



# **LEADERSHIP HANDBOOK**

## **AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE- MISSOURI (ASCLS-MO)**

Updated Oct. 2014

# TABLE OF CONTENTS

Table of Contents	2–3
Introduction	4
About ASCLS	5
ASCLS Organizational Chart	6
ASCLS Organizational Chart: Executive Office	7
ASCLS Governance Structure	8
ASCLS Regions Map	9
About Region VI	10
About ASCLS-MO	11
ASCLS-MO Organizational Structure	12
Guidelines for Leadership Members	13
Leadership General Operating Procedures	14
Board of Directors Meeting Operating Procedures	15
Annual Meeting Guidelines	16–19
Annual Meeting Guidelines: Joint Meetings	20
State, Regional, and National Awards	21–22
Tom Reddig Missouri Scholarship Fund (TRMSF)	23
Expense Reimbursement	24
Official Publications	25
Websites	26
Tips for Recruiting New Members	27
ASCLS-MO Leadership Position Descriptions (alphabetical order)	28
Annual Meeting Committee Chairperson	29
Awards Committee Chairperson	30
Bylaws Committee Chairperson	31
District Representative	32
Executive Secretary	33
First Year Board Director	34

## TABLE OF CONTENTS - continued

First Year Professional (FYP) Director	35
Government Affairs Committee/Political Action Committee (GAC/PAC) Chairperson	36
Leadership Development Committee Chairperson	37
Membership Committee Chairperson	38
Nominations Committee Chairperson	39
P.A.C.E. ® Coordinator	40
Past President	41
President	42–44
President-Elect	45
Promotion of the Profession Committee Chairperson	46
Promotion of the Profession Committee Member: MLPW Coordinator	47
Promotion of the Profession Committee Member: Newsletter Editor	48
Promotion of the Profession Committee Member: Social Media Coordinator	49
Promotion of the Profession Committee Member: Webmaster Liaison	50
Scientific Assembly Chairperson	51
Second Year Board Director	52
Secretary	53
Student Director	54
Tom Reddig Missouri Scholarship Fund (TRMSF) Committee Chairperson	55–56
Treasurer	57
ASCLS-MO Ancillary Position Descriptions	58
Webmaster	59
Forms	60
Leadership Meeting Report	61
Annual Meeting Report	62
Expense Voucher	63
Motion Statement	64

# INTRODUCTION

Welcome to the leadership of the American Society for Clinical Laboratory Science - Missouri (ASCLS-MO)!

The benefits of serving as a leadership member include:

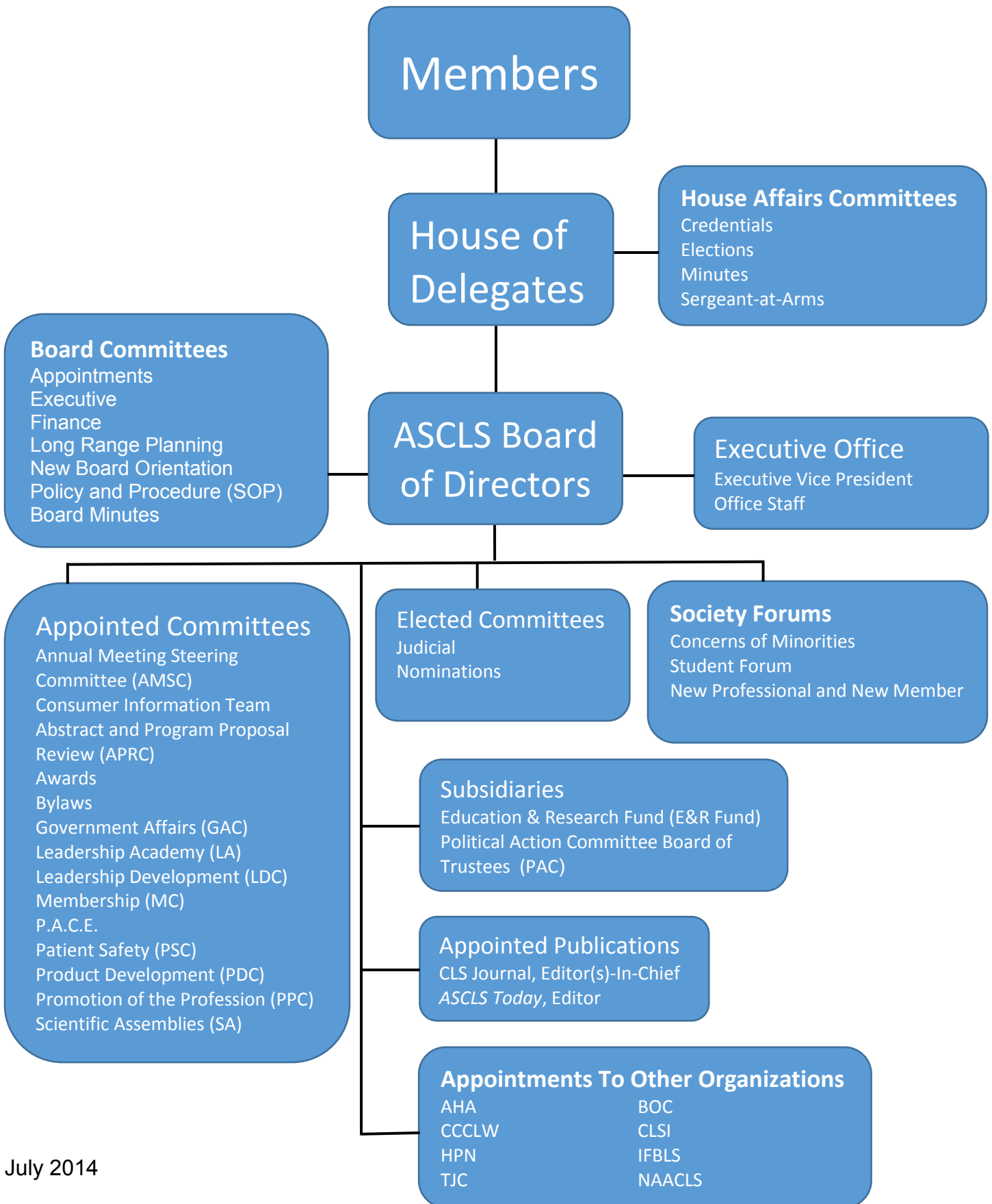
- the development of a professional network
- input into state, regional, and national policy development on issues relevant to the profession
- ensuring the availability of professional continuing education opportunities
- camaraderie
- professional recognition
- self-fulfillment from volunteering in your professional organization
- and much more!

Thank you for your active participation in ASCLS-MO!

## ABOUT ASCLS

- On June 12, 1933, 42 clinical laboratory professionals met at the Palmer House in Chicago and formally adopted bylaws of the newly formed American Society for Clinical Laboratory Technicians, the forerunner of the American Society for Clinical Laboratory Science (ASCLS).
- The goals established by those founding members have proved as relevant today as they were upon establishment of the Society. ASCLS's goals in continuing education, interorganizational liaisons, active involvement in legislative and regulatory processes, and other appropriate matters have been to: establish the profession's standards and scope of practice, represent its practitioners, and ensure the highest quality and optimum utilization of clinical laboratory science.
- Today, because of its unique commitment to the concept that a true profession is governed by and for its practitioners, ASCLS remains the oldest scientific and professional society for clinical laboratory practitioners in the nation. For as long as accurate and timely clinical laboratory information has depended on laboratory professionals, laboratorians have depended on ASCLS for comprehensive scientific and technical skills and knowledge, together with professional representation and advocacy.

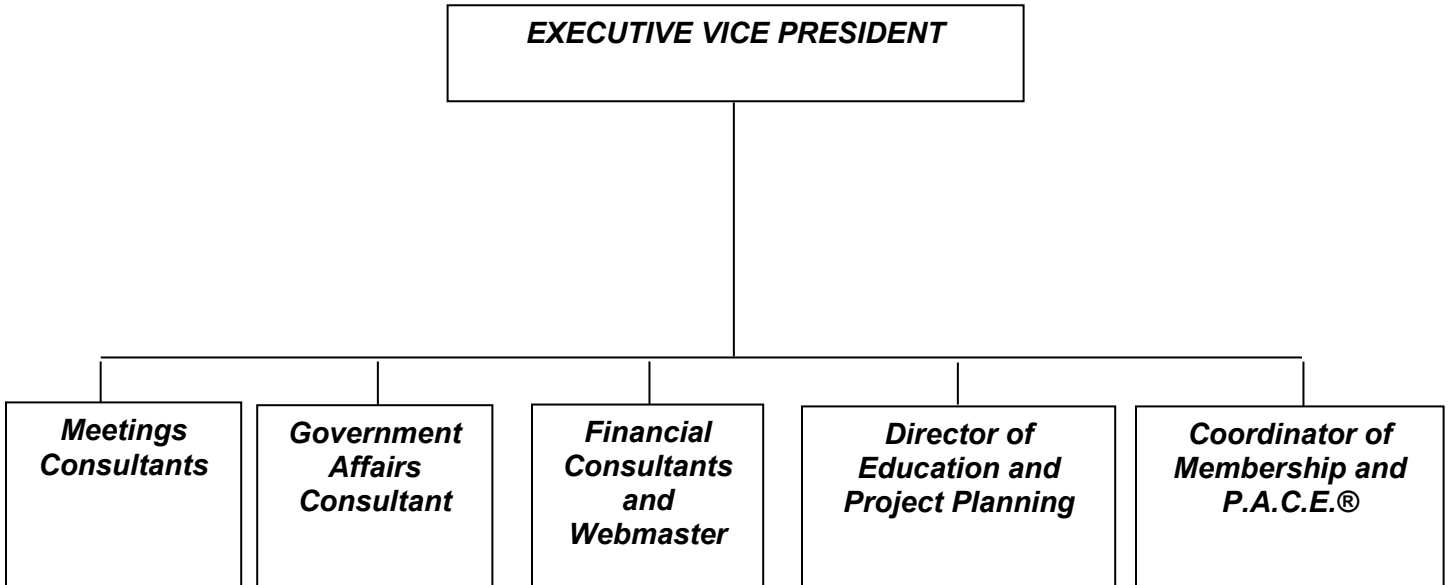
# ASCLS ORGANIZATIONAL CHART



July 2014

# **ASCLS ORGANIZATIONAL CHART EXECUTIVE OFFICE**

Current personnel can be found on the ASCLS website.



# ASCLS GOVERNANCE STRUCTURE

- ASCLS divides the United States into ten regions for the purposes of government. A director is elected for each region and the Region Directors sit on the ASCLS Board of Directors.

## REGION COUNCIL

**DESCRIPTION:** The Region Council is the governing body of the region, consisting of the nationally elected Region Director and officers of constituent societies located within the region as defined in regional guidelines. Elected or appointed ex officio members may be included as defined in regional guidelines.

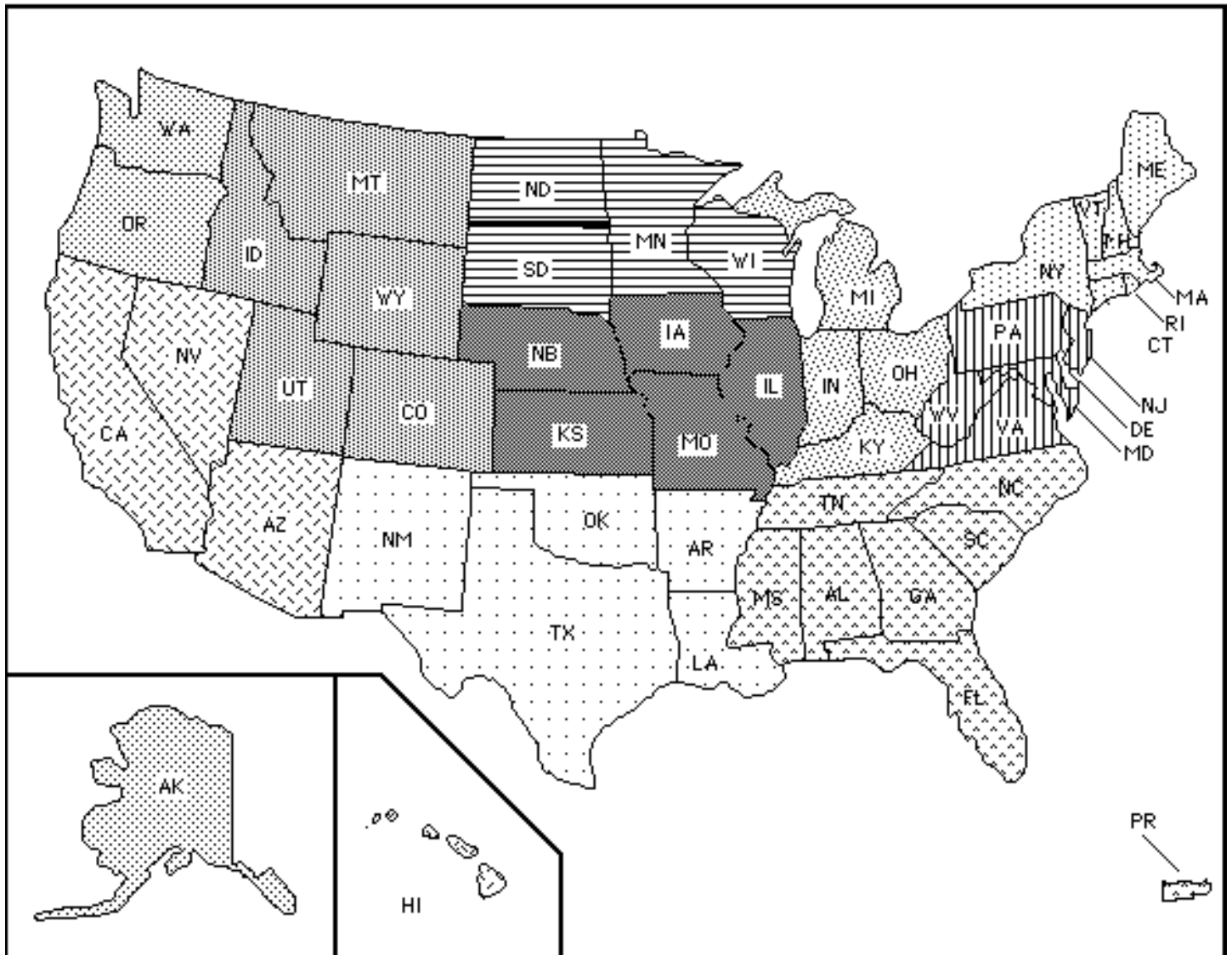
**PURPOSE:** The Region Council shall function to coordinate within the regional boundaries activities which support the principles and further the goals of ASCLS and to provide for the constituent societies of the region greater access to, and utilization of, the resources of ASCLS.

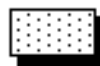
## COMPOSITION

<b>Region I</b> Connecticut Maine Vermont New York Central New England: New Hampshire Massachusetts Rhode Island	<b>Region II</b> Delaware District of Columbia Maryland New Jersey Pennsylvania Virginia West Virginia	<b>Region III</b> Alabama Florida Georgia Mississippi North Carolina Puerto Rico South Carolina Tennessee	<b>Region IV</b> Indiana Michigan Kentucky Ohio
<b>Region V</b> Minnesota North Dakota South Dakota Wisconsin	<b>Region VI</b> Illinois Iowa Kansas Missouri Nebraska	<b>Region VII</b> Arkansas Louisiana New Mexico Oklahoma Texas	<b>Region VIII</b> Colorado Idaho Montana Utah Wyoming
<b>Region IX</b> Alaska Oregon Washington	<b>Region X</b> Arizona/Nevada California Hawaii		




# ASCLS Regions




 = Region I

 = Region IV

 = Region VII

 = Region II


 = Region V

 = Region VIII

 = Region III

 = Region VI

 = Region IX

 = Region X

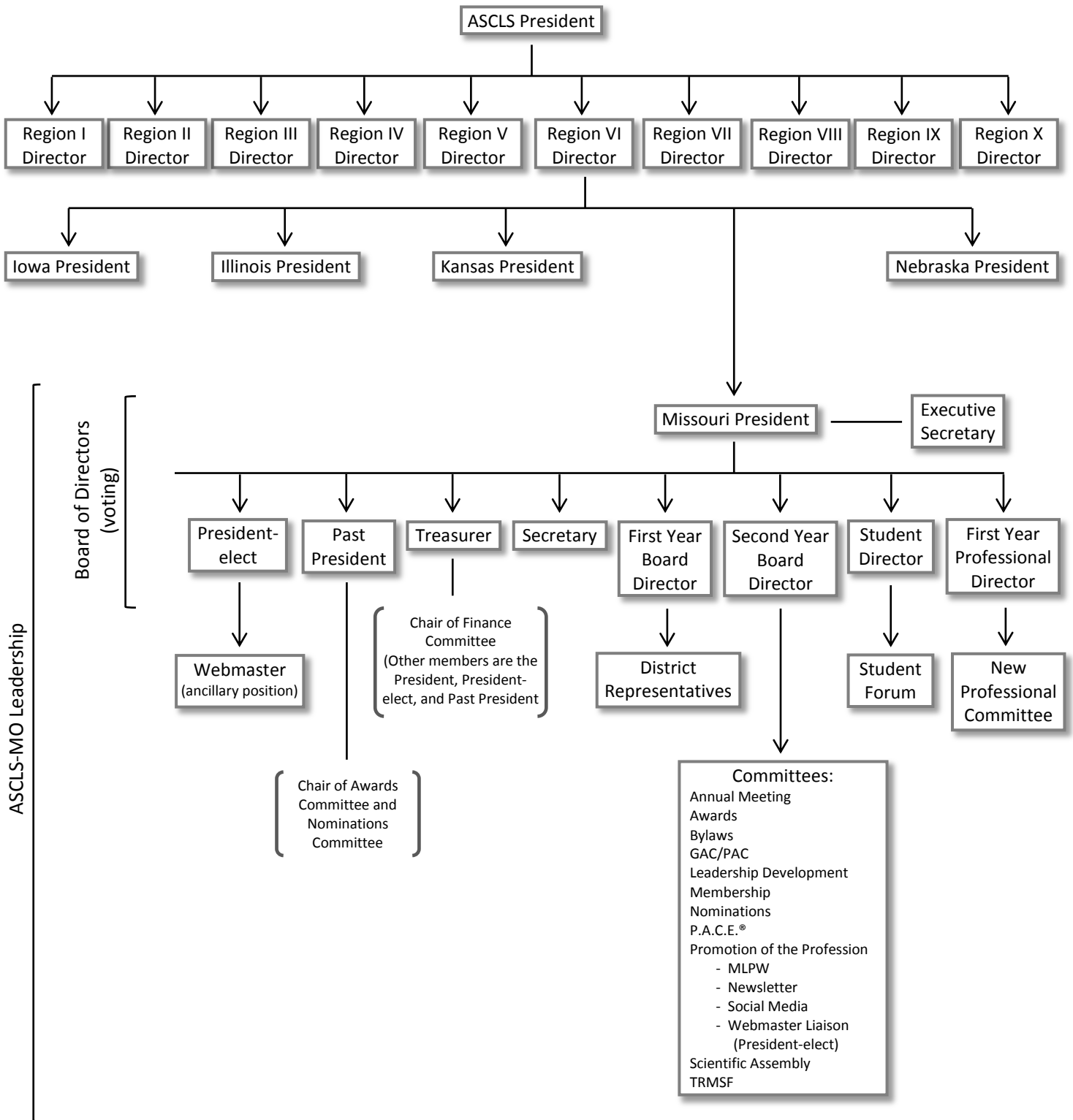
## ABOUT REGION VI

- Missouri is part of Region VI. The other states in the region are Illinois, Iowa, Kansas, and Nebraska.
- The Region Council meets once a year in the fall, supplemented by one or more conference calls. The voting Council consists of the Region Director (elected at national level), Region Treasurer (elected at regional level), Region Secretary (elected at regional level), constituent society Presidents, constituent society President-elects, Student Representative (rotates among five state societies and is a member of ASCLS Student Forum), and First Year Professional. Ex officio members of the Council include appointed chairpersons for leadership development, nominations, membership, P.A.C.E.®, PAC, government affairs, promotion of the profession, and website.
- The Region Caucus meets during the ASCLS Annual Meeting. The Caucus consists of the Region Council and all members of the Region in attendance at the Annual Meeting. The purposes of the Caucus are to elect Region officers and discuss issues affecting the Society.
- The regions serve as an intermediary between the national and state organizations. Important national information is brought to the attention of the Region Council via the Region Director. The Region Director relays concerns of the constituent states to the national level. In this manner, communication is maintained between the state and national organizations.

## ABOUT ASCLS-MO

- The Missouri constituent society of ASCLS was established in 1949.
- The Board of Directors consists of elected positions (President, President-elect, Past President, Secretary, Treasurer, First Year Board Director, and Second Year Board Director) and positions appointed by the President (Executive Secretary, Student Director, and First Year Professional Director).
- The leadership of the Society consists of the Board of Directors, District Representatives, Nominations Committee (elected), and appointed committee chairpersons as the defined by the Leadership Directory.
- For the purposes of communicating and distributing information, Missouri is divided into districts. For each district, a representative is appointed by the President to work with the First Year Board Director on district activities.

# ASCLS-MO ORGANIZATIONAL STRUCTURE



## **GUIDELINES FOR LEADERSHIP MEMBERS**

1. Attend all ASCLS-MO Leadership Meetings and the ASCLS-MO Annual Business Meeting.
2. Prepare and submit reports and any motions for action prior to each meeting as scheduled.
3. Review relevant material and the agenda before meetings. Be prepared to make contributions and voice opinions.
4. Respond to requests for meeting availability in a timely manner.
5. Take an active part in discussions. Share relevant information and experiences with the group. Keep your comments short and to the point.
6. Ask for clarification on any point or problem when necessary.
7. During the meeting, adhere to the agenda and to the subject being discussed. Bring up new business only at the appropriate time.
8. Word motions carefully and give them the consideration they deserve. It is better to defer action than to pass a motion that is incomplete or inaccurate.
9. Carry out assignments as given by the President or Board of Directors. Follow through on accepted assignments, respecting deadlines and parameters.
10. Don't wait to be asked to help with or take on a project. Make suggestions for projects in your area of interest that have not been previously considered.
11. Promptly respond to all communications concerning committee or Board of Directors work.
12. Make a habit of sharing information with everyone affected. Copy correspondence to all members involved to keep everyone informed.
13. Meet all deadlines, because someone else's deadline may depend on it. If a deadline cannot be met, inform the person who set it as soon as possible.
14. Keep files up-to-date and in order.

# LEADERSHIP GENERAL OPERATING PROCEDURES

- It is the policy of the ASCLS-MO Board of Directors to invite full participation of all members in the proceedings at meetings. Any member of the Society may comment, offer ideas or advice, suggest courses of action, and generally consider themselves actively involved in the proceedings.
- The ASCLS-MO Leadership includes the members of the Board of Directors and those members holding appointed positions in the Society. However, only the duly elected and appointed members of the Board of Directors can conduct the formal business of the Society in the absence of the full leadership. Any member of the leadership may make motions, offer amendments to motions, and vote on motions at Leadership Meetings.
- Appointed positions are determined annually by the incoming President. The term of appointed leadership positions is one year; except the Annual Meeting Committee Chairperson, who is appointed in the fall and serves through the Annual Meeting of the following fiscal year.
- All elected and appointed leadership members are encouraged to submit written reports for each Leadership Meeting. Reports should summarize important work done during the period covered by the report. Reports may also contain recommendations or may propose specific actions. The reporting member offers the necessary motion to implement a recommendation at the conclusion of the presentation.

# ASCLS-MO LEADERSHIP MEETING OPERATING PROCEDURES

Based on *Robert's Rules of Order*

## **COMMITTEES**

1. Annual or periodic reports of standing committees should summarize important work done by the committee, information obtained, or recommendations to be considered.
2. All committee reports should be submitted in writing. A report can be given orally only if it is brief enough that the Secretary can record its complete substance in the minutes on hearing it given - which he/she must do if no written copy is submitted for file.
3. In any report of a committee, specific recommendations for immediate action by the parent assembly should be grouped at the end (repeating them if they have already been noted at separate places in the report) and should generally be cast in the form of one or more proposed resolutions. Recommendations for action must always be in writing.
4. Immediately after receiving a committee's report, an assembly normally considers whatever action may be recommended in or arise out of the report.
5. The members of a standing committee serve for a term corresponding to that of the officers, or until their successors have been chosen. Thus a new body of committee members is normally appointed at the beginning of each administration.

## **WRITING A MAIN MOTION**

1. Business is brought before an assembly by a motion of a member. This is a formal proposal by a member in a meeting that the assembly take certain action.
2. A main motion brings business to the meeting. Most other motions are procedural adjuncts to the main motion.
3. A motion becomes the officially recorded statement of an action of the assembly. Therefore, the wording of motion should be concise, unambiguous and complete. The motion should be stated in its simplest form.
4. A motion should require only one decision. If the request for action requires separate decisions, two motions should be submitted.
5. Motions should be presented as positive statements.
6. All motions should be written before making the request for action.

## **PROCEDURE FOR MAKING A MOTION DURING A MEETING**

1. The member makes a motion: The motion should be recited completely. Do not say "I so move" in response to discussion.
2. Another member may second the motion: Not always required. Until the chair states the question the mover may modify or withdraw the motion.
3. The chair states the question in the motion: This formally places the action before the assembly. It is now a pending motion and no other business can be entertained until disposed of.
4. The motion is now open to debate: The mover of the motion has precedence in the debate and may now present supporting information.
5. The motion may be amended during debate.
6. The chair puts the question to vote when the discussion is complete.
7. The Secretary re-reads the motion with all amendments.
8. The vote is taken, tallied, and the chair announces the result of the vote.
9. A form for submitting a motion can be found in the last section of the Leadership Handbook.

# ANNUAL MEETING GUIDELINES

1. The Annual Meeting Committee Chairperson (Meeting Chairperson), appointed by the ASCLS-MO President and advised by the Board of Directors, will be responsible for overall coordination of the ASCLS-MO Annual Meeting held in the following fiscal year. Fiscal year is from August 1 to July 31. Example: The Meeting Chairperson who begins his/her term in August of the 2014-2015 fiscal year will be responsible for the meeting held in spring of 2016 (2015-2016 fiscal year).
2. The following committees are suggested for the Annual Meeting:
  - Program, including P.A.C.E.® and AV
  - Exhibits
  - Registration
  - Finance
  - Publicity
  - TRMSF Fundraising Event
  - Social
3. The Planning Guide includes a list of specific duties, deadlines (based on meeting dates in April), coordination activities with other committees, and ASCLS-MO policies governing Annual Meetings.
4. All activities of the Annual Meeting Committee must be approved by the Meeting Chairperson. This includes prior approval for all reimbursements.
5. REGISTRATION FEES
  - A. ASCLS members shall be charged a lower registration fee than non-members.
  - B. ASCLS student members shall be charged a lower registration fee than non-member students.
  - C. ASCLS emeritus members shall be charged a lower registration fee than professional members.
  - D. An institutional registration category (institutional pass) may be utilized. Registration intended for facility purchase will include one ID badge to be used by any one person at a time for admittance to a lecture and the exhibits. Food and/or Social events ARE NOT INCLUDED. The badge shall be checked out and returned to the registration desk for each use. The registration fee for the institutional category should be greater than the fee charged non-members. The limitations of the institutional registration category MUST be included in the pre-registration flier.
  - E. Complimentary passes will be issued to guests who view the exhibits only. The pass will be issued upon registering the name and address of these guests.
  - F. Members of the Annual Meeting Committee (not to exceed 15) may be given a discount on the registration fees. Exceptions to this guideline must be approved by the President.
  - G. ASCLS-MO emeritus members shall pay an amount equal to the Annual Meeting Committee discounted registration fee at the ASCLS-MO Annual Meeting.



## ANNUAL MEETING GUIDELINES – continued

- H. Workshop enrollees do not have to pay the Annual Meeting registration fee if they only participate in the workshop(s). A separate workshop fee applies.

### 6. PUBLICITY GUIDELINES

- A. The final program brochure should include a statement regarding the ability of the organization to provide for reasonable accommodations for meeting attendees with disabilities.
- B. The final program brochure should include a disclaimer regarding the organization not being responsible for the views and opinions expressed by the speakers.

- 7. ASCLS-MO will not permit vendor sales of any merchandise in the exhibit area.

### 8. P.A.C.E.® GUIDELINES

- A. The educational offerings of the Annual Meeting should be approved for continuing education credit by P.A.C.E.®
- B. The final program must include the P.A.C.E.® program number, contact hours, and program level. Session objectives may be included in the final program or distributed at the time of the session.
- C. P.A.C.E.® session numbers are distributed at the end of each session. All session attendees shall use the C.E. Organizer on the ASCLS website to obtain credit for attendance.

