

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

**Elected Position:**                    **Awards and Scholarship Committee Chair**

**Responsible To:**                    Board of Directors

**Term of Office:**                    An Awards and Scholarship Committee member is elected by the membership to serve a two (2) year term. There are two committee members that are elected on alternate years. The term of office of each newly elected officer shall extend from the close of the first annual meeting to the close of the second annual meeting.

**Recommended Qualifications:** Must be a current member in good standing with the Society.

**Duties and Responsibilities:**

1. The chair of the committee is the member serving their second year of term. The chair acts as an advisor to the first year member and transfers all files to the member at the end of their term.
2. The committee is responsible for the following awards: Intern of the Year, Intern Poster of the Year, ASCLS-Montana Member of the Year and ASCLS-Montana Paper of the Year.
3. Identifies and mails applications to potential student members, inviting them to join ASCLS-MT at the Society's expense, and informing them of the opportunities membership avails them.

**Guidelines:**

- a. In August of September the internship programs are contacted to determine how many students are eligible to become student members of ASCLS-MT.
- b. The programs are:

Benefis Healthcare, Susan Keeney, Program Coordinator  
500 15<sup>th</sup> Ave. S.  
Great Falls, MT 59403  
406-455-4539  
email:keensusc@benefis.org

University of North Dakota, Ruth Paur, Program Coordinator  
P.O. Box 9037  
501 N. Columbia Road  
Grand Forks, ND 58202  
701-777-2651  
email:ruthpaur@mail.med.und.nodak.edu

Optional: (Can provide information on MSU students interning in UND program)

Montana University System, Barbara Hudson, MLS Director  
Undergraduate Program affiliated with UND training program  
Department of Microbiology  
Montana State University  
406-994-5664  
email:bhudosl@montana.edu

## *Awards and Scholarship*

- c. Contact the students directly or through the program coordinator to inform them of student membership in ASCLS-MT. The membership fee is paid by ASCLS-MT after they complete the membership application and return it to the Awards and Scholarship Committee.
  - d. The committee chair notifies the webmaster and treasurer of the new student members.
4. In August or September, informs Education Coordinators and/or ASCLS-MT Student Representative of national scholarship opportunities. Information on the scholarships can be obtained from ACSLS website ([www.ASCLS.org/education](http://www.ASCLS.org/education)) or ASCLS National Office.
  5. Informs student members (through Education Coordinators or Student Representative) of eligibility of students for the Student Member of the Year (Mary Martin Scholarship) and the Student Member Poster of the Year competition.

### **Guidelines:**

- a. In October or November a letter is sent about these awards. Specifics about each award is as follows:
    1. **Intern of the Year:** Instructors nominate this student. If more than one student is nominated, the A & S Committee must choose the winner. The winner receives the interest from the Mary Martin Scholarship fund and a certificate.
    2. **Intern Poster of the Year:** Interns are asked to submit a poster, which pertains to clinical laboratory science. The A & S committee chooses the winning poster. The student with the winning poster receives \$75.00 from Dade Behring, Inc.
  - b. Students are also told they are invited to the ASCLS-MT spring meeting where the awards are presented. Registration at the meeting is paid for by ASCLS-MT.
  - c. A deadline date for nomination of student of the year is given to the education coordinators and this is usually the end of March.
  - d. In March, the A & S committee coordinates with the Spring Meeting Planning Committee an area where the student posters can be displayed. They also contact the Education Coordinators to determine the number of posters that will be displayed for competition.
6. Informs general membership of deadlines for Member of the Year and Member Paper of the Year awards.

### **Guidelines:**

- a. In the fall, submit an article to the MLN Publication Editor reminding the members of the awards that are available. Specifics about each award is as follows:
  1. **ASCLS Montana Member of the Year:** Another member usually nominates someone for this award. A short essay needs to be received from both the nominator and nominee. If more than one person is nominated, the A & S committee chooses the winner. The winner receives a plaque sponsored by Cardinal Healthcare and a certificate. The winner also becomes the nominee from our state for a National ASCLS member of the year award.
  2. **ASCLS Montana Paper of the Year:** Members submit a paper pertaining to clinical laboratory science. If more than one paper is submitted, the A & S committee chooses the winner. Dade Behring, Inc. gives \$100 for this award.
- b. In January, submit a notice to all members on the ASCLS-MT listserv informing them of the awards. Include information on how to nominate a Member of the Year and submit a paper for the Member Paper of the Year. Also include a deadline of submission which is convenient for the committee members if a review of applications is necessary.

## *Awards and Scholarship*

- c. In January, send a letter to all ASCLS-MT members not on the listserve with the same information listed in part b. above. A sample of a form letter is in a binder for the committee chair. Mailing labels are available through the webmaster
  - d. In the winter, submit a reminder of the awards to the MLN Publication Editor.
7. Selects Award winners, prepares certificates, and orders plaques for presentation at Awards Ceremony.

**Guidelines:**

- a. Contact each nominee for member of the year and intern of the year and ask them to complete their part of the nomination form.
  - b. Once nominations and submissions are complete, make copies for both members of the committee to review.
  - c. After all the awardees have been decided upon, order the plaques and fill out the certificates
8. Notifies sponsors of the award winners.

**Guidelines:**

- a. Contact the following sponsors for the awards:
    - Dade Behring, Inc.
    - Scott Dickie
    - 3620 Veltkamp Drive
    - Manhattan, MT 59741
    - Voice mail: 1-800-948-3233 ext 3754
  - Cardinal Healthcare
  - Keith Cone
  - 18020N. Redowa Drive
  - Colberg, WA 99005
- b. Contact the treasurer who will determine the amount for the Intern of the Year Award. This changes each year since it is the interest from the Mary Martin Scholarship fund. The checks for the other two awards are paid by ASCLS-MT and Dade Behring reimburses the amounts at a later date.
9. Works with the Spring Meeting Planning Committee to develop an Awards ceremony. The committee presents the awards at the spring meeting.
10. Submits the paper of the year to the Publication Editor for MLN publication.
11. 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 teleconference call
  - d. Spring meeting – travel to meeting held Wednesday before the beginning of Spring Convention
12. Keeps informed of all Society activities by reviewing all societal publications and communications (e-mail, listserves, websites, *ASCLS Today*, *MLN*). Also supports membership recruitment and retention.

## *Awards and Scholarship*

13. Keeps informed of 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.
14. Submits receipts of all copying, stamps, etc. to the treasurer for reimbursement. Submits for approval proposed annual budget information to the Treasurer 30 days prior to the annual general business meeting.
15. Submits a written report of the year's activities to the Secretary prior to the annual meeting. These reports shall then be placed in the permanent file with the File Custodian.