



American Society for Clinical Laboratory Science -  
South Dakota

# ASCLS-SD Permanent Documents

Position Descriptions  
Committee Composition & Function  
Standard Operating Procedures  
Society Forms

Revision: March 2014

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# **Society Position Descriptions**

## Position Description: President

**Responsible To:** Region V Director

**Term of Office:**

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

**Recommended Qualifications:**

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

**Duties and Responsibilities:**

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

# ASCLS-SD President Orientation and Example Calendar

## August- right after Annual Meeting

### ASCLS-SD Organizational Tasks:

- Set up electronic communication groups [examples] Board Members; State Leaders, TFs & Appointed positions
- Add "ascls-list for ASCLS-SD" to your address book to allow communication with all members [ascls-sd-members@ascls-lists.org](mailto:ascls-sd-members@ascls-lists.org)
- Mark your calendar with all ASCLS Annual Calendar dates for reports and deadlines
- Mark calendar with monthly BOD conference calls - Current 4th Wed. 4:30pm (CST)
- Mark calendar: 2-Day Region V Tri-State (Oct 11-12); 2-Day Fall Collaborative Conf (FCC) (Nov 8-9); 1 Day Spring Meeting
- Confirm 4 Task Forces Chairs; confirm their task force members; solicit new members from membership

### ASCLS-SD Board of Directors Meetings -

- August - Kick off meeting; can invite BOD + Appointed positions to kick off
- 2 weeks before - reminder out to BOD
- 1 week before - agenda out

### President's Article - Volusion Fall Issue; deadline August 15

Fall Collaborative Conference - confirm noon meeting and work with Reg V Director on joint presentation of ASCLS professional update

## September

ASCLS-SD BOD Meeting: reminder& agenda; Assign Pres-Elect Scholarship/Student Forum duties;  
Fall Conference Contract with CLMA: Submit 2 year contract to CLMA for signature

## October

**Fall Board Reports Due:** State Submissions to Regional Director

ASCLS-SD BOD Meeting: reminder& agenda

### ASCLS Region V Meeting & President's Council

#### President & BOD Tasks:

- Legislative Days - organize & determine # of reps (GAC chair, Student, New Prof + 1 additional if budget allows); solicit candidates as needed
- President - final prep FCC meeting noon luncheon presentation; coordinate with Region V Director

## November

### Fall Collaborative Conference

President's Article - Volusion Winter Issue; deadline November 15

ASCLS-SD BOD Meeting: reminder& agenda

## December

**ASCLS-SD BOD Meeting:** reminder& agenda

**ASCLS-SD Elections:** Determine position openings; information out to Nominations Committee including: position descriptions and candidate forms; solicit suggestions from BOD; **DEADLINE:** Slate of Candidates must be complete and approved by the BOD by Feb board meeting.

## January

**National Item prep – Awards (organize and forms out for February Awards)**

**ASCLS-SD BOD Meeting:** reminder& agenda

**Proposed Budget for New Year:** Request Sec/Treasurer and others as needed begin prep of new budget.

**Spring Meeting:** Communicate with Chair; Professional Update Presentation (1hrCE) and Annual Business meeting (request 1.75-2 hrs total)

## February

1) **Awards/Nominations** Due February 15 or in accordance with national deadlines

- Omicron Sigma Awards – Notes
- President send National OS list (complete around Feb 1) to RD → RD determines Regional OS awardees sends into OS Award contact → RD sends both national and regional awardee list to state presidents so they can determine state level OS
- OS awards encourage no duplicated awards so that is why President →RD →State presidents

2) **Interim Board Reports** Due: State Submissions to Regional Director

**President's Article - Volusion Spring Issue; deadline February 15**

**ASCLS-SD BOD Meeting:** reminder& agenda; start process of National Meeting delegates; cost estimates, etc.

**Spring Meeting Preparation - Awards; Annual Meeting Agenda; ASCLS Update Presentation**

- Awards: OS State, Keys to Future, Member of Year, New Prof of Year, Longevity, Board Appreciation

## March

**ASCLS-SD BOD Meeting:** reminder& agenda

**Spring Meeting Preparation - Awards; Annual Meeting Agenda; ASCLS Update Presentation.** Get input from BOD on Key to Future, Member of year. Submit to National.

**President & BOD Tasks:**

- National Meeting - determine delegates in accordance with bylaws and member numbers (Pres, Pres-Elect, New Professional, Student) + additional delegates as outlined by member #s
- Orientate/Communicate with Pres-Elect; Annual appointments grid; due June 1 from Pres-Elect

## April

**National Medical Laboratory Professionals Week**

**Spring Meeting - Awards; Annual Meeting & Elections; ASCLS Update Presentation**

**ASCLS-SD BOD Meeting:** reminder& agenda

**Mentor Incoming Pres-Elect & current President-Elect :** ASCLS-SD Appointments and State Roster Due June 1

## **May**

**President's Article** - Volusion Summer Issue; deadline May 15

**ASCLS Annual Meeting Delegates** - register delegates when communication received from National committee. Assign delegates to required governance meetings – send grid.