### 9. EXPENSE GUIDELINES

- A. Payment of honoraria is limited to speakers who are not members of ASCLS-MO. If eligible speakers request reimbursement, monies up to 10% of the budgeted gross revenue from expected registrations, or an appointed amount, may be spent on honorarium expenses for general sessions. Guidelines for this disbursement are outlined as follows:

Single Presentations (60-90 minutes)	\$40
Half day (3-4 hours)	\$100
One day (5-7 hours)	\$200
Roundtable participant/Panel member	\$25

- B. Certain speakers may have set honorariums. These may be honored if it appears that the attendance at such sessions would warrant the extra expense and the expenditure is approved by the ASCLS-MO Board of Directors. The Program Committee is encouraged to seek sponsorship for such presentations. Sponsors will be recognized in the program brochure.
- C. Travel expense: Current IRS mileage allowance or coach air fare, whichever is the lesser amount. These expenses must have prior authorization by the Meeting Chairperson.

## ANNUAL MEETING GUIDELINES - continued

D. Meeting Registration: Meeting registration and lunch will be provided for all speakers for the day(s) they are speaking.

E. Lodging:

Single presentations	None
Half day (3-4 hours)	one night
One day (5-7 hours)	two nights maximum
Two days	three nights maximum

F. Rooms shall be the regular single meeting room rate. (Certain speaker situations may warrant extra expense; this must be authorized by the Meeting Chairperson.)

G. Meals: Meal allowance (not including alcoholic beverages) shall be set according to average cost for that area and shall not include extra for meals which are included in the meeting registration.

H. Photocopy expense/presentation materials: Photocopy expenses for general sessions shall be at the discretion of the Program Committee. Workshop materials will be charged against the specific workshop when determining break-even registration.

I. Workshops: A separate workshop budget will be prepared, and expenses for each workshop will be covered by fees for that workshop's registration.

## 10. RECORD KEEPING

A. Date and save all receipts, expense statements, and copies of all correspondence.

B. Keep a running log of all activities. This information will be used to prepare individual committee progress reports to the Meeting Chairperson and the final summary report, which is to be prepared by the Chair within four weeks following the Annual Meeting.

C. Once a deadline is set, write in the approximate date the task is actually completed on the committee guidelines list, included in the Planning Guide. Make a copy of the committee guidelines for logging progress.

D. Add examples of committee activities to the appendix section of the appropriate committee notebook for use by future committee members.

E. Forward all bills and expense vouchers in a timely manner to the Registration/Finance Committee for approval.

11. All individuals authorized to sign checks on the Annual Meeting checking account shall be named by the Meeting Chairperson and approved by the ASCLS-MO Board of Directors.

12. Annual Meeting files shall be organized according to meeting sites. All Annual Meeting files (past and present) shall be transferred to the succeeding Meeting Chairperson. When a meeting returns to an area, the records from the previous meeting in that locality may be discarded.

## **ANNUAL MEETING GUIDELINES - continued**

13. The Meeting Chairperson should ensure that the meeting is covered by liability insurance either as part of the hotel contract or a separate agreement.
14. Exceptions to these guidelines must be approved by the ASCLS-MO Board of Directors.
15. ASCLS-MO Annual Meetings follow a four-year rotation schedule:

2012 – St. Louis

2013 – Quad State (joint meeting with Iowa, Kansas, Missouri, Nebraska)

2014 – Kansas City (joint meeting with Kansas)

2015 – Other Missouri location

2016 – St. Louis

2017 – Quad State (joint meeting with Iowa, Kansas, Missouri, Nebraska)

2018 – Kansas City (joint meeting with Kansas)

2019 – Other Missouri location

2020 – Rotation repeats

# **ANNUAL MEETING GUIDELINES**

## **Joint Meetings**

1. Co-sponsors may be accepted from other clinical laboratory organizations for the Annual Meeting and Exhibits.
2. A single person shall be named General Chairperson, other committees may have co-chairs. When planning a joint meeting, the selection of the General Chairperson will alternate between the two states. If at all possible, committee chairs will be members of the sponsoring organizations. The General Chairperson should reside in the host city.
3. Seed monies for the joint meeting will be an equal contribution of each sponsoring organization.
4. All general expenses of the meeting shall be paid from the general revenues. The remaining proceeds shall be divided equally among the sponsoring organizations. Expenses unique to each organization will be subtracted from that organization's proceeds.
5. Planning committee chairpersons shall be allowed to waive payment of registration fees. Exceptions to this guideline must be approved by the ASCLS-MO President and the President of the co-sponsoring organization(s).
6. ASCLS members shall be charged a lower fee than non-members. Registration fees for co-sponsoring organizations will be determined by the sponsoring organizations.
7. All Annual Meeting activities will be subject to ASCLS-MO Policies and Procedures as defined in a written agreement between all organizations involved in the Annual Meeting.

# STATE, REGIONAL, AND NATIONAL AWARDS

Recognition of professional achievements is an important component of ASCLS. Awards are given at state, regional, and national levels.

## OMICRON SIGMA AWARDS

First awarded in 1977, Omicron Sigma is the ASCLS President's Honor Roll for Outstanding Service. It provides lasting recognition of those dedicated members who volunteer their personal resources, time, and energy to ASCLS. Recognition is at three levels: National, Regional, and State. This allows constituent society presidents, region directors, and the ASCLS President to recognize members for outstanding service.

- The ASCLS President may nominate up to 100 people for national recognition.
- Each ASCLS Region Director may nominate up to 15 people from their region for regional recognition.
- Each state President may nominate eight (8) people and one (1) person for every 50 current members of their society over 400, based on membership figures as of December 31.

## STATE AWARDS

With input from the Board of Directors, the Awards Chairperson nominates individuals for the following annual awards:

- ASCLS-MO Member of the Year: Given to a member whose contributions have significantly enhanced the Society's goals and mission. The ASCLS-MO Member of the Year is nominated for ASCLS Member of the Year during the following award cycle.
- ASCLS-MO New Professional of the Year: Given to a member who has been in the field for less than five years whose enthusiasm and effort will be instrumental in the continuation of the Society.
- ASCLS-MO Key(s) to the Future: Given to relatively new member(s) or long standing member(s) to recognize and reward ASCLS-MO members who have demonstrated their leadership potential to the Society, and to provide these members with structured mentoring. Recipients receive recognition and a unique Key to the Future pin at the ASCLS Annual Meeting.
- ASCLS-MO Friend of the Society: Given to a non-member of the Society and profession whose support and contributions have positively contributed to the Society.

## REGION VI AWARDS

Any member of Region VI can nominate a member for the Rho Sigma Distinguished Service Award. This award is to recognize members who have made significant contributions to Region VI. The awardee is recognized during the Annual Rho Sigma Dinner at the ASCLS Annual Meeting.

## **STATE, REGIONAL, AND NATIONAL AWARDS - continued**

### **NATIONAL AWARDS**

With input from Board members, the Awards Chairperson nominates individuals for national awards. These awards include, but are not limited to:

- Professional Achievement Award
- ASCLS Member Of The Year
- ASCLS New Professional Of The Year
- Constituent Society Publication Award
- ASCLS Key To The Future Recognition Program

Other national awards, including scholarships and grants, are also available. Contact the Awards Chairperson or refer to the ASCLS website for information on these awards and scholarships.

# **TOM REDDIG MISSOURI SCHOLARSHIP FUND (TRMSF)**

**PURPOSE:** To provide financial assistance to ASCLS-MO members for formal education, research, or continuing education that directly relates to laboratory science. In order to enhance the profession of clinical laboratory science and under exceptional conditions, non-members or groups may be awarded financial assistance if sponsored by an active or emeritus member of ASCLS-MO.

**AMOUNT OF FINANCIAL AWARD(S):** Dependent upon activity and available funds.

## **ELIGIBILITY REQUIREMENTS**

1. Formal Education Assistance
  - A. Accepted into, or enrolled in, an education program leading to a degree directly related to laboratory science. (i.e. MLT, CLS, MS.Ed., MS, PhD)
  - B. Prior to graduation: A minimum of one year ASCLS-MO membership for undergraduate candidates; minimum of two years ASCLS-MO membership for advanced degrees.
2. Research and Continuing Education Assistance
  - A. Two years ASCLS-MO membership prior to award request.

## **APPLICATION REQUIREMENTS**

1. Formal Education Assistance
  - A. Proof of acceptance, or enrollment, in the education program.
  - B. Transcript of previous college courses.
  - C. Letters of reference from a program official and another person indicating your scholastic achievement and personal character.
  - D. Personal letter indicating your financial need, career goals, professional and non-professional involvement.
  - E. Amount desired.
  - F. Proof of ASCLS-MO membership.
2. Research Assistance
  - A. Letter stating your research proposal or activity and its benefit to laboratory science.
  - B. Letter of recommendation from someone who is familiar with you and your research goal.
  - C. Amount desired.
  - D. Proof of ASCLS-MO membership.
3. Continuing Education Assistance
  - A. Letter specifying the continuing education activity and why it will benefit you and the profession.
  - B. Amount desired.
  - C. Proof of ASCLS-MO membership.

## **DEADLINE FOR APPLICATION**

1. Formal Education or Research: Two months prior to the ASCLS-MO Annual Meeting.
2. Continuing Education: Two months prior to the continuing education event.

**Send all documentation to the TRMSF Committee Chairperson.**

# **EXPENSE REIMBURSEMENT**

## **HOW TO FILE AN EXPENSE VOUCHER**

1. Vouchers with receipts must be filed with the Treasurer within 60 days of incurring the expense.
2. Fill out completely the top portion of the voucher above the double line.
3. Mail or give the voucher to the Treasurer for reimbursements.

## **REIMBURSABLE ITEMS**

1. Postage or other shipping costs.
2. Printing expenses.
3. Any fees or dues for licenses or permits maintained by ASCLS-MO.
4. Long-distance telephone calls pertaining to ASCLS-MO business.
5. Mileage to and from Leadership Meetings.
6. Some expenses are paid for Delegates, President, President-elect and President-elect-elect to attend the national ASCLS Annual Meeting.
7. Some expenses are paid for the President-elect and Student Director, or their alternates, to attend the Legislative Symposium.
8. Any other expenses approved by the ASCLS-MO Board of Directors.

A copy of the expense voucher can be found in the last section of the Leadership Handbook.



# OFFICIAL PUBLICATIONS

The official publication of ASCLS-MO is the *SoShowMe* e-newsletter. The *SoShowMe* is published at least twice a year. Leadership members are encouraged to submit articles, news items, and professional announcements for publication in the society newsletter. Some leadership positions have specific article responsibilities, which are outlined below. Material for publication must relate to the profession or society interests. Articles should be sent to the Newsletter Editor.

## GUIDELINES FOR ARTICLES

1. If at all possible, submit information by email attachment in Microsoft Word (preferred) or WordPerfect format. The maximum article length is 800 words.
2. Pictures are welcome. The event and ALL persons in the picture must be identified.
3. NOTE: It is understood that any material submitted may be edited for comprehension or shortened due to space limitations.

## ARTICLE RESPONSIBILITIES AND SUBMISSION DEADLINES

### Fall/Winter Edition

RESPONSIBLE CHAIRPERSON	ARTICLE TOPIC	SUBMISSION DEADLINE
President	President's Column	October 1
Past President	Call for Nominations (Awards & Elected Officials)	October 1
Anyone/Everyone	Announcements/Recognitions	October 1
First Year Board Director	Introduction of District Reps and District Activities	October 1
MLPW Coordinator	MLPW Information and Important Dates	October 1
Bylaws Chair	Proposed Bylaws Changes/Updates	October 1
Scientific Assembly Chair	Scientific Interest Piece/Case Study	October 1
Annual Meeting Chair	ASCLS-MO Annual Meeting Information	October 1
TRMSF Chair	Call for Fundraising/Silent Auction Items	October 1
Student or FYP Director	Topics of Interest to Students and New Professionals	October 1
Membership Chair	Renewal Reminder and Membership Information/Activities	October 1

### Spring/Summer Edition

RESPONSIBLE CHAIRPERSON	ARTICLE TOPIC	SUBMISSION DEADLINE
President	President's Column	May 1
President	General Information about the ASCLS Annual Meeting	May 1
Past President	Election Results/Award Winners	May 1
Anyone/Everyone	Announcements/Recognitions	May 1
MLPW Coordinator	MLPW Review and Important Dates	May 1
Bylaws Chair	Approved Bylaws Changes/Updates	May 1
TRMSF Chair	Fundraising/Silent Auction Results	May 1
Annual Meeting Chair	ASCLS-MO Annual Meeting Summary	May 1
Treasurer	Final Budget for Upcoming Fiscal Year	May 1
Membership Chair	Focus on Importance of Membership Recruitment	May 1

## WEBSITES

ASCLS and ASCLS-MO have established websites to provide individuals with information pertinent to the Society and profession. Log on often to view information about upcoming continuing education programs, professional issues, important dates, contact lists, etc. ASCLS also offers on-line continuing education courses. Information about the courses can be located on the ASCLS website.

- The ASCLS website address is [www.ascls.org](http://www.ascls.org).
- The ASCLS-MO website is [www.mocls.org](http://www.mocls.org).

## TIPS FOR RECRUITING NEW MEMBERS

It is the responsibility of all ASCLS-MO members to assist in the recruitment of new members. Recruitment efforts can occur in just about any type of setting, such as:

- one-on-one over a cup of coffee or during lunch at work
- small informal get together in someone's home
- during breaks at continuing education sessions
- larger formalized recruitment sessions with a speaker

Recruitment of new members starts with discussing the Society openly and speaking of the pride we feel for our profession. Non-members must hear repeatedly from members that we are proud professionals who believe in our profession and in the quality we stand for. We must let our co-workers and friends know that we are active members of ASCLS. Non-members must hear from us that we want them to become members of ASCLS.

A basic recruiting procedure follows:

1. Target the person or persons whom you wish to recruit.
2. Plan your selling strategy.
3. Take the targeted prospective members under your wing.
  - Invite them to lunch, dinner, coffee, or some social function.
  - Invite them to a society-sponsored function.
  - Telephone or visit with them frequently about ASCLS and ASCLS-MO.
  - Talk with them about the benefits of membership.
  - Give them a copy of ASCLS/ASCLS-MO publications.
4. Keep following up with the prospective member(s) on why they should join ASCLS.
5. Give the prospective member(s) an ASCLS application form, brochure, and information on the state organization.
6. Congratulate them when they make the commitment to become a member.
7. Follow up with the individual until they send in their membership dues.

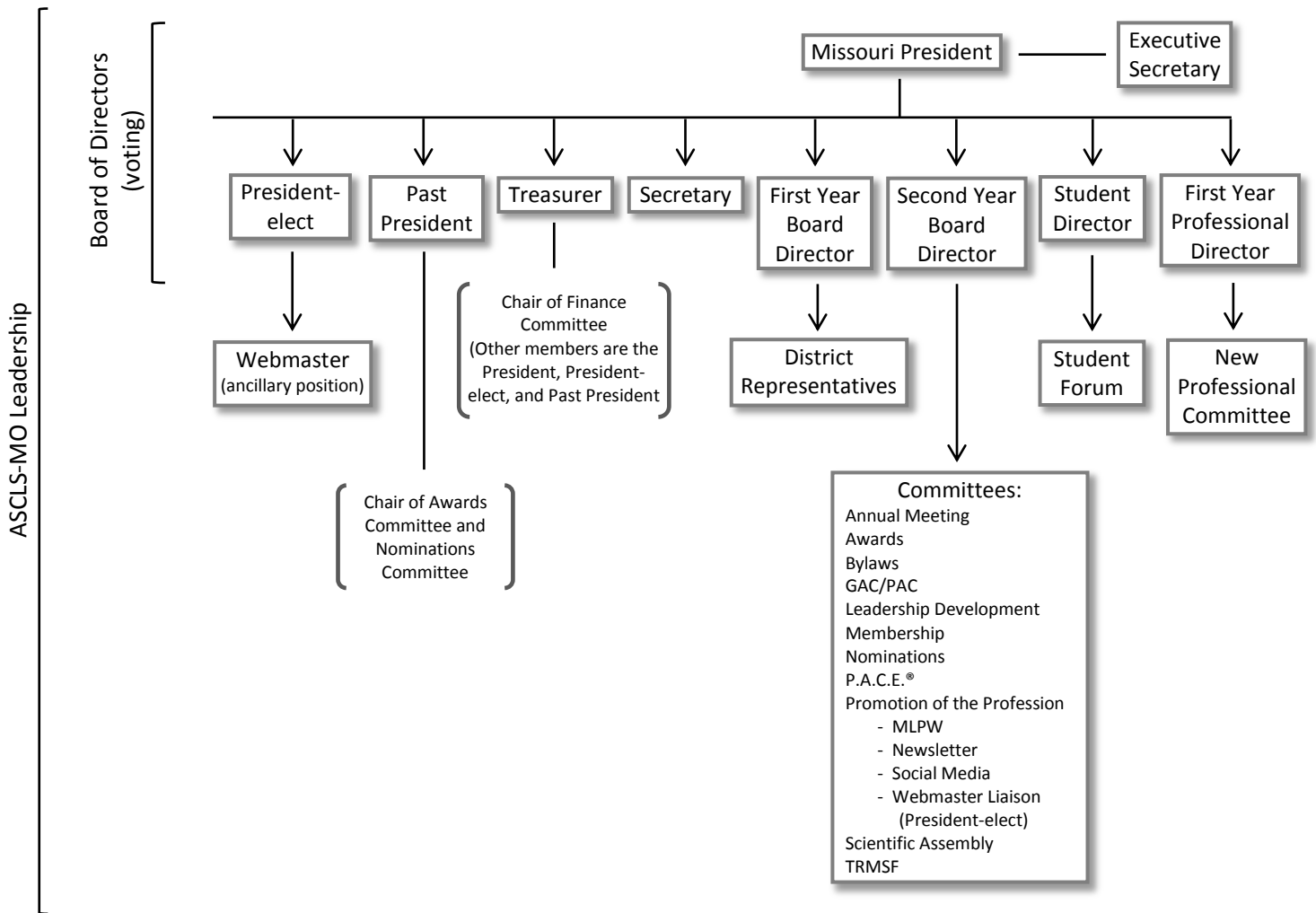
Your responses to questions by prospective members are very important. Strong answers will influence a person's decision to join ASCLS. Be familiar with information about the Society so that you are a strong professional influence in your recruiting efforts.

Speak of ASCLS and ASCLS-MO often. The more your colleagues hear about the Society the more they will be interested in possible membership. If you need assistance in recruiting a new member or members, contact the state or region Membership Chairperson, or ask for additional assistance from other ASCLS/ASCLS-MO members.

If you or a group of ASCLS members would like to sponsor a larger formalized recruitment meeting (i.e. for an institution and/or surrounding communities) contact the state or region Membership Chairperson.

# ASCLS-MO LEADERSHIP POSITION DESCRIPTIONS

## (ALPHABETICAL ORDER)



# ASCLS-MO LEADERSHIP

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## ANNUAL MEETING COMMITTEE CHAIRPERSON

**Length of Term:** Two years (appointed position)

**Reports to:** Second Year Board Director

**Required Qualifications:** Active member

**Recommended Qualifications:** Previous experience on the Annual Meeting Committee

**Brief Position Description:** Responsible for overall coordination of the ASCLS-MO Annual Meeting in the fiscal year following appointment.

### General Leadership Responsibilities:

- Comply with ASCLS-MO Bylaws, policies, and procedures.
- Attend each ASCLS-MO Leadership Meeting and the ASCLS-MO Annual Business Meeting.
- Prior to each meeting, submit the appropriate written report of substantive actions.
- Promote ASCLS-MO to fellow laboratory professionals and actively recruit new members.
- Submit an expense voucher to the Treasurer within 60 days of incurring an eligible expense.
- If applicable, submit a working budget for next fiscal year's activities to the Treasurer (deadline to be determined by the Finance Committee). Fiscal year is from August 1 to July 31.
- At the end of each term, review this position description and send updates to the Bylaws Committee Chairperson for maintenance of the Leadership Handbook.

### Position-Specific Responsibilities:

- Recruit members for the following committees:
  - Program, including P.A.C.E.® and AV
  - Exhibits
  - Registration
  - Finance
  - Publicity
  - Social
  - TRMSF Fundraising Event
- Schedule teleconferences of the Annual Meeting Committee.
- Assume responsibility for Annual Meeting checking account.
- Coordinate the planning of the Annual Meeting schedule.
- Write an article containing information on the Annual Meeting for the *SoShowMe*. Submit to the Newsletter Editor by October 1.
- Write an Annual Meeting summary article for the *SoShowMe*. Submit to the Newsletter Editor by May 1.
- Submit Annual Meeting program information to the Webmaster Liaison (President-elect) for posting on the ASCLS-MO website.
- Maintain files and transfer promptly at the end of term.
- Refer to the Annual Meeting Guidelines section of the Leadership Handbook for further details.
- Review and update the Annual Meeting Guidelines after the meeting and send changes to the Bylaws Committee Chairperson for maintenance of the Leadership Handbook.
- Copy the Second Year Board Director on substantive actions.

# ASCLS-MO LEADERSHIP

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## AWARDS COMMITTEE CHAIRPERSON

**Length of Term:** One year (appointed position)

**Reports to:** ASCLS-MO President and Board of Directors

**Required Qualifications:** The Past President shall chair the Awards Committee.

**Brief Position Description:** To identify candidates for awards and coordinate award distribution.

### General Leadership Responsibilities:

- Comply with ASCLS-MO Bylaws, policies, and procedures.
- Attend each ASCLS-MO Leadership Meeting and the ASCLS-MO Annual Business Meeting.
- Prior to each meeting, submit the appropriate written report of substantive actions.
- Promote ASCLS-MO to fellow laboratory professionals and actively recruit new members.
- Submit an expense voucher to the Treasurer within 60 days of incurring an eligible expense.
- If applicable, submit a working budget for next fiscal year's activities to the Treasurer (deadline to be determined by the Finance Committee). Fiscal year is from August 1 to July 31.
- At the end of each term, review this position description and send updates to the Bylaws Committee Chairperson for maintenance of the Leadership Handbook.

### Position-Specific Responsibilities:

- Coordinate with the President and Board of Directors the identification of candidates for all national, regional and state awards to include: ASCLS-MO Member of the Year, ASCLS-MO New Professional of the Year, ASCLS-MO Key(s) to the Future, ASCLS-MO Friend of the Society (when appropriate), and the Rho Sigma Distinguished Service Award for Region VI. See the ASCLS website for a current list of national awards.
- Determine potential of submitting state newsletter for ASCLS Publications Award.
- Complete required paperwork for the ASCLS awards and submit all documents prior to deadline.
- Obtain items to be presented to ASCLS-MO awardees: A plaque for Member of the Year, New Professional of the Year, and Friend of the Society, and an item for the Key(s) to the Future. (The Key(s) to the Future item is at the discretion of the Chairperson)
- With the President, announce award winners at the ASCLS-MO Annual Meeting.
- Work with the Membership Committee Chairperson to identify and award ASCLS-MO members reaching the following milestones, and announce at the Annual Meeting:
  - 10 year members – certificate
  - 25 year members – “Old Faithful” plaque
  - 50 year members – plaque
  - For every five-year anniversary, members are also recognized at the Annual Meeting.
- Submit an article to the Newsletter Editor soliciting award nominees by October 1, and submit a second article providing information about award winners (at state, regional, and national levels) and milestone members by May 1, for publication in the *SoShowMe*.
- Submit award winners (at state, regional, and national levels) and milestone members to the Webmaster Liaison (President-elect) for posting on the ASCLS-MO website.
- Maintain list of awardees and submit to Executive Secretary for archival.
- Copy the President and Board of Directors on substantive actions.

# ASCLS-MO LEADERSHIP

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## BYLAWS COMMITTEE CHAIRPERSON

**Length of Term:** One year (appointed position)

**Reports to:** Second Year Board Director

**Required Qualifications:** Active member

**Brief Position Description:** Maintain ASCLS-MO Bylaws in compliance with the ASCLS Bylaws; evaluate proposed amendments and move them through the approval process and implementation; and identify and correct discrepancies, inconsistencies, omissions, and outdated information in the ASCLS-MO Bylaws, Standard Operating Procedures (SOPs), and the Leadership Handbook.

### **General Leadership Responsibilities:**

- Comply with ASCLS-MO Bylaws, policies, and procedures.
- Attend each ASCLS-MO Leadership Meeting and the ASCLS-MO Annual Business Meeting.
- Prior to each meeting, submit the appropriate written report of substantive actions.
- Promote ASCLS-MO to fellow laboratory professionals and actively recruit new members.
- Submit an expense voucher to the Treasurer within 60 days of incurring an eligible expense.
- If applicable, submit a working budget for next fiscal year's activities to the Treasurer (deadline to be determined by the Finance Committee). Fiscal year is from August 1 to July 31.
- At the end of each term, review this position description and send updates to the Bylaws Committee Chairperson for maintenance of the Leadership Handbook.

### **Position-Specific Responsibilities:**

- Evaluate all proposed changes to the ASCLS-MO Bylaws and SOPs.
- Update the ASCLS-MO Bylaws and SOPs to maintain compliance with the ASCLS Bylaws.
- Submit proposed Bylaws amendments in final form to the Board of Directors for approval.
- Submit the Board approved Bylaws amendments for approval by the ASCLS Bylaws Committee.
- After approval by the ASCLS Bylaws Committee, submit proposed Bylaws amendments in context to the ASCLS-MO membership no less than 30 days prior to the ASCLS-MO Annual Business Meeting at which the proposed amendments shall be presented for consideration and vote. Publication is recommended in the Fall/Winter edition of the *SoShowMe* (submit to the Newsletter Editor by October 1), or distribute to the membership via separate communication by March 1.
- Within 30 days of adoption of a Bylaws amendment, submit a revised copy of the Bylaws to the ASCLS Bylaws Committee and the ASCLS-MO Board of Directors, Executive Secretary, and membership. Publication is recommended in the Spring/Summer edition of the *SoShowMe* (submit to the Newsletter Editor by May 1), or distribute to the membership via separate communication by June 1.
- Annually review the SOPs and recommend updates to the Board of Directors.
- Annually review and update the Leadership Handbook. Obtain and incorporate position description updates for each member of the leadership, as needed.
- Maintain current electronic copies of the Bylaws, SOPs, and the Leadership Handbook. Submit these documents to the Webmaster Liaison (President-elect) for posting after each update.
- Transfer all documents to the next chairperson promptly at the end of term.
- Recruit members to assist with committee duties as needed.
- Attend the ASCLS Bylaws Committee meeting at the ASCLS Annual Meeting, if possible.
- Copy the Second Year Board Director on substantive actions.

# ASCLS-MO LEADERSHIP

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## DISTRICT REPRESENTATIVE

**Length of Term:** One year (appointed position)

**Reports to:** First Year Board Director

**Qualifications:** Active member

**Brief Position Description:** To initiate and coordinate efforts to stimulate interest in ASCLS/ASCLS-MO at the grassroots level and to provide continuing education opportunities to members and the laboratory community within the district.

### **General Leadership Responsibilities:**

- Comply with ASCLS-MO Bylaws, policies, and procedures.
- Attend each ASCLS-MO Leadership Meeting and the ASCLS-MO Annual Business Meeting.
- Prior to each meeting, submit the appropriate written report of substantive actions.
- Promote ASCLS-MO to fellow laboratory professionals and actively recruit new members.
- Submit an expense voucher to the Treasurer within 60 days of incurring an eligible expense.
- If applicable, submit a working budget for next fiscal year's activities to the Treasurer (deadline to be determined by the Finance Committee). Fiscal year is from August 1 to July 31.
- At the end of each term, review this position description and send updates to the Bylaws Committee Chairperson for maintenance of the Leadership Handbook.

### **Position-Specific Responsibilities:**

- Serve as contact person for activities within the district, such as: membership recruitment/retention, Medical Laboratory Professionals Week (MLPW), continuing education, social activities, etc.
- Obtain list of e-mail addresses/postal mail addresses of district members from the Membership Committee Chairperson.
- Work with the Membership Committee Chairperson to welcome new and transfer members and to seek reactivation of lapsed members within the district.
- Submit local proclamations for MLPW, with the assistance of the MLPW Coordinator.
- Initiate and coordinate continuing education activities in the district, working with the Scientific Assembly Chairperson as a resource.
- Consult with P.A.C.E.® Coordinator to award credit for educational activities.
- Promote ASCLS/ASCLS-MO to clinical laboratory scientists in the district by initiating and coordinating networking and social activities.
- Recruit district members to assist with duties, if necessary.
- Submit program information to the Webmaster Liaison (President-elect) for posting on the ASCLS-MO website.
- Serve on ASCLS-MO Annual Meeting Committee when in district.
- Copy the First Year Board Director on substantive actions.



# ASCLS-MO LEADERSHIP

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## EXECUTIVE SECRETARY

**Length of Term:** One year (appointed position)

**Reports to:** ASCLS-MO President and Board of Directors

**Qualifications:** Active Professional or Emeritus member who has previously served as ASCLS-MO President

**Brief Position Description:** Organize and maintain historical files and databases, and serve as a contact person to facilitate transition between changing ASCLS-MO Officers.

### **General Leadership Responsibilities:**

- Comply with ASCLS-MO Bylaws, policies, and procedures.
- Attend each ASCLS-MO Leadership Meeting and the ASCLS-MO Annual Business Meeting.
- Prior to each meeting, submit the appropriate written report of substantive actions.
- Promote ASCLS-MO to fellow laboratory professionals and actively recruit new members.
- Submit an expense voucher to the Treasurer within 60 days of incurring an eligible expense.
- If applicable, submit a working budget for next fiscal year's activities to the Treasurer (deadline to be determined by the Finance Committee). Fiscal year is from August 1 to July 31.
- At the end of each term, review this position description and send updates to the Bylaws Committee Chairperson for maintenance of the Leadership Handbook.

### **Position-Specific Responsibilities:**

- Serve as a non-voting member of the Board of Directors.
- Serve as curator of historical files in electric format.
  - Minutes of ASCLS-MO Leadership Meetings
  - Past *SoShowMe* newsletters
  - List of previous ASCLS-MO Presidents
  - List of previous award recipients
- Maintain ASCLS-MO records.
  - Keep records of corporation, tax, and bank account numbers.
  - Keep Bylaws, policies, and other significant records in electronic format.
- Coordinate society mailings.
  - Maintain a central mailing address for returns and inquiries.
  - Provide mailing labels.
  - Assist in the preparation of mailings as needed.
- Maintain databases for hospitals, MHA, educational programs, etc.
- Maintain supplies.
  - Purchase, store, and distribute stationary, vouchers, forms and other supplies, as needed.
  - Store re-usable ASCLS-MO Annual Meeting materials from year-to-year if not immediately passed on to new Annual Meeting Committee Chairperson.
- Copy the President and Board of Directors on substantive actions.

### **Fee (funded position):**

- If requested, the Executive Secretary's ASCLS and ASCLS-MO dues shall be paid for services rendered.

# ASCLS-MO LEADERSHIP

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## FIRST YEAR BOARD DIRECTOR

**Length of Term:** One year (1<sup>st</sup> year of a two-year commitment) (elected position)

**Reports to:** ASCLS-MO President and Board of Directors

**Required Qualifications:** Active Professional or Emeritus member for at least two consecutive years immediately prior to election. Prepared for two-year commitment (First Year Board Director progresses to Second Year Board Director).

**Recommended Qualifications:** Has served as an active District Representative and Committee Chairperson

**Brief Position Description:** Serve as an experienced ASCLS-MO member to oversee and provide direction to all District Representatives and serve as liaison between District Representatives and ASCLS-MO Board of Directors.

### General Leadership Responsibilities:

- Comply with ASCLS-MO Bylaws, policies, and procedures.
- Attend each ASCLS-MO Leadership Meeting and the ASCLS-MO Annual Business Meeting.
- Prior to each meeting, submit the appropriate written report of substantive actions.
- Promote ASCLS-MO to fellow laboratory professionals and actively recruit new members.
- Submit an expense voucher to the Treasurer within 60 days of incurring an eligible expense.
- If applicable, submit a working budget for next fiscal year's activities to the Treasurer (deadline to be determined by the Finance Committee). Fiscal year is from August 1 to July 31.
- At the end of each term, review this position description and send updates to the Bylaws Committee Chairperson for maintenance of the Leadership Handbook.

### Position-Specific Responsibilities:

- Serve as a voting member of the Board of Directors.
- Communicate information between the Board and the District Representatives, as necessary.
- Regularly contact the District Representatives to determine if goals are being met and offer assistance and guidance.
- Prior to each Leadership Meeting, obtain and review reports from District Representatives. If a report was not submitted, remind the representative of their responsibility.
- Write an article for the *SoShowMe* introducing the District Representatives and outlining activities going on in each District. Submit to the Newsletter Editor by October 1.
- Ensure that program information is submitted to the Webmaster Liaison (President-elect) for posting on the ASCLS-MO website.
- If possible, submit name for election as delegate to the ASCLS Annual Meeting.
- Copy the President and Board of Directors on substantive actions.

# ASCLS-MO LEADERSHIP

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## FIRST YEAR PROFESSIONAL (FYP) DIRECTOR

**Length of Term:** One year (appointed position)

**Reports to:** ASCLS-MO President and Board of Directors

**Required Qualifications:** Active Professional member who is within the first year of his/her professional career as a medical laboratory scientist

**Recommended Qualifications:** Served as Student Director during the previous year

**Brief Position Description:** Represent the interests of new professionals (less than five years in the profession) to the Board of Directors. Identify, organize, and implement activities to recruit, support, and retain new professionals. Provide leadership to the Student Director.

### General Leadership Responsibilities:

- Comply with ASCLS-MO Bylaws, policies, and procedures.
- Attend each ASCLS-MO Leadership Meeting and the ASCLS-MO Annual Business Meeting.
- Prior to each meeting, submit the appropriate written report of substantive actions.
- Promote ASCLS-MO to fellow laboratory professionals and actively recruit new members.
- Submit an expense voucher to the Treasurer within 60 days of incurring an eligible expense.
- If applicable, submit a working budget for next fiscal year's activities to the Treasurer (deadline to be determined by the Finance Committee). Fiscal year is from August 1 to July 31.
- At the end of each term, review this position description and send updates to the Bylaws Committee Chairperson for maintenance of the Leadership Handbook.

### Position-Specific Responsibilities:

- Serve as a voting member of the Board of Directors.
- Attend the ASCLS Annual Meeting and serve as a delegate to the House of Delegates.
- Serve as ASCLS-MO liaison to the ASCLS and Region VI First Year Professional Directors.
- Implement national and regional activities at the state level.
- Serve as chairperson of the New Professional Committee, which shall create a network for members with less than five years in the profession, and mentor students active in the Society.
- Spread awareness of the medical laboratory profession, college major, and career options to college and high school students. Include other new professionals in this effort.
- Serve as the ASCLS-MO contact person for new professionals.
- Create events to bring together new professionals in Missouri and encourage them to renew their ASCLS/ASCLS-MO membership.
- Contact ASCLS-MO Annual Meeting Committee Chairperson about new professional activities.
- Write an article for the *SoShowMe* on a topic of interest to new professionals. Submit to the Newsletter Editor by October 1.
- Submit program information to the Webmaster Liaison (President-elect) for posting on the ASCLS-MO website.
- Serve as advisor and mentor to the Student Director.
- Assist the Student Director in creating a contact list of MLS/MLT students in Missouri.
- Assist the Student Director with organizing student recruitment and retention activities.
- Copy the President and Board of Directors on substantive actions.

# ASCLS-MO LEADERSHIP

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## GOVERNMENT AFFAIRS COMMITTEE/POLITICAL ACTION COMMITTEE (GAC/PAC) CHAIR

**Length of Term:** One year (appointed position)

**Reports to:** Second Year Board Director

**Qualifications:** Active member interested in state and national legislation pertinent to Medical Laboratory Professionals

**Brief Position Description:** Serve as a general resource on legislative procedures and activities affecting Medical Laboratory Professionals. Organize solicitation of donations from ASCLS-MO members for ASCLS PAC.

### General Leadership Responsibilities:

- Comply with ASCLS-MO Bylaws, policies, and procedures.
- Attend each ASCLS-MO Leadership Meeting and the ASCLS-MO Annual Business Meeting.
- Prior to each meeting, submit the appropriate written report of substantive actions.
- Promote ASCLS-MO to fellow laboratory professionals and actively recruit new members.
- Submit an expense voucher to the Treasurer within 60 days of incurring an eligible expense.
- If applicable, submit a working budget for next fiscal year's activities to the Treasurer (deadline to be determined by the Finance Committee). Fiscal year is from August 1 to July 31.
- At the end of each term, review this position description and send updates to the Bylaws Committee Chairperson for maintenance of the Leadership Handbook.

### Position-Specific Responsibilities:

- Serve as liaison to the regional and national GAC and PAC Chairpersons.
- Implement national and regional activities at the state level.
- Stay current with political issues that affect ASCLS-MO, ASCLS, or the medical laboratory profession.
- Contact the President, President-elect, and Board of Directors with any pending state legislative activity of interest.
- Develop activities to educate the membership and advance ASCLS causes with governmental bodies.
- Plan and implement methods of raising money for ASCLS PAC. Only ASCLS members may be solicited for donations, but donations may be received from anyone.
- Distribute ASCLS GAC and PAC communications to ASCLS-MO members via email or the *SoShowMe*.
- Report to the leadership the dates for the Annual Legislative Symposium in Washington, D.C.
- Submit information on the Legislative Symposium and state or national legislative activity to the Webmaster Liaison (President-elect) for posting on the ASCLS-MO website.
- Submit articles on the Legislative Symposium and state or national legislative activity to the Newsletter Editor for publication in the *SoShowMe*.
- Determine ASCLS-MO attendees for the Legislative Symposium.
- Coordinate Legislative Symposium registration, travel, and lodging; and submit line item expenses to the Treasurer.
- If possible, attend the Annual Legislative Symposium in Washington, D.C.
- Recruit members to assist with committee duties as needed.
- Copy the Second Year Board Director on substantive actions.

# ASCLS-MO LEADERSHIP

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## LEADERSHIP DEVELOPMENT COMMITTEE CHAIRPERSON

**Length of Term:** One year (appointed position)

**Reports to:** Second Year Board Director

**Required Qualifications:** Active ASCLS-MO member who has previously served as President

**Brief Position Description:** Develop and maintain programs and activities that identify potential leaders and mentor existing leaders by growing their involvement and understanding of the organization, thus improving the transition of junior members into leadership roles.

### **General Leadership Responsibilities:**

- Comply with ASCLS-MO Bylaws, policies, and procedures.
- Attend each ASCLS-MO Leadership Meeting and the ASCLS-MO Annual Business Meeting.
- Prior to each meeting, submit the appropriate written report of substantive actions.
- Promote ASCLS-MO to fellow laboratory professionals and actively recruit new members.
- Submit an expense voucher to the Treasurer within 60 days of incurring an eligible expense.
- If applicable, submit a working budget for next fiscal year's activities to the Treasurer (deadline to be determined by the Finance Committee). Fiscal year is from August 1 to July 31.
- At the end of each term, review this position description and send updates to the Bylaws Committee Chairperson for maintenance of the Leadership Handbook.

### **Position-Specific Responsibilities:**

- Project future needs for leaders in ASCLS-MO, identify future leaders, and develop ways to increase their leadership potential.
- Organize and implement leadership mentoring activities for current and future leaders.
- Create programs to improve retention of ASCLS-MO Leadership.
- Submit program information to the Webmaster Liaison (President-elect) for posting on the ASCLS-MO website.
- Initiate and maintain communication with the Program Directors of MLS/MLT programs across Missouri to identify at least one student representative from each program to be liaison between the Student Director and the students of that program.
- Provide the contact information of these student representatives to the Student Director.
- Advise and work with the Student Director and First Year Professional Director to increase conversion of student members to professional members.
- Serve as liaison to the Region VI and ASCLS Leadership Development Chairs and to the ASCLS Leadership Academy.
- Recruit members to assist with committee duties as needed.
- Copy the Second Year Board Director on substantive actions.

# ASCLS-MO LEADERSHIP

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## MEMBERSHIP COMMITTEE CHAIRPERSON

**Length of Term:** One year (appointed position)

**Reports to:** Second Year Board Director

**Qualifications:** Active member

**Brief Position Description:** Manage the membership of ASCLS-MO by identifying and coordinating activities to improve recruitment of new members, retention of current members, and reactivation of lapsed members; and provide effective communication of important issues to all members.

### **General Leadership Responsibilities:**

- Comply with ASCLS-MO Bylaws, policies, and procedures.
- Attend each ASCLS-MO Leadership Meeting and the ASCLS-MO Annual Business Meeting.
- Prior to each meeting, submit the appropriate written report of substantive actions.
- Promote ASCLS-MO to fellow laboratory professionals and actively recruit new members.
- Submit an expense voucher to the Treasurer within 60 days of incurring an eligible expense.
- If applicable, submit a working budget for next fiscal year's activities to the Treasurer (deadline to be determined by the Finance Committee). Fiscal year is from August 1 to July 31.
- At the end of each term, review this position description and send updates to the Bylaws Committee Chairperson for maintenance of the Leadership Handbook.

### **Duties and Responsibilities:**

- Obtain and utilize Membership Committee documents from [www.ascls.org](http://www.ascls.org).
- Manage the ASCLS-MO membership database.
- Ensure District Representatives have the appropriate member information to welcome new members and seek reactivation of lapsed members in a timely manner.
- Work with First Year Professional Director and Student Director in the recruitment and retention of student members.
- Act as a resource person for any questions concerning membership.
- Establish campaigns and strategies for recruitment of new members.
- Coordinate activities for retention of current members.
- Reach out to lapsed members (phone campaign, letters, email, etc.) to encourage renewal.
- Submit articles on membership activities/importance of membership/member recruitment to the Newsletter Editor for publication in the *SoShowMe*. Deadlines are October 1 and May 1.
- Submit program information to the Webmaster Liaison (President-elect) for website posting.
- Work with the Awards Committee Chairperson to identify and award ASCLS-MO members reaching the following milestones, and announce at the Annual Meeting:
  - 10 year members – certificate
  - 25 year members – “Old Faithful” plaque
  - 50 year members – plaque
  - For every five-year anniversary, members are also recognized at the Annual Meeting.
- Ensure the Membership Booth is staffed at the ASCLS-MO Annual Meeting.
- Ensure Membership Booth materials are current and displayed in a professional manner.
- Attend the Membership Development workshop at the ASCLS Annual Meeting, if possible.
- Recruit members to assist with committee duties as needed, especially the President-elect.
- Copy the Second Year Board Director on substantive actions.

# ASCLS-MO LEADERSHIP

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## NOMINATIONS COMMITTEE CHAIRPERSON

**Length of Term:** One year (elected position)

**Reports to:** President and Board of Directors

**Qualifications:** The Past President shall chair the Nominations Committee.

**Brief Position Description:** Along with three elected committee members, prepare a slate of candidates for each elected position, conduct elections, and announce results.

### **General Leadership Responsibilities:**

- Comply with ASCLS-MO Bylaws, policies, and procedures.
- Attend each ASCLS-MO Leadership Meeting and the ASCLS-MO Annual Business Meeting.
- Prior to each meeting, submit the appropriate written report of substantive actions.
- Promote ASCLS-MO to fellow laboratory professionals and actively recruit new members.
- Submit an expense voucher to the Treasurer within 60 days of incurring an eligible expense.
- If applicable, submit a working budget for next fiscal year's activities to the Treasurer (deadline to be determined by the Finance Committee). Fiscal year is from August 1 to July 31.
- At the end of each term, review this position description and send updates to the Bylaws Committee Chairperson for maintenance of the Leadership Handbook.

### **Position-Specific Responsibilities:**

- Coordinate activities with the three elected committee members to:
  - Solicit nominations for elected positions.
  - Verify nominee qualifications.
  - Prepare ballots (electronic, or paper for members who do not receive electronic) and send to membership at least 30 days prior to the ASCLS-MO Annual Business Meeting.
  - Solicit candidates for ASCLS positions and submit to the ASCLS Region VI Nominations representative.
  - Help identify nominees for awards.
- Submit a "Call for Nominations" to the membership no later than January 1. Publication is recommended in the Fall/Winter edition of the *SoShowMe* (submit to the Newsletter Editor by October 1), or distribute the "Call for Nominations" via separate communication by January 1.
- Count, verify, and announce election results at the ASCLS-MO Annual Business Meeting.
- Write an article for the *SoShowMe* summarizing election results and providing information on the newly elected Board members. Submit to the Newsletter Editor by May 1.
- Submit a call for nominations, a slate of candidates, and the election results to the Webmaster Liaison (President-elect) for posting on the ASCLS-MO website.
- Copy the President and Board of Directors on substantive actions.

# ASCLS-MO LEADERSHIP

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## P.A.C.E.® COORDINATOR

**Length of Term:** One year (appointed position)

**Reports to:** Second Year Board Director

**Required Qualifications:** Active member who meets P.A.C.E.® Administrator qualifications

**Recommended Qualifications:** Familiarity with P.A.C.E.® and Continuing Education

**Brief Position Description:** Coordinate all activities regarding P.A.C.E.® credits to include maintaining practices consistent with ASCLS, renewal of P.A.C.E.® certification, approval of P.A.C.E.® programs, and awarding of P.A.C.E.® credits.

### General Leadership Responsibilities:

- Comply with ASCLS-MO Bylaws, policies, and procedures.
- Attend each ASCLS-MO Leadership Meeting and the ASCLS-MO Annual Business Meeting.
- Prior to each meeting, submit the appropriate written report of substantive actions.
- Promote ASCLS-MO to fellow laboratory professionals and actively recruit new members.
- Submit an expense voucher to the Treasurer within 60 days of incurring an eligible expense.
- If applicable, submit a working budget for next fiscal year's activities to the Treasurer (deadline to be determined by the Finance Committee). Fiscal year is from August 1 to July 31.
- At the end of each term, review this position description and send updates to the Bylaws Committee Chairperson for maintenance of the Leadership Handbook.

### Position-Specific Responsibilities:

- Interact with the ASCLS P.A.C.E.® coordinator to determine current practices, and document and adhere to these practices.
- Work with the Treasurer and Executive Secretary to renew P.A.C.E.® certification.
- Serve on the ASCLS-MO Annual Meeting program committee for P.A.C.E.®.
- Assist the Scientific Assembly Chairperson, District Representatives, and individual educational program/workshop coordinators by obtaining the required P.A.C.E.® information and approval from the ASCLS national office.
- Review all submitted materials (speaker CVs, program content and length, program objectives, brochures) for each program to be considered for P.A.C.E.® credit in a timely fashion.
- Provide coordinators of educational activities with P.A.C.E.® approved program materials (course offerings, P.A.C.E.® numbers, brochures, etc.).
- File quarterly reports with the ASCLS national office, summarizing P.A.C.E.® approved programs.
- Submit program information to the Webmaster Liaison (President-elect) for website posting.
- Attend the P.A.C.E.® workshop at the ASCLS Annual Meeting, if possible.
- Ensure that the Annual Program Provider Fee has been paid.
- Maintain files and transfer promptly at end of term.
- Copy the Second Year Board Director on substantive actions.

### File Contents:

- P.A.C.E.® approved program materials (course offerings, P.A.C.E.® numbers, brochures, etc.)
- Current P.A.C.E.® Procedures Manual, blank attendance rosters, and certificates of attendance



# ASCLS-MO LEADERSHIP

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## PAST PRESIDENT

**Length of Term:** One year (3<sup>rd</sup> year of a three-year commitment) (elected position)

**Reports to:** ASCLS-MO President and Board of Directors

**Qualifications:** Active Professional or Emeritus member; President of the previous year

**Brief Position Description:** Serve as advisor to the President and chairperson of the Awards Committee and the Nominations Committee; member of the Finance Committee.

### **General Leadership Responsibilities:**

- Comply with ASCLS-MO Bylaws, policies, and procedures.
- Attend each ASCLS-MO Leadership Meeting and the ASCLS-MO Annual Business Meeting.
- Prior to each meeting, submit the appropriate written report of substantive actions.
- Promote ASCLS-MO to fellow laboratory professionals and actively recruit new members.
- Submit an expense voucher to the Treasurer within 60 days of incurring an eligible expense.
- If applicable, submit a working budget for next fiscal year's activities to the Treasurer (deadline to be determined by the Finance Committee). Fiscal year is from August 1 to July 31.
- At the end of each term, review this position description and send updates to the Bylaws Committee Chairperson for maintenance of the Leadership Handbook.

### **Position-Specific Responsibilities:**

- Serve as a voting member of the Board of Directors.
- Advise, support, and mentor the President.
- Respond to questions regarding Presidential duties.
- Remind the President of responsibilities and upcoming deadlines.
- Serve as Chairperson of the Awards Committee and the Nominations Committee (see position descriptions for specific responsibilities).
- Serve as member of the Finance Committee.
- Copy the President and Board of Directors on substantive actions.

# ASCLS-MO LEADERSHIP

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## PRESIDENT

**Length of Term:** One year (2<sup>nd</sup> year of a three-year commitment) (elected position)

**Reports to:** ASCLS-MO Board of Directors

**Qualifications:** Active Professional or Emeritus member; President-elect of the previous year (or have met requirements of President-elect)

**Brief Position Description:** Oversee all state level activities and respond to requests from the Region VI Director, the ASCLS Board of Directors, and all committees.

### General Leadership Responsibilities:

- Comply with ASCLS-MO Bylaws, policies, and procedures.
- Attend each ASCLS-MO Leadership Meeting and the ASCLS-MO Annual Business Meeting.
- Prior to each meeting, submit the appropriate written report of substantive actions.
- Promote ASCLS-MO to fellow laboratory professionals and actively recruit new members.
- Submit an expense voucher to the Treasurer within 60 days of incurring an eligible expense.
- If applicable, submit a working budget for next fiscal year's activities to the Treasurer (deadline to be determined by the Finance Committee). Fiscal year is from August 1 to July 31.
- At the end of each term, review this position description and send updates to the Bylaws Committee Chairperson for maintenance of the Leadership Handbook.

### Position-Specific Responsibilities:

- Serve as a voting member of the Board of Directors.
- Serve as the chief executive officer and the principal spokesperson for ASCLS-MO.
- Organize, implement, and preside at all Leadership Meetings and the Annual Business Meeting.
- Instruct Board members and committee chairpersons in carrying out ASCLS-MO business.
- Mentor the President-elect by sharing pertinent correspondence and notifying of relevant activities, and in general, prepare the individual to assume the duties of Presidency.
- Represent ASCLS-MO on the ASCLS President's Council and the Region VI Council.
- Establish and maintain communication with ASCLS, Region VI, and ASCLS-MO leaders and membership.
- Encourage and hold accountable all ASCLS-MO leaders to actively recruit new members.
- Distribute relevant information from ASCLS and other sources to appropriate leadership members.
- Appoint chairpersons of all committees, except Finance Committee and Nominations Committee, within one month of incumbency, and distribute charges.
- By October, appoint the Annual Meeting Committee Chairperson of the ASCLS-MO Annual Meeting scheduled for the following year.
- With approval of the Board of Directors, appoint ad hoc committees as necessary, including the TRMSF Committee whenever applications are received. The TRMSF Committee consists of a lab manager, an educator (both preferred from the ASCLS-MO Leadership), and the SA Chairperson.
- Serve as an ex officio member of all committees.
- Submit required information for individuals to serve as delegates to the ASCLS House of Delegates.
- Serve as chairperson of the ASCLS-MO delegation to the ASCLS House of Delegates.

## **PRESIDENT - continued**

- Serve as a member of the Finance Committee.
- Appoint an internal audit committee when needed.
- Prepare required reports for ASCLS and Region VI.
- Compose the “President’s Column” for each edition of the *SoShowMe*. Submit to the Newsletter Editor by October 1 for Fall/Winter, and May 1 for Spring/Summer.
- Write an article for the *SoShowMe* containing general information about the ASCLS Annual meeting. Submit to the Newsletter Editor by May 1.
- Select individuals for Omicron Sigma awards.
- Initiate incoming members of the Board of Directors at the ASCLS-MO Annual Business Meeting.
- Present “Presidential Citation” certificates at the ASCLS-MO Annual Business Meeting.
- Assist the Awards Committee Chairperson (Past President) with presentation of awards at the ASCLS-MO Annual Meeting.
- Maintain the Presidential Files, including complete record of all business conducted, and transfer promptly at end of term.
- Copy the Board of Directors on substantive actions.

### **File contents\*:**

#### **ASCLS-MO TRAVELING PRESIDENTIAL FILES (working file)**

1. Annual Report - Immediate Past Year
2. *So Show Me* - Current Year
3. *ASCLS Today* - Current Year
4. ASCLS-MO Strategic Plan
5. ASCLS-MO Bylaws/SOPs
6. ASCLS Documents - Bylaws, SOPs, etc.
7. ASCLS-MO Budget; ASCLS-MO State Tax Exemption
8. ASCLS-MO Report Forms; Payment Vouchers
9. ASCLS-MO Position Descriptions
10. Partners for Progress Contract (ADVANCE)

ASCLS Leadership Development Program Binder  
ASCLS-MO Board Meeting Binder  
ASCLS-MO Stationery

#### **CONTINUING ASCLS-MO INFORMATION-FILECONTENTS**

1. ASCLS-MO Award Certificates
2. ASCLS-MO Audit Report - Most Recent
3. ASCLS-MO Career Brochures
4. *SoShowMe* Back Issues (1991 - )
5. *SoShowMe* Back Issues (1976 - )
6. Public Relations/MLPW Information
7. Scientific Assembly Information
8. Membership Development: Membership Development Binder
9. State Licensure Information
10. ASCLS Government Relations Program
11. MHA - Current Year
12. MHA - Past 3 Years

## **PRESIDENT - continued**

### **CONTINUING ASCLS INFORMATION**

1. ASCLS Region VI Information
2. ASCLS Leadership Mailings
3. ASCLS Leadership Directory
4. *ASCLS Today* - Past 3 Years
5. ASCLS House of Delegates Minutes
6. ASCLS Report to the House of Delegates
7. ASCLS Papers: Position Papers, White Papers, etc.
8. ASCLS Political Action Committee (PAC)

\*Folders describe update/transfer protocol

### **ASCLS-MO PERMANENT FILE**

Should contain the following information by fiscal year (August 1 to July 31):

1. Minutes of each Board Meeting
2. Minutes of the Annual Business Meeting
3. Annual Report
4. Audit Report (if applicable for year)
5. Annual Meeting Program Booklet
6. Formal Presidential Reports
7. Other information deemed valuable for historical reference. Keep in mind storage limitations.

# ASCLS-MO LEADERSHIP

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## PRESIDENT-ELECT

**Length of Term:** One year (1<sup>st</sup> year of a three-year commitment) (elected position)

**Reports to:** ASCLS-MO President and Board of Directors

**Required Qualifications:** Active Professional or Emeritus ASCLS member in good standing for four consecutive years immediately prior to election who has served in an elected or appointed leadership position in ASCLS-MO for at least two years. Must be committed to the time, expense, and energy required for a three-year commitment. Must have attended two or more ASCLS-MO Leadership Meetings during the year prior to election.

**Recommended Qualifications:** A recent delegate to at least one ASCLS Annual Meeting

**Brief Position Description:** Shadow the current President, study the system, and learn the activities and responsibilities of the Presidency.

### General Leadership Responsibilities:

- Comply with ASCLS-MO Bylaws, policies, and procedures.
- Attend each ASCLS-MO Leadership Meeting and the ASCLS-MO Annual Business Meeting.
- Prior to each meeting, submit the appropriate written report of substantive actions.
- Promote ASCLS-MO to fellow laboratory professionals and actively recruit new members.
- Submit an expense voucher to the Treasurer within 60 days of incurring an eligible expense.
- If applicable, submit a working budget for next fiscal year's activities to the Treasurer (deadline to be determined by the Finance Committee). Fiscal year is from August 1 to July 31.
- At the end of each term, review this position description and send updates to the Bylaws Committee Chairperson for maintenance of the Leadership Handbook.

### Position-Specific Responsibilities:

- Serve as a voting member of the Board of Directors.
- Attend Region VI Board meetings and the ASCLS Annual Meeting.
- Learn the duties of the President and assist the President as necessary.
- Become familiar with ASCLS-MO and ASCLS activities, duties, policies, future directions, constitution and bylaws, positions, minutes of previous meetings, publications, organizational chart, position descriptions, and parliamentary procedures.
- Perform duties of the President in his/her absence; assume the Presidency in event of a vacancy in the office of President.
- Serve as a member of the Finance Committee.
- Serve as a member of the Promotion of the Profession Committee in the position of Webmaster Liaison (see position description for specific responsibilities).
- Assist the Membership Committee Chairperson with membership activities.
- Serve as co-chairperson of the ASCLS-MO delegation to the ASCLS House of Delegates.
- Prepare Presidential goals for presentation at the ASCLS-MO Annual Business Meeting.
- Determine goals of the ASCLS-MO Leadership for the upcoming year as President. These will be included on the Leadership Meeting reports of each leadership member throughout the year.
- Submit ASCLS version of the ASCLS-MO Leadership Directory by May 31 (includes membership number, home address, home and work phone numbers, and email address).
- Copy the President and Board of Directors on substantive actions.

# ASCLS-MO LEADERSHIP

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## PROMOTION OF THE PROFESSION COMMITTEE CHAIRPERSON

**Length of Term:** One year (appointed position)

**Reports to:** Second Year Board Director

**Qualifications:** Active member

**Brief Position Description:** Oversee and assist with activities of the following Promotion of the Profession Committee members: Medical Laboratory Professionals Week (MLPW) Coordinator, Newsletter Editor, Social Media Coordinator, and Webmaster Liaison (President-elect); in order to provide the face of ASCLS-MO. Assume responsibility for promotional activities that do not fall under the committee members, or vacant committee positions.

### **General Leadership Responsibilities:**

- Comply with ASCLS-MO Bylaws, policies, and procedures.
- Attend each ASCLS-MO Leadership Meeting and the ASCLS-MO Annual Business Meeting.
- Prior to each meeting, submit the appropriate written report of substantive actions.
- Promote ASCLS-MO to fellow laboratory professionals and actively recruit new members.
- Submit an expense voucher to the Treasurer within 60 days of incurring an eligible expense.
- If applicable, submit a working budget for next fiscal year's activities to the Treasurer (deadline to be determined by the Finance Committee). Fiscal year is from August 1 to July 31.
- At the end of each term, review this position description and send updates to the Bylaws Committee Chairperson for maintenance of the Leadership Handbook.

### **Position-Specific Responsibilities:**

- Identify, develop, and implement activities designed to enhance the public understanding and acceptance of the profession of Medical Laboratory Science.
- Become familiar with and utilize the Promotion of the Profession resources found on the ASCLS website.
- Outline responsibilities for the following committee members and assist with duties:
  - Medical Laboratory Professionals Week (MLPW) Coordinator
  - Newsletter Editor
  - Social Media Coordinator
  - Webmaster Liaison (ASCLS-MO President-elect)
- Prior to each Leadership Meeting, obtain and review reports from committee members. If a report was not submitted, remind the committee member of their responsibility.
- Assist the First Year Professional Director in spreading awareness of the medical laboratory profession, college major, and career options to college and high school students.
- Submit an article to the Newsletter Editor on important dates and activities promoting the laboratory profession.
- Send dates of upcoming events and any other lab promotional material to the Webmaster Liaison and the Social Media Coordinator for posting on the Society website and other media outlets.
- Recruit members to assist with committee members' duties as needed.
- Copy the Second Year Board Director on substantive actions.

# ASCLS-MO LEADERSHIP

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## PROMOTION OF THE PROFESSION COMMITTEE MEMBER: Medical Laboratory Professionals Week (MLPW) Coordinator

**Length of Term:** One year (appointed position)

**Reports to:** Promotion of the Profession Committee Chairperson

**Qualifications:** Active member

**Brief Position Description:** Provide the face of the profession and increase awareness of Clinical Laboratory Science by promoting Medical Laboratory Professionals Week (MLPW).

### General Leadership Responsibilities:

- Comply with ASCLS-MO Bylaws, policies, and procedures.
- Attend each ASCLS-MO Leadership Meeting and the ASCLS-MO Annual Business Meeting.
- Prior to each meeting, submit the appropriate written report of substantive actions.
- Promote ASCLS-MO to fellow laboratory professionals and actively recruit new members.
- Submit an expense voucher to the Treasurer within 60 days of incurring an eligible expense.
- If applicable, submit a working budget for next fiscal year's activities to the Treasurer (deadline to be determined by the Finance Committee). Fiscal year is from August 1 to July 31.
- At the end of each term, review this position description and send updates to the Bylaws Committee Chairperson for maintenance of the Leadership Handbook.

### Position-Specific Responsibilities:

- Identify, develop, and implement activities designed to enhance public understanding of the Clinical Laboratory Science profession and Medical Laboratory Professionals Week (MLPW).
- Coordinate with the District Representatives on MLPW activities throughout the state, including local proclamations.
- Obtain proclamations for MLPW from local civic leaders, including a state proclamation from the Governor. Examples can be found from previous years and at [www.ASCLS.org](http://www.ASCLS.org). NOTE: These should be submitted to the government office at least four to six weeks prior to MLPW.
- Manage the acquisition and distribution of MLPW promotional items.
- Promote MLPW at the ASCLS-MO Annual Meeting. Ideas include registration packet inserts, magnets, stickers, and tent-cards.
- Write an article for the *SoShowMe* containing MLPW information and dates. Submit to the Newsletter Editor by October 1.
- Write a review of MLPW for the *SoShowMe*. Submit to the Newsletter Editor by May 1.
- Submit information on MLPW activities to the Webmaster Liaison and Social Media Coordinator for posting on websites.
- Complete any other activities assigned by the Promotion of the Profession Committee Chairperson.
- Copy the Promotion of the Profession Committee Chairperson on substantive actions.

# ASCLS-MO LEADERSHIP

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## PROMOTION OF THE PROFESSION COMMITTEE MEMBER: Newsletter Editor

**Length of Term:** One year (appointed position)

**Reports to:** Promotion of the Profession Committee Chairperson

**Qualifications:** Active member

**Brief Position Description:** Request articles and information from members to edit and publish at least two editions of the state newsletter, *SoShowMe*, annually.

### **General Leadership Responsibilities:**

- Comply with ASCLS-MO Bylaws, policies, and procedures.
- Attend each ASCLS-MO Leadership Meeting and the ASCLS-MO Annual Business Meeting.
- Prior to each meeting, submit the appropriate written report of substantive actions.
- Promote ASCLS-MO to fellow laboratory professionals and actively recruit new members.
- Submit an expense voucher to the Treasurer within 60 days of incurring an eligible expense.
- If applicable, submit a working budget for next fiscal year's activities to the Treasurer (deadline to be determined by the Finance Committee). Fiscal year is from August 1 to July 31.
- At the end of each term, review this position description and send updates to the Bylaws Committee Chairperson for maintenance of the Leadership Handbook.

### **Position-Specific Responsibilities:**

- Edit and publish the *SoShowMe* newsletter at least twice a year. Goal to publish Fall/Winter edition by November 1, and Spring/Summer edition by June 1.
- Remind leadership members of all deadlines and submission responsibilities. Submission deadline of October 1 for Fall/Winter, and May 1 for Spring/Summer.
- Email each completed newsletter in PDF format to the ASCLS executive office and to the Membership Chair for distribution to the ASCLS-MO membership.
- Send each newsletter PDF file to the Webmaster Liaison for website posting, and to the Social Media Coordinator for inclusion in other media outlets as appropriate.
- Use professional judgment and only publish matter according to guidelines set forth by ASCLS.
- Organize all documents by year on a USB drive to transfer to the next Newsletter Editor.
- Maintain copies of the *SoShowMe* for five years, then transfer to Executive Secretary.
- Complete any other activities assigned by the Promotion of the Profession Committee Chairperson.
- Copy the Promotion of the Profession Committee Chairperson on substantive actions.



# ASCLS-MO LEADERSHIP

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## PROMOTION OF THE PROFESSION COMMITTEE MEMBER: Social Media Coordinator

**Length of Term:** One year (appointed position)

**Reports to:** Promotion of the Profession Committee Chairperson

**Qualifications:** Active member

**Brief Position Description:** Disseminate information about and generate interest in ASCLS-MO among members and the general public via social networking websites.

### **General Leadership Responsibilities:**

- Comply with ASCLS-MO Bylaws, policies, and procedures.
- Attend each ASCLS-MO Leadership Meeting and the ASCLS-MO Annual Business Meeting.
- Prior to each meeting, submit the appropriate written report of substantive actions.
- Promote ASCLS-MO to fellow laboratory professionals and actively recruit new members.
- Submit an expense voucher to the Treasurer within 60 days of incurring an eligible expense.
- If applicable, submit a working budget for next fiscal year's activities to the Treasurer (deadline to be determined by the Finance Committee). Fiscal year is from August 1 to July 31.
- At the end of each term, review this position description and send updates to the Bylaws Committee Chairperson for maintenance of the Leadership Handbook.

### **Position-Specific Responsibilities:**

- Follow ASCLS guidelines for media relations.
- Create/maintain various social networking accounts for ASCLS-MO.
- Post updates and upcoming event information to each account in a timely manner.
- Keep all networking sites up-to-date, periodically reviewing content and removing outdated information.
- Respond to inquiries from the public or forward to the appropriate leadership member.
- Practice professionalism in all interactions with the public.
- Transfer all account information to the next Social Media Coordinator at end of term.
- Complete any other activities assigned by the Promotion of the Profession Committee Chairperson.
- Copy the Promotion of the Profession Committee Chairperson on substantive actions.

# ASCLS-MO LEADERSHIP

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## PROMOTION OF THE PROFESSION COMMITTEE MEMBER: Webmaster Liaison (ASCLS-MO President-elect)

**Length of Term:** One year (appointed position)

**Reports to:** Promotion of the Profession Committee Chairperson

**Qualifications:** ASCLS-MO President-elect shall serve as Webmaster Liaison.

**Brief Position Description:** Serve as a common point of contact between the Webmaster and the ASCLS-MO leadership members for website updates.

### **General Leadership Responsibilities:**

- Comply with ASCLS-MO Bylaws, policies, and procedures.
- Attend each ASCLS-MO Leadership Meeting and the ASCLS-MO Annual Business Meeting.
- Prior to each meeting, submit the appropriate written report of substantive actions.
- Promote ASCLS-MO to fellow laboratory professionals and actively recruit new members.
- Submit an expense voucher to the Treasurer within 60 days of incurring an eligible expense.
- If applicable, submit a working budget for next fiscal year's activities to the Treasurer (deadline to be determined by the Finance Committee). Fiscal year is from August 1 to July 31.
- At the end of each term, review this position description and send updates to the Bylaws Committee Chairperson for maintenance of the Leadership Handbook.

### **Position-Specific Responsibilities:**

- Notify the Webmaster of required website updates (leadership roster, calendar of events, etc.).
- Receive and review items from leadership members for website posting and forward to the Webmaster.
- Follow up with the Webmaster to ensure updates are made and items are posted in a timely manner.
- Periodically test the ASCLS-MO website and make suggestions to the Webmaster.
- Complete any other activities assigned by the Promotion of the Profession Committee Chairperson.
- Copy the Promotion of the Profession Committee Chairperson on substantive actions.

# ASCLS-MO LEADERSHIP

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## SCIENTIFIC ASSEMBLY CHAIRPERSON

**Length of Term:** One year (appointed position)

**Reports to:** Second Year Board Director

**Qualifications:** Active member

**Brief Position Description:** To stay abreast of the technical issues that impact the various scientific areas of laboratory medicine and use this knowledge to promote ASCLS by serving as a resource for the coordination of district educational activities. Assist with the programming of the ASCLS-MO Annual Meeting.

### General Leadership Responsibilities:

- Comply with ASCLS-MO Bylaws, policies, and procedures.
- Attend each ASCLS-MO Leadership Meeting and the ASCLS-MO Annual Business Meeting.
- Prior to each meeting, submit the appropriate written report of substantive actions.
- Promote ASCLS-MO to fellow laboratory professionals and actively recruit new members.
- Submit an expense voucher to the Treasurer within 60 days of incurring an eligible expense.
- If applicable, submit a working budget for next fiscal year's activities to the Treasurer (deadline to be determined by the Finance Committee). Fiscal year is from August 1 to July 31.
- At the end of each term, review this position description and send updates to the Bylaws Committee Chairperson for maintenance of the Leadership Handbook.

### Position-Specific Responsibilities:

- Serve as a liaison by establishing communication with the ASCLS National Scientific Assembly Chairperson (<http://www.ascls.org/ascls-leadership/scientific-assemblies>) and maintaining an exchange of information, concerns, and activities.
- Identify educational needs and interests pertinent to the Society.
- Identify and maintain a talent bank of potential speakers, workshops, seminars, etc.
- Serve as a resource for educational activities.
- Work with District Representatives to develop educational activities in the districts.
- Provide input as requested for the development of laboratory standards.
- Write an article for the *SoShowMe* (case study, book review, journal article synopsis, instrument review, etc.). Submit to the Newsletter Editor by October 1.
- Advocate for manuscript/article submissions to relevant journals or newsletters, such as *Clinical Laboratory Science*, *MLO-Medical Laboratory Observer*, *ADVANCE for CLS professionals*, *ASCLS Today*, and others.
- Submit program information to the Webmaster Liaison (President-elect) for website posting.
- Serve on the ASCLS-MO Annual Meeting Committee.
- Recommend current topics and recruit speakers for Annual Meeting sessions.
- Assist in preparation and presentation of sessions, and workshops at the Annual Meeting.
- If and when possible, advocate for student entries into the annual competition for the Education Scientific Assembly Student Paper Award for case study or research (May 1 annual deadline).
- Recruit members to the Scientific Assembly to represent the different areas of lab medicine.
- Serve on the TRMSF Committee whenever applications are received for review.
- Copy the Second Year Board Director on substantive actions.

# ASCLS-MO LEADERSHIP

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## SECOND YEAR BOARD DIRECTOR

**Length of Term:** One year (2<sup>nd</sup> year of a two-year commitment) (elected position)

**Reports to:** ASCLS-MO President and Board of Directors

**Required Qualifications:** Active Professional or Emeritus member; First Year Board Director of the previous year (or have met requirements of First Year Board Director)

**Recommended Qualifications:** Has served as an active District Representative and Committee Chairperson

**Brief Position Description:** Serve as an experienced ASCLS-MO member to oversee and provide direction to all committee chairs and serve as liaison between committee chairs and ASCLS-MO Board of Directors.

### **General Leadership Responsibilities:**

- Comply with ASCLS-MO Bylaws, policies, and procedures.
- Attend each ASCLS-MO Leadership Meeting and the ASCLS-MO Annual Business Meeting.
- Prior to each meeting, submit the appropriate written report of substantive actions.
- Promote ASCLS-MO to fellow laboratory professionals and actively recruit new members.
- Submit an expense voucher to the Treasurer within 60 days of incurring an eligible expense.
- If applicable, submit a working budget for next fiscal year's activities to the Treasurer (deadline to be determined by the Finance Committee). Fiscal year is from August 1 to July 31.
- At the end of each term, review this position description and send updates to the Bylaws Committee Chairperson for maintenance of the Leadership Handbook.

### **Position-Specific Responsibilities:**

- Serve as a voting member of the Board of Directors.
- Communicate information between the Board and the committee chairs, as necessary.
- Regularly contact the committee chairs to determine progress of committee activities and offer assistance and guidance.
- Prior to each Leadership Meeting, review reports from committee chairs. If a report was not submitted, remind the chairperson of their responsibility.
- Ensure that program information is submitted to the Webmaster Liaison (President-elect) for posting on the ASCLS-MO website.
- If possible, submit name for election as delegate to ASCLS Annual Meeting.
- Copy the President and Board of Directors on substantive actions.

# ASCLS-MO LEADERSHIP

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## SECRETARY

**Length of Term:** Two years, for a maximum of two consecutive full terms (elected position)

**Reports to:** ASCLS-MO President and Board of Directors

**Required Qualifications:** Active Professional or Emeritus ASCLS member in good standing for three consecutive years immediately prior to election who has served in an elected or appointed leadership position in ASCLS-MO for at least two years.

**Recommended Qualifications:** Knowledge of word processing programs

**Brief Position Description:** Take complete and accurate minutes at all ASCLS-MO Leadership Meetings and the Annual Business Meeting, manage the current information system and data generated within the term of service, and assist the Executive Secretary in the management of databases and archival information.

### General Leadership Responsibilities:

- Comply with ASCLS-MO Bylaws, policies, and procedures.
- Attend each ASCLS-MO Leadership Meeting and the ASCLS-MO Annual Business Meeting.
- Prior to each meeting, submit the appropriate written report of substantive actions.
- Promote ASCLS-MO to fellow laboratory professionals and actively recruit new members.
- Submit an expense voucher to the Treasurer within 60 days of incurring an eligible expense.
- If applicable, submit a working budget for next fiscal year's activities to the Treasurer (deadline to be determined by the Finance Committee). Fiscal year is from August 1 to July 31.
- At the end of each term, review this position description and send updates to the Bylaws Committee Chairperson for maintenance of the Leadership Handbook.

### Position-Specific Responsibilities:

- Serve as a voting member of the Board of Directors.
- Take complete and accurate minutes at all ASCLS-MO Leadership Meetings and the Annual Business Meeting. NOTE: Official minutes will include:
  - 1) agenda
  - 2) list of leadership members present and absent
  - 3) minutes
  - 4) written reports submitted by leadership members
  - 5) any additional reports, papers, correspondence, etc., submitted during the meeting
- E-mail a copy of the minutes to the leadership members for review prior to the next meeting.
- Once approved, submit minutes in PDF format to the Webmaster Liaison (President-elect) for posting on the ASCLS-MO website.
- Maintain current list of ASCLS-MO Leadership.
- Bring Motion Statement forms to meetings of the ASCLS-MO Leadership.
- Conduct correspondence as authorized by the President and Board of Directors.
- Organize all documents by year on a USB drive to transfer to the next Secretary.
- Maintain electronic copies of official minutes from the previous five years, then transfer to the Executive Secretary for storage in Society archives.
- Work with the Executive Secretary to maintain organized archives.
- Copy the President and Board of Directors on substantive actions.

# ASCLS-MO LEADERSHIP

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## STUDENT DIRECTOR

**Length of Term:** One year (appointed position)

**Reports to:** ASCLS-MO President and Board of Directors

**Required Qualifications:** Student member currently enrolled in an accredited MLS/MLT educational program. Prepared to progress into the role of First Year Professional (FYP) Director.

**Brief Position Description:** Represent the interests of students as a member of the Board of Directors. Coordinate all activities related to student participation in ASCLS-MO and ASCLS. Implement student recruitment and retention activities.

### General Leadership Responsibilities:

- Comply with ASCLS-MO Bylaws, policies, and procedures.
- Attend each ASCLS-MO Leadership Meeting and the ASCLS-MO Annual Business Meeting.
- Prior to each meeting, submit the appropriate written report of substantive actions.
- Promote ASCLS-MO to fellow laboratory professionals and actively recruit new members.
- Submit an expense voucher to the Treasurer within 60 days of incurring an eligible expense.
- If applicable, submit a working budget for next fiscal year's activities to the Treasurer (deadline to be determined by the Finance Committee). Fiscal year is from August 1 to July 31.
- At the end of each term, review this position description and send updates to the Bylaws Committee Chairperson for maintenance of the Leadership Handbook.

### Position-Specific Responsibilities:

- Serve as a voting member of the Board of Directors.
- Attend Region VI Council meetings, if possible.
- Serve as the Region VI Student Director for Missouri's turn in the rotation.
- Attend the ASCLS Annual Meeting and serve as a delegate to the House of Delegates.
- Serve as ASCLS-MO liaison to the ASCLS and Region VI Student Directors.
- Implement national and regional activities at the state level.
- Serve as chairperson of the Student Forum, which shall coordinate student involvement and interest in ASCLS-MO.
- Create and maintain a student contact list for Missouri, with help from the FYP Director.
- Contact students to share ASCLS/ASCLS-MO membership and event information.
- Work with the FYP Director and the Membership Committee Chairperson to develop and implement student recruitment and retention activities.
- Plan and host at least one event for students.
- Obtain from the Leadership Development Chairperson the contact information of a student representative from each MLS/MLT program in the state of Missouri.
- Maintain regular communication with student representatives to disseminate information about ASCLS/ASCLS-MO and any student activities to students across the state.
- Write an article for the *SoShowMe* on a topic of interest to students, or student activities. Submit to the Newsletter Editor by October 1.
- Submit student event information to the Webmaster Liaison (President-elect) for website posting.
- Contact ASCLS-MO Annual Meeting Committee Chairperson about student activities.
- Contact ASCLS Student Director about ASCLS Annual Meeting student events.
- Copy the President and Board of Directors on substantive actions.

# ASCLS-MO LEADERSHIP

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## TOM REDDIG MISSOURI SCHOLARSHIP FUND (TRMSF) COMMITTEE CHAIRPERSON

**Length of Term:** One year (appointed position)

**Reports to:** Second Year Board Director

**Qualifications:** Active member

**Brief Position Description:** Oversee and coordinate activities involving the Tom Reddig Missouri Scholarship Fund (TRMSF) to include fund raising, recipient selection, fund distribution, investments, and budget adjustments. Work with the TRMSF Committee, which is appointed by the President when there are applications and consists of a lab manager, an educator (both preferably from the ASCLS-MO Leadership), and the SA Chairperson.

### **General Leadership Responsibilities:**

- Comply with ASCLS-MO Bylaws, policies, and procedures.
- Attend each ASCLS-MO Leadership Meeting and the ASCLS-MO Annual Business Meeting.
- Prior to each meeting, submit the appropriate written report of substantive actions.
- Promote ASCLS-MO to fellow laboratory professionals and actively recruit new members.
- Submit an expense voucher to the Treasurer within 60 days of incurring an eligible expense.
- If applicable, submit a working budget for next fiscal year's activities to the Treasurer (deadline to be determined by the Finance Committee). Fiscal year is from August 1 to July 31.
- At the end of each term, review this position description and send updates to the Bylaws Committee Chairperson for maintenance of the Leadership Handbook.

### **Position-Specific Responsibilities:**

- Maintain the financial records and bank accounts of the TRMSF.
- Submit written motions at the first ASCLS-MO Leadership Meeting of the fiscal year to include:
  - ASCLS-MO gives \$200 to TRMSF.
  - ASCLS-MO gives \$1.00 per current member (using September membership roster to count) to TRMSF.
- Write articles for the *SoShowMe*. Submit an article to the Newsletter Editor by October 1 calling for fundraising/silent auction items at the ASCLS-MO Annual Meeting. Submit a second article by May 1 outlining fundraising/silent auction results. Also include:
  - Donors' names
  - Status of the TRMSF
  - Regulations for applying for and obtaining scholarships
  - Scholarship recipients
- Submit program information to the Webmaster Liaison (President-elect) for posting on the ASCLS-MO website.
- Coordinate fundraising activities for the TRMSF.
- Arrange fundraising details with the Annual Meeting Committee Chairperson.
- Work with the TRMSF Committee (consisting of a lab manager, an educator, and the SA Chairperson, appointed by the President) to review applications and award scholarships as the committee deems appropriate.
- Copy the Second Year Board Director on substantive actions.

# ASCLS-MO LEADERSHIP

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## TREASURER

**Length of Term:** Two years, for a maximum of two consecutive full terms (elected position)

**Reports to:** ASCLS-MO President and Board of Directors

**Required Qualifications:** Active Professional or Emeritus ASCLS member in good standing for three consecutive years immediately prior to election who has served in an elected or appointed leadership position in ASCLS-MO for at least two years. Must have integrity and a desire to maintain financial records.

**Recommended Qualifications:** Knowledge of electronic financial record management

**Brief Position Description:** Manage the financial affairs of ASCLS-MO to include creating and managing the budget, handling all monetary exchanges, and coordinating all financial activities such as audits.

### **General Leadership Responsibilities:**

- Comply with ASCLS-MO Bylaws, policies, and procedures.
- Attend each ASCLS-MO Leadership Meeting and the ASCLS-MO Annual Business Meeting.
- Prior to each meeting, submit the appropriate written report of substantive actions.
- Promote ASCLS-MO to fellow laboratory professionals and actively recruit new members.
- Submit an expense voucher to the Treasurer within 60 days of incurring an eligible expense.
- If applicable, submit a working budget for next fiscal year's activities to the Treasurer (deadline to be determined by the Finance Committee). Fiscal year is from August 1 to July 31.
- At the end of each term, review this position description and send updates to the Bylaws Committee Chairperson for maintenance of the Leadership Handbook.

### **Position-Specific Responsibilities:**

- Serve as a voting member of the Board of Directors.
- Serve as chairperson of the Finance Committee. Other members of the Finance Committee are the President, President-elect, and Past President.
- Change the valid signatures on all appropriate financial accounts upon taking office.
- Obtain new signature cards as required.
- Maintain insurance bond.
- Collect, receive, disburse, and accurately record all funds of the Society (except those delegated to the Annual Meeting) in accordance with the directives established by the Board of Directors.
- Maintain a running tally of credits and debits, from which reports may be generated for Leadership Meetings and other purposes.
- Submit a to-date balance report at each Leadership Meeting (complete financial accounting since previous Leadership Meeting).
- Remind the Board of anticipated expenditures.
- In cooperation with the Finance Committee, submit a preliminary budget for the next fiscal year to the Board for comments at the winter Leadership Meeting prior to the Annual Business Meeting.
- At the Annual Business Meeting, submit to the membership a statement of all receipts and expenditures since the previous Annual Business Meeting.
- Using data submitted by Board members and committee chairs, in cooperation with the Finance Committee, present a budget for the next fiscal year at the Annual Business Meeting for approval.



## TREASURER - continued

- Submit a copy of the final budget to the Newsletter Editor by May 1 for publication in the Spring/Summer Edition of the *SoShowMe*.
- Ensure that all accounts are audited at the end of each term, either by a CPA or an internal auditing committee appointed by the President, before the newly elected Treasurer assumes the office.
- At the end of term, assist the newly elected Treasurer to accomplish the change of valid signatures on all appropriate financial accounts.
- Organize all documents by year on a USB drive to transfer to the next Treasurer.
- Maintain electronic copies of official financial reports from the previous seven years, then transfer to the Executive Secretary for storage in Society archives.
- Work with the Executive Secretary to maintain organized archives.
- File IRS Form 990-N, also known as e-990 postcard, annually by December 15, if gross receipts have averaged more than \$25,000 for the immediately preceding three tax years (including the year for which the return would be filed). The Society's gross receipts do not include any costs or expenses. It is not necessary to file form 990-N if records show gross receipts less than or equal to \$25,000 had been collected annually. (Note: The December 15 report deadline has been identified by the IRS statement that the report is due every year by the 15<sup>th</sup> of the month that is 5 months after the year end close date of the organization. For ASCLS-MO, the fiscal year ends on July 31, which thereby makes the reporting deadline December 15.)
- Copy the President and Board of Directors on substantive actions.

### **File Contents (to be maintained for seven years\*):**

- Expense forms/payment vouchers/cancelled checks/deposit slips/bank or fund statements
- Leadership Meeting reports containing to-date balances
- Dues activity rosters
- Meeting minutes containing information that has had an impact on finances of the Society

\*After seven years, transfer to the Executive Secretary for storage in Society archives.

# **ASCLS-MO ANCILLARY POSITION DESCRIPTIONS**

# ASCLS-MO ANCILLARY POSITIONS

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## WEBMASTER

**Length of Term:** One year (appointed position)

**Reports to:** Webmaster Liaison (ASCLS-MO President-elect) and Board of Directors

**Qualifications:** Experience in developing and maintaining websites, or willingness to learn

**Brief Position Description:** To maintain and update the ASCLS-MO website and identify ways to improve the appearance, effectiveness, and visibility of the website.

**Position-Specific Responsibilities:**

- Maintain and update the ASCLS-MO website.
- Interact with the server host as needed.
- Consult with the Webmaster Liaison (President-elect) for all matters relating to the ASCLS-MO website.
- Respond to posting requests and website improvement suggestions from the ASCLS-MO Leadership, as conveyed by the Webmaster Liaison.
- Visit the website regularly to identify and correct problems.
- Develop an efficient and thorough system to provide regular website updates.
- Notify the Webmaster Liaison of website domain expenses and/or changes.

**Fee:** To be determined by the Board of Directors, as needed.

# **FORMS**

**Leadership Meeting Report**

**Annual Meeting Report**

**Expense Voucher**

**Motion Statement**



## ASCLS-MO Leadership Meeting Report

**Report of:** Position

**Report to:** ASCLS-MO Board of Directors

**Submitted for:** ASCLS-MO Leadership Meeting

**Prepared by:** Name

**Date:** MM/DD/YY

**Agenda Item Number:**

### **PROGRESS TOWARD ACHIEVING GOALS:**

(include general leadership goals and position-specific goals)

Goal #1: "Summarize goal"

"Describe in-progress and completed activities"

Goal #2: "Summarize goal"

"Describe in-progress and completed activities"

Goal #3: "Summarize goal"

"Describe in-progress and completed activities"

Goal #4: "Summarize goal"

"Describe in-progress and completed activities"

Goal #5: "Summarize goal"

"Describe in-progress and completed activities"

Goal #6: "Summarize goal"

"Describe in-progress and completed activities"

**OTHER ACTIVITIES:** "Other ASCLS activities not related to goals"

**CONCERNS:** "Barriers to achieving goals"

**REQUESTS FOR ACTION:** "Requests from ASCLS-MO requiring a vote to achieve goals"  
Complete and attach a motion statement form, if applicable.



## **ASCLS-MO Annual Meeting Report**

**Date:**

**Name:**

**Leadership Position:**

**1. Meetings Attended:**

•

**2. Goals Met and Activities/Projects Completed:**

•

**3. Expenses (if any):**

•

**4. Goals to be Accomplished by July 31:**

•



**ASCLS-MO Expense Voucher**

*No payment will be made without a properly completed voucher with receipts attached.*

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REQUESTED BY: \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

REASON FOR EXPENSE: \_\_\_\_\_

TRAVEL: # MILES \_\_\_\_\_ AT \$0.55 PER MILE = \$ \_\_\_\_\_

TOTAL AMOUNT REQUESTED: \$ \_\_\_\_\_

PROVIDED IN BUDGET LINE ITEM: \_\_\_\_\_

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IF NOT A BUDGET ITEM, PRIOR APPROVAL MUST BE OBTAINED.  
FOR REFERENCE, INDICATE WHEN AND HOW APPROVAL WAS OBTAINED.

DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

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DATE PAID: \_\_\_\_\_ CHECK #: \_\_\_\_\_ PAID BY: \_\_\_\_\_



**ASCLS-MO Motion Statement**

Motion Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

Leadership Position Held: \_\_\_\_\_

Agenda Number/Topic: \_\_\_\_\_

Change of:  Budget,  Bylaws,  SOPs,  Other

**MOTION:**

I move ...

**AMENDED MOTION:**

(if necessary)

**VOTE:** Ays \_\_\_\_\_, Nays \_\_\_\_\_

**VOTING MEMBERS:**