.
- 9) Provides newsletter articles as outlined by standard operating procedure or as directed by the President or Publication Editor.
- 10) May serve as a delegate to Legislative Days and the National meeting.

Position Description: Developing Professional

Responsible To: Society President and Board of Directors

Term of Office:

Appointed by the Board of Directors for one year term. Term begins in April after the annual Spring meeting, and ends in March of the following year. May serve additional terms as long as the individual holds Student Membership status.

Recommended Qualifications:

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

Duties and Responsibilities:

- 1) Keeps informed of activities and potential problems that exist for student members within the state. Reports any identified concerns or needed actions to the President, Board of Directors or committees as appropriate.
- 2) Works with the state meeting committees to develop student programs and/or activities to be held at these meetings.
- 3) Serves as member of Developing Professional Committee.
- 4) Assists Board of Directors or committees with carrying out proposed activities as requested.
- 5) Provides and distributes information to members as requested.
- 6) Attends Society Board of Director meetings held during term of appointment.
- 7) Provides written reports to the President and/or Board of Directors as requested.
- 8) Provides newsletter articles as outlined by standard operating procedure or as directed by the President or Publication Editor.
- 9) May serve as a delegate to Legislative Days and the National meeting as the Society's Developing Professional Representative