## **June**

**Pres-Elect: State and National Committee Rosters** Due June 1

**Annual Reports** Due:

- **2 reports due:** 1 Annual Board; 1 Annual House

**ASCLS-SD BOD Meeting:** reminder& agenda

## **July**

**ASCLS Annual Meeting** – end of July

**ASCLS-SD BOD Meeting:** can cancel if choose to

**Routine Ongoing Duties:**

- ASCLS National (Office, Board, or Committees) communications to states:
  - Respond to requests
  - Forward out information to BOD or members as appropriate
- Keep the BOD and Task Forces engaged and setting goals, etc.
- Respond to member inquires or delegate to appropriate committee/BOD member etc.

### **ASCLS Board Reports & Request For Action Items Info:**

- **Fall Board** – Activities from annual meeting to fall report
- **Interim** – Activities from Fall to Interim
- **Annual Board** – Activities from Interim to Annual; include state summary reports; do not include committee report summary
- **Annual House** – Annual summary of all activities during the year; do not include state or committee information
- **“Requests For Action”:** All requests for Action should be action requests for the ASCLS Board of Directors (not requests for state or regional action; state/regional items can be listed as “concerns”). All final requests for action must be in report as **“a formal motion” for the Board.** Note: communicate with Regional Director prior to putting a 'request for action' in a ASCLS report.
- **Example reports** – emailed to you as they occurred

### **Region V Presidents Council Meetings:**

- Face-to-face at Region V Meeting; all others by conference call;
- Number of meetings – no specific requirements



## Position Description: President-Elect

**Responsible To:** Society President

**Term of Office:**

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

**Recommended Qualifications:**

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

**Duties and Responsibilities:**

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

## Position Description: President-Elect Elect

**Responsible To:** Society President and President-Elect

**Term of Office:**

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

**Recommended Qualifications:**

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

**Duties and Responsibilities:**

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

## Position Description: Past President

**Responsible To:** Society President

**Term of Office:**

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

**Recommended Qualifications:**

Not applicable

**Duties and Responsibilities:**

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

## Position Description: Secretary/Treasurer

**Responsible To:** Society President and President-Elect

**Term of Office:**

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

**Recommended Qualifications:**

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

**Duties and Responsibilities:**

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

## Position Description: Board Member-at-Large

**Responsible To:** Society President and President-Elect

**Term of Office:**

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

**Recommended Qualifications:**

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

**Duties and Responsibilities:**

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

## Position Description: New Professional Member-at-Large

**Responsible To:** Society President and President-Elect

**Term of Office:**

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

**Recommended Qualifications:**

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

**Duties and Responsibilities:**

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

## Position Description: Student Forum Representative

**Responsible To:** Society President and Board of Directors

**Term of Office:**

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

**Recommended Qualifications:**

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

**Duties and Responsibilities:**

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

## Position Description: Continuing Education Coordinator

**Responsible To:** Society Board of Directors

**Term of Office:**

Appointed by the state President. Term will continue at the pleasure of the Board of Directors and of the person appointed.

**Recommended Qualifications:**

Preferred two years active membership within the Society. Must have one or more of the following P.A.C.E. ® criteria:

1. Is or has been a director or coordinator of an accredited program in the clinical lab sciences.
2. Holds a degree in education or laboratory science.
3. Has sufficient teaching experience or experience in educational program planning in clinical laboratory sciences.
4. Has participated in a workshop or course in educational methodologies.
5. Has attended the ASCLS P.A.C.E. ® Workshop where objectives and evaluations are discussed.

**Duties and Responsibilities:**

- 1) Monitors receipt of P.A.C.E. ® session speaker forms for each Society educational event. Reviews and edits description and objectives to meet P.A.C.E. ® guidelines. Adds assigned time, contact hours and proposed speaker introduction to forms. Sends edited speaker forms back to speaker and to appropriate contact person prior to each educational event.
- 2) Edits CE Organizer instructions on ASCLS website for each meeting and for attendee packets.
- 3) Coordinates educational session moderator packets for each meeting as requested.
- 4) Submits quarterly P.A.C.E. ® reports to National, including program brochures and session summaries.
- 5) Notifies state President and Board of Directors of any educational activities or potential problem areas as applicable.
- 6) Responsible to coordinate continuing education activities for Region V meetings via rotational assignment.



## Position Description: Bylaws Chair

**Responsible To:** Society Board of Directors

**Term of Office:**

Appointed one year term by the state President; may be filled by Past President. Term begins the first of the month following the National meeting and will be completed at the end of the month in which the next National meeting is held.

**Recommended Qualifications:**

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

**Duties and Responsibilities:**

- 1) Reviews Society's current approved Bylaws and Permanent Documents annually for needed revisions at either the direction of the Board of Directors or National office.
- 2) All needed amendments must be submitted to the President and Board of Directors prior to the March BOD meeting. The Board of directors must approve amendments before submitting to the state membership for final approval.
- 3) Works with Publication Chair to notify all voting Society members in writing of proposed amendments at least 15 days prior to the annual general business meeting. Assures that proposed amendments are voted on and approved at this meeting.
- 4) Submits state-approved amendments to the National office's Bylaws Committee for National approval.
- 5) Corresponds with the National office if the Society recommends amendments to the National Bylaws.

## Position Description: Government Affairs Chair

**Responsible To:** Society Board of Directors

**Term of Office:**

Appointed one year term by the state President. Eligible for reappointment. Term begins the first of the month following the National meeting and will be completed at the end of the month in which the next National meeting is held.

**Recommended Qualifications:**

Preferred two years active membership within the Society.

**Duties and Responsibilities:**

- 1) Keeps informed on potential governmental and professional problems relating to the Society and/or profession existing in the state, and relates those problems to the President and Board of Directors.
- 2) Assists with government affairs activities as requested by state, regional and National ASCLS boards or committees.
- 3) Distributes information to state membership as directed.
- 4) Initiates governmental contact correspondence for grass roots campaigns.
- 5) Provides newsletter articles as outlined by standard operating procedure or as directed by the President or Publication Editor.
- 6) Attends Legislative Days as a state delegate as directed by the Board of Directors.
- 7) Coordinates PAC (Political Action Committee) activities as directed by state, regional or National boards or committees.
- 8) Attends Society Board of Director meetings as a non-voting member when needed to report on activities.

## Position Description: Membership Committee Chair

**Responsible To:** Society Board of Directors, Region V Membership Chair

**Term of Office:**

Appointed two year term by the state President. Eligible for reappointment. Term begins the first of the month following the National meeting and will be completed at the end of the month in which the next National meeting is held.

**Recommended Qualifications:**

Preferred two years active membership within the Society and previous experience with membership activities.

**Duties and Responsibilities:**

- 1) Coordinates and directs all goals and activities assigned to the Membership Committee by standard operating procedures, or by National, Regional or Society direction. Assures that all are completed within assigned time frames.
- 2) Works with the Publications Editor to assure production of all membership publications, membership related communications, and member recognition.
- 3) Submits proposed membership budget information to the Board of Directors for approval prior to the annual general business meeting.
- 4) Maintains Membership Committee expenditures within approved budget. Obtains approval from Board of Directors for any expenditures exceeding \$50. Submits reimbursement requests to the Secretary/Treasurer within 30 days of event.
- 5) Submits Membership Committee report to the Board of Directors for each meeting. Submits annual Membership Committee report to the Board of Directors prior to the annual business meeting.
- 6) Reports Society membership activities to the National Committee or Regional Membership Chair as requested.
- 7) Receives and reviews all National membership listings and assures that Society membership records are accurate. Forwards required membership changes to the Publications Chair and Board of Directors to assure accuracy of the member database.
- 8) Attends Society Board of Director meetings as a non-voting member when needed to report on membership goals and/or activities.
- 9) Provides newsletter articles as outlined by standard operating procedure or as directed by the President or Publication Editor.

## Position Description: Publications Editor

**Responsible To:** Society Board of Directors

**Term of Office:**

Appointed by the state President. Term will continue at the pleasure of the Board of Directors and of the person appointed.

**Recommended Qualifications:**

Preferred one year active membership within the Society. Previous experience on Society board, Standing Committees, or appointed Society positions is preferred. Experience with computer programs and desktop publishing is helpful.

**Duties and Responsibilities:**

- 1) Directs the Publications committee to meet all assigned duties and deadlines as outlined by standard operating procedure and/or at the request of the Board of Directors.
- 2) Works with the Board of Directors in carrying out publication responsibilities and activities related to the Society newsletter, Society materials and webpage administration. As assigned, administers Region V webpage.
- 3) Assists as requested with publication and revision of the following Society documents:
  - a. Bylaws and permanent documents
  - b. Standing committee publication materials
- 4) Works with the Membership Committee in completing required membership publications duties:
  - a. Membership renewal and retention publications
  - b. Membership recognition publications and awards
  - c. Non-member recruitment publications
  - d. Member handbook distribution and revisions
- 5) At the direction of the Nominations Committee, prepares candidate publications and ballots for the annual election.
- 6) Assures publication of the Society newsletter as outlined by standard operation procedure.
- 7) Attends Society Board of Director meetings as a non-voting member when needed to report on projects.
- 8) As requested, submits proposed Publications budget information to the Board of Directors for approval prior to the annual general business meeting.

## Position Description: Scientific Assembly Chair

**Responsible To:** Society Board of Directors

**Term of Office:**

Appointed one year term by the state President; eligible for reappointment. Term begins the first of the month following the National meeting and will be completed at the end of the month in which the next National meeting is held.

**Recommended Qualifications:**

Preferred one year active membership within the Society and expressed interest in the appointed Scientific Assembly.

**Duties and Responsibilities:**

- 1) Assists the Society with carrying out proposed responsibilities and activities as requested.
- 2) May be requested to submit education topics and suggest speakers for state meetings.
- 3) May be utilized as a resource person for Society members with questions and/or concerns relating to the Scientific Assembly specialty.
- 4) Keeps informed on potential problems relating to the Society and/or profession as it relates to the assigned specialty. Informs the President and/or Board of Directors of items that may be of interest to Society members.
- 5) Provides newsletter continuing education articles according to standard operating procedure, or as directed by the President or Publication Editor.

## Position Description: State Meeting Chair

**Responsible To:** Society Board of Directors

**Term of Office:**

Appointed position, recommended two year term (Vice Chair and Chair).

**Recommended Qualifications:**

Preferred previous Society meeting planning experience, or previous service on state, regional or national meeting committees.

**Duties and Responsibilities:**

- 1) Plans and coordinates the meeting as assigned:
  - a) Fall Collaborative Conference (committee to meet monthly during year prior to meeting)
  - b) Annual Spring Meeting (committee to meet monthly at least 6 months prior to meeting)
- 2) Obtains venue 1-2 years in advance if possible.
- 3) Appoints committee chairs as required by standard operating procedure.
- 4) Coordinates all meeting records and ledgers with Society Secretary/Treasurer, to include all financial documents, disbursements and receipts.
- 5) Coordinates continuing education needs with the Society Continuing Education Coordinator.
- 6) Attends Board of Directors meetings as needed to report on meeting progress or discuss concerns related to meeting.
- 7) Maintains all pertinent documentation and submits to Secretary/Treasurer after completion of meeting.
- 8) Submits final meeting summary to Board of Directors after completion of meeting.

## Membership Committee Composition and Functionality – Standing Committee of the Society

**Responsible To:** Society Board of Directors

**Assigned Members:**

Membership Committee Chair, President Elect, President-Elect Elect and minimum of two appointed members as determined by the Board of Directors. Recommend that committee composition include one student member and one new professional – may be appointed from the membership at large.

**Primary Focus:** Responsible for all areas relating to member recruitment, retention, recognition and development.

**Duties and Responsibilities:**

- 1) Implements and maintains membership activities relating to:
  - a) New member recruitment
  - b) Active member retention
  - c) Student member retention and conversion to first year professional status
  - d) Member societal involvement and networking
  - e) Member recognition and visibility
- 2) Sets goals and action plans relating to the societal membership.
- 3) Maintains state member roster and database records obtained from the National office.
- 4) Works with the state meeting committees and Board of Directors to assure inclusion of member recruitment during meeting.
- 5) Provides newsletter membership articles as outlined by standard operating procedure or as directed by the President or Publication Editor.
- 6) Submits membership budget recommendations to the Board of Directors for approval prior to the annual general business meeting.
- 7) Completes annual review of this committee's composition and function guidelines and standard operating procedures, and submits recommended changes to the Board of Directors for approval.

## **Nominations Committee Composition and Functionality – Standing Committee of the Society**

**Responsible To:** Society Board of Directors

**Assigned Members:**

Two members elected for a one-year term by the state membership at the annual general business meeting. Members are eligible for re-election for no more than one additional consecutive term. Term ends following the completion of the annual election.

**Qualifications:**

Preferred that members have two years active membership within the Society.

**Primary Focus:** Solicits qualified nominees from the state membership for all offices whose terms will be expiring.

**Duties and Responsibilities:**

- 1) One elected member will serve as chair.
- 2) Compiles and distributes information on open positions.
- 3) Submits required information on the upcoming election to the Publications Editor prior to the deadline for the spring newsletter.
- 4) Works with the Publications Editor to compile and distribute information on qualified nominees to the state membership prior to the annual general business meeting.
- 5) Assists the President with carrying out activities as needed.
- 6) Agrees to act as advisor to the newly elected Nominations committee members for up to one year following the completed term.



## **Publications Committee Composition and Functionality**

**Responsible To:** Society Board of Directors

**Assigned Members:**

Publications Editor or Co-Editors, and other member volunteers as needed to assist with assigned duties.

**Primary Focus:**

The Publications Committee collects, compiles, prepares material for publishing, and disseminates information to the membership of the Society.

**Duties and Responsibilities:**

- 1) Works with the President, Board of Directors, committees and members to carry out requested responsibilities and activities.
- 2) Acts as a communication liaison between the Board of Directors and Society members.
- 3) Assists as requested with publication and revisions of Society documents, to include Bylaws, Permanent Documents, and committee publication materials.
- 4) Responsible for the production and distribution of the Society's newsletter and web page. As assigned, may administer Region V webpage.
- 5) Responsible for membership communications as directed by the Board of Directors.
- 6) Administers membership electronic mailing list.
- 7) Submits proposed Publications budget information to the Board of Directors for approval prior to the annual general business meeting.
- 8) Completes annual review of this committee's composition and function guidelines and standard operating procedures, and submits recommended changes to the Board of Directors for approval.

# Promotion of the Profession Committee Composition and Functionality

**Responsible To:** Society Board of Directors

**Assigned Members:**

Board Member-at-Large to serve as chair, unless otherwise assigned by President. Other member volunteers as needed to assist with assigned duties.

**Primary Focus:**

To increase visibility of clinical laboratory professionals and promote awareness and knowledge of the profession among members and the general public

**Duties and Responsibilities:**

- 1) Create an annual strategic action plan.
- 2) Schedule meetings to discuss implementation strategies for identified programs and/or projects.
- 3) Plan and implement activities to fulfill the primary focus of this committee.
- 4) Work with the state governor's office annually (February or March) to secure a National Laboratory Week proclamation.
- 5) Engage members of the Society to promote the profession in their workplaces.

# Leadership Development Committee Composition and Functionality

**Responsible To:** Society Board of Directors

**Assigned Members:**

Board Member-at-Large to serve as chair, unless otherwise assigned by President. Other member volunteers as needed to assist with assigned duties.

**Primary Focus:**

To develop and initiate programs that will enhance leadership skills of ASCLS-SD members.

**Duties and Responsibilities:**

- 1) Create an annual strategic action plan.
- 2) Schedule meetings to discuss implementation strategies for identified programs and/or projects.
- 3) Identify members with leadership potential.
- 4) Initiate leadership education and/or other measures as needed to fulfill strategic action plan.

# Student/New Professional Committee Composition and Functionality

**Responsible To:** Society Board of Directors

**Assigned Members:**

Board Member-at-Large to serve as chair, unless otherwise assigned by President. New Professional Board Member-at-Large and Student Forum Representative also serve on this committee. Other member volunteers may be added to assist with assigned duties.

**Primary Focus:**

To help support, gain and retain student members and new professionals in the ASCLS-SD professional organization.

**Duties and Responsibilities:**

- 1) Develop and manage fundraising activities to help support ASCLS-SD student scholarships.
- 2) Create opportunities and activities that engage students and new professional members of ASCLS-SD.
- 3) Formulate ideas and implement programs to attract and encourage students and new professionals to join ASCLS-SD.

## Appendix A: Society Elected & Appointed Leadership Positions

<b>Board of Directors - Elected Positions</b>	<b>Standing Committee - Elected Positions</b>
President	Nominations Committee (2 members)
President-Elect	
President-Elect Elect	<b>Standing Committee - Appointed Positions</b>
Past President	Continuing Education Coordinator
Secretary/Treasurer	Government Affairs Chair
Board Member at Large	Membership Chair
Board Member at Large	Bylaws Chair
Board Member at Large	
New Professional Board Member at Large	<b>Other Appointed Positions/Key Contacts</b>
	Awards - Key Contact
<b>Board of Directors - Appointed Position</b>	Leadership Development Chair
Student Forum Representative	NMLPW - Key Contact
	Promotion of the Profession Chair
	Publications Editor/Co-editor
	Student/New Professional Chair
	Spring Meeting Chair
	Fall Meeting Chair
	<b>Scientific Assembly Chairs</b>
	Administration/Consultant/Quality/Accreditation/Industry
	Chemistry/UA
	Education
	Generalist/Public Health
	Hematology/Hemostasis
	Immunology/Immunohematology
	Informatics
	Microbiology
	Molecular Diagnostics
	Phlebotomy
	Point of Care

# **Standard Operating Procedures**

## **ASCLS-SD Standard Operating Procedures Numbering System**

- Administrative [1.0-1.xx]
- Financial [2.0-2.xx]
- Constitution & Bylaws [3.0-3.xx]
- Education [4.0-4.xx]
- Government & Professional Affairs [5.0-5.xx]
- Membership Development [6.0-6.xx]
- Publications [7.0-7.xx]

## SOP: 1.1 ASCLS-SD Annual Activities Calendars and Assigned Responsibilities

### **Category: Administrative**

**Responsible Persons:** Society Board of Directors and/or Committee members

### **Instructions:**

This schedule of Society activities should be utilized by all members of the Society that are delegated responsibilities for completing routine required business activities. Deadlines must be met so that Society business can be completed in an effective manner.

<b><u>Month</u></b>	<b><u>Item #</u></b>	<b><u>Responsible Person/ Committee</u></b>	<b><u>Task/Activity</u></b>	<b><u>Reminder</u></b>	<b><u>Deadline to be Completed By</u></b>
<b>June</b>	1	Publications Editor	Work with Fall Meeting Chair, etc. To complete newsletter Summer Issue, publish & send		6/1
	2	Officers & Delegates	Final Prep to attend National Meeting. Travel and room accommodations.		6/5
	1	President	June BOD Meeting Prep: Location, Date, Input from all officers, Comm. Chairs, etc. on agenda items, Budget inform. from Treasurer. Agenda out 1 week prior to meeting.		
		Secretary/Treasurer	BOD Meeting Minutes out to officers and committee Chairs		Complete within 14 days of mtg.
	4	Incoming President	Complete all required appointments. Obtain form from Reg V Director and send all required position information to Reg V Director and National.		6/15
	5	Incoming President	Obtain necessary copies of all Position Descriptions, Committee Comp/Funct, SOP, send out to all new appointed Positions with copy of SOP 1.1		6/30
	6	Incoming President	Contact all Committees, etc. from just ending current year and ask for revision recommendations for all Position Descriptions, Comm.Comp. & Function Guidelines, SOP's, etc. Set deadline for 7/30.		6/30
<b>July</b>	1	President	July BOD Meeting Prep: Location, Date, Input from all officers, Comm. Chairs, etc. on agenda items, Budget inform. from Treasurer. Agenda out 1 week prior to meeting.		



<u>Month</u>	<u>Item #</u>	<u>Responsible Person/Committee</u>	<u>Task/Activity</u>	<u>Reminder</u>	<u>Deadline to be Completed By</u>
		Secretary/Treasurer	BOD Meeting Minutes out to officers and committee Chairs		Complete within 14 days of mtg.
	2	Officers & Delegates	Attend National Meeting: Seminars to be attended - President goes to Past President Seminar; Pres-Elect goes to President Elect Seminar; Pres-Elect Elect goes to Membership Development Seminar; If possible someone should attend the Const. & By Laws Seminar		End of July
<b>August</b>	1	President and assigned members per newsletter schedule	Submit Newsletter articles to the Publications Editor.		8/5
	1	President	August BOD Meeting Prep: Location, Date, Input from all officers, Comm. Chairs, etc. on agenda items, Budget inform. from Treasurer. Agenda out 1 week prior to meeting.		
	1	President	Assign member to audit Treasurer's books from past year.		30 days
		Secretary/Treasurer	BOD Meeting Minutes out to officers and Committee Chairs		Complete within 14 days of mtg
	2	Officers & Delegates	Submit articles on Seminars attended at National mtg to the Publication Editor for newsletter.		8/10
	3	Publication Editor	Newsletter Prep for Publication: Include Handbook Updates, officer listing, etc.		8/15
	7	President	Determine from National Calendar received at meeting required Regional & National reporting dates.		8/30
	8	Publications Editor	Update Key Contact Network listing and send out to Contact individuals.		8/30
<b>Sept</b>	1	Publication Editor	Newsletter Fall Issue Published and Sent		9/1
	1	President	Sept BOD Meeting Prep: Location, Date, Input from all officers, Comm. Chairs, etc. on agenda items, Budget inform. from Treasurer. Agenda out 1 week prior to meeting.		
		Secretary/Treasurer	BOD Meeting Minutes out to officers and Committee Chairs		Complete within 14 days of mtg
	5	Membership Chair	Prepare Membership Recruitment for Fall Mtg. Work with Fall Mtg. Chair		9/15

<u>Month</u>	<u>Item #</u>	<u>Responsible Person/Committee</u>	<u>Task/Activity</u>	<u>Reminder</u>	<u>Deadline to be Completed By</u>
<b>October</b>	1	Fall Meeting Chair; President Membership Chair	Fall Education Seminar, Governing Board Meeting and Membership Recruitment		10/30
	1	President	Oct BOD Meeting Prep: Location, Date, Input from all officers, Comm. Chairs, etc. on agenda items, Budget inform. from Treasurer. Agenda out 1 week prior to meeting.		
		Secretary/Treasurer	BOD Meeting Minutes out to officers and Committee chairs.		Complete within 14 days of mtg
<b>November</b>	1	President and assigned members per newsletter schedule	Submit Newsletter articles to the Publications Editor		11/5
	1	President	Nov BOD Meeting Prep: Location, Date, Input from all officers, Comm. Chairs, etc. on agenda items, Budget inform. from Treasurer. Agenda out 1 week prior to meeting.		
		Secretary/Treasurer	BOD Meeting Minutes out to officers and Committee Chairs		Complete within 14 days of mtg
	3	Publications Editor	Newsletter Prep for Publication		11/30
	5	Secretary/Treasurer	Request October Active Member #s from Membership Chair. Send in Region V dues to Reg. V. Treasurer		11/20
<b>December</b>	1	Publications Editor	Newsletter Winter Issue Published and Sent		12/1
	1	President	Dec BOD Meeting Prep: Location, Date, Input from all officers, Comm. Chairs, etc. on agenda items, Budget inform. from Treasurer. Agenda out 1 week prior to meeting.		
		Secretary/Treasurer	BOD Meeting Minutes out to all officers and Committee chairs.		Complete within 14 days of mtg
<b>January</b>	1	Nominations Committee/Chair	Work with President & determine required candidates for spring election		1/10
	2	President-Elect Elect	Contact regional Science Fair key individuals regarding March fairs. Obtain ASCLS members for judges at each site.		1/30
		Secretary/Treasurer	BOD Meeting Minutes out to all officers and Committee chairs.		Complete within 14 days of mtg

<u>Month</u>	<u>Item #</u>	<u>Responsible Person/Committee</u>	<u>Task/Activity</u>	<u>Reminder</u>	<u>Deadline to be Completed By</u>
	3	President-Elect	Request for Scholarship applicants and Student Forum Representative out to Program Directors. Applications due in March.		1/15
	3	Bylaws Chair	Review Constitution & By Laws for Changes Correspond with National on questions Submit report on changes or review to Governing Board to act on at next mtg.		1/30
	4	President	Prepare & Finalize Award Nominations and send in to National (must be complete before 2/15)		2/15
<b>February</b>	1	President And assigned members per newsletter schedule	Submit Newsletter articles to the Publications Editor		2/10
	1	President	Feb Governing Board Meeting Prep: Location, Date, Input from all officers, Comm. Chairs, etc. on agenda items, Budget inform. from Treasurer. Agenda out 1 week prior to meeting.		
		Secretary/Treasurer	BOD Meeting Minutes out to officers and Committee chairs.		Complete within 14 days of mtg
	5	Nominations Committee	Review volunteered nominees for qualifications. Canvas members and work with BOD to finalize ballot Candidate information to Pub. Editor		2/10
	8	President	Finalize awards for Member of the Year and Keys to the Future with board approval. Omicron Sigma handled by President only.		2/28
	10	Secretary/Treasurer	Work with Governing Board & Committee Chairs in drafting proposed budget		2/28
	11	Membership Committee/Chair	Prepare Spring Meeting Nonmember Recruitment Materials, Exhibit Booth. Work with Publications Editor as needed.		2/28
	12	Publications Editor	Update Key Contact Network listing and send out to Contact individuals.		2/28
	13	Publications Editor	Prepare and send Spring Mailing: May use March Newsletter to disseminate. Must be received by members at least 15 days prior to Spring General Business Mtg. Include: Candidates Summary, ByLaws Amendments, BOD Meeting Summary, etc.		2/28

<u>Month</u>	<u>Item #</u>	<u>Responsible Person/Committee</u>	<u>Task/Activity</u>	<u>Reminder</u>	<u>Deadline to be Completed By</u>
<b>March</b>	1	President	March Governing Board Meeting Prep: Location, Date, Input from all officers, Comm. Chairs, etc. on agenda items, Budget inform. from Treasurer. Agenda out 1 week prior to meeting.		
		Secretary/Treasurer	BOD Meeting Minutes out to officers and Committee chairs.		Complete within 14 days of mtg
	2	President-Elect Elect	Make certificates for Science Fairs – submit to President for signature, then mail to key regional contacts.		Complete within 14 days of mtg
	7	President	Submit Award Recipient Names to Publication Editor for Award Prep		3/30
<b>April</b>	1	President-Elect	New Governing Board Orientation Meeting Prep. - Work with Publications Editor on Gov. Brd. pol/proced. copies for new board members.		4/15
	2	Publications Editor	Spring Meeting Prep: Awards, Award Program, etc.		4/15
	2	President-Elect Elect and Sec/Treas	Sec/Treas: Finalize cash awards to Science Fair winners. Pres Elect Elect: prepare Science Fair article for Volusion – submit to Publication Editor.		4/15
		Secretary/Treasurer	BOD Meeting Minutes out to officers and committee Chairs		Complete within 14 days of mtg.
<b>May</b>	1	President And members as assigned by newsletter schedule	Submit Newsletter articles to Publications Editor. (Note: President = Outgoing President Article)		5/5
	1	President	May Governing Board Meeting Prep: Location, Date, Input from all officers, Comm. Chairs, etc. on agenda items, Budget inform. from Treasurer. Agenda out 1 week prior to meeting.		
		Secretary/Treasurer	BOD Meeting Minutes out to officers and Committee chairs.		Complete within 14 days of mtg
	3	Secretary/Treasurer	Submit General Business Meeting and Gov. Brd. Meeting Summary articles to the Publications Editor		5/5
	4	Incoming President	Submit Incoming President Article to Publication Editor		Immediately after the meeting

<u>Month</u>	<u>Item #</u>	<u>Responsible Person/Committee</u>	<u>Task/Activity</u> <u>Reminder</u>	<u>Deadline to be Completed By</u>
	6	Officers & Delegates	Begin Prep for National Meeting: Travel, Rooms, etc.	Immediately after Meeting
	7	Publications Editor	Newsletter Prep for Publication. Complete all except Spring Meeting Article, Awards Recipients, etc.)	5/30
	8	Publications Editor	Update Key Contact Network listing and send out to Contact individuals.	5/30

## SOP: 1.2 Society Board of Directors and Committee Meeting Agenda Guidelines

**Category:**     *Administrative*

**Responsible Person:**     *President*

**Instructions:**

1. To assure completeness and continuity in the handling of Society business, the following guidelines should be used as a general outline in setting up meeting agendas and recording meeting minutes.

<b>Agenda #</b>	<b>Agenda item</b>	<b>Person Responsible for Report</b>
I	Call to Order and Roll Call	President
II	Call for additional agenda items	President
III	Review and approval of previous minutes	Secretary/Treasurer
IV	Review and approval of Treasury Report	Secretary/Treasurer
V	Committee Reports:	
	Membership	Committee chair
	Government Affairs/PAC	Committee chair
	Promotion of Profession	Committee chair
	Student/New Professional	Committee chair Student Forum Rep New Professional
	Leadership Development	Committee chair
VI	Publications Activities	Editor
VII	Old Business	President
VIII	New Business	President
IX	Reminder of next meeting date/time	President
X	Adjournment	President

2. Other assigned Board of Director tasks may be added to the agenda as outlined in the Annual calendar of Activities.
3. Agendas should be formulated to reflect the amount of time that can be spent on each business topic. Agendas and appropriate supporting documentation should be sent out to all members of the Board of Directors for review prior to meeting dates.

**4. Suggested Annual Meeting Agenda:**

<b>Agenda #</b>	<b>Agenda item</b>	<b>Person Responsible for Report</b>
I	Call to Order	President
II	Summary of previous minutes	Secretary/Treasurer
III	Society Treasury Summary report	Secretary/Treasurer
IV	Budget Approval Summary	Secretary/Treasurer
V	Annual Report on activities of the state Society	President
VI	Membership Annual Report	Membership Chair
VII	Region V and National Summary report	Region V Director or President
VIII	Announcement of scholarship recipients	President-Elect
IX	New Business A. Election of officers  B. Amendments to Constitution and Bylaws, as required  C. Miscellaneous topics as needed	President and Nominations Committee Past President  President
X	Adjournment	President

**SOP: 1.3    Impeachment of Officials****Category:**     *Administrative***Responsible Persons:**    *Society Board of Directors***Instructions:**

1. An elected official of this Society may be impeached for dereliction of duty, or for malfeasance. Duties of each elected or appointed position are as described under the specific position description.
2. Charges will be investigated by the Society President and President-Elect. In the event that one of the aforementioned positions is being charged, the President-Elect will assist with investigation.
3. After investigation is completed, a recommendation for action will be brought to the Board of Directors for discussion and vote. A 2/3 majority vote of the board is required to remove an official from their position.
4. The accused will be given a copy of the charges, findings, and recommendations at least 10 days prior to BOD discussion and vote.



**SOP: 2.0 State/Regional Treasury Responsibilities**

**Category:**      *Financial*

**Responsible Person:**    *Secretary/Treasurer*

**Instructions:**

1. The President will delegate one current Society member to audit the Treasurer's record-keeping once per year. The Treasurer should have all pay voucher request and applicable receipts available for the member completing the audit.
2. All expenses reimbursed from the treasury must be documented as they occur, and have original pay voucher requests and accompanying receipts on file for 7 years.
3. The Treasurer will evaluate all expenses submitted to maintain within budget, and will obtain approval from the President to pay all non-approved expenses before payment is issued to the requesting individual.
4. Tax exempt organizations need to file the following documentation annually:
  - a. Annual IRS 990-N e-postcard. There will be no notification of this – the Treasurer must go online and file electronically.
  - b. Annual report to the SD Secretary of State – notification may be received from the Secretary of State, but if not, the Treasurer must request the appropriate form.
5. Our Tax Exempt Number is 23-7380124. This number identifies ASCLS-SD as a nonprofit organization and must be filed with the state annually (see 4b).
6. Our ASCLS-SD Taxpