

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

Appointed Position: Professional Affairs Chair

Responsible To: Board of Directors and Region VIII Professional Affairs Chair

Term of Office: The Professional Affairs Chair shall be appointed by the President on an annual basis. The term of office of each newly appointed officer shall extend from the close of one annual meeting to the next.

Recommended Qualifications: Preferred two years active membership within the Society.

Duties and Responsibilities:

1. Acts as a liaison between the Society and other professional and lay groups.

Guidelines:

- a. Dispenses information and promotes public understanding of the profession of Clinical Laboratory Science.
 - b. Assists the President and/or the National ASCLS office with carrying out requested activities as they relate to Professional Affairs.
2. Serves as Children's Miracle Network fundraising coordinator or other Society fundraising activities.
 3. Publicizes achievements of members in local newspapers.

Guidelines:

- a. Publishes awards obtained by members as they relate to the profession.
 - b. Publishes the election of Board members in local newspapers.
4. Works with District Chairs to publicize National Medical Laboratory Week.

Guidelines:

- a. Contacts each District Chair prior to NMLW and suggests activities to celebrate the week.
 - b. Helps obtain information, materials, etc from the National ASCLS office for NMLW.
5. 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
6. Provides newsletter articles to the Publication Editor and webpage content to the Webmaster; utilizes the ASCLS-MT listserve to communicate with the membership. Article content should relate to professional affairs.

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

Professional Affairs Chair

7. Keeps informed of all Society activities, reviews all societal publications and communications (e-mail, listserves, websites, *ASCLS Today*, *MLM*).
8. Keeps informed on 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.
9. Submits for approval proposed annual budget information to the Treasurer 30 days prior to the annual general business meeting.
10. 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.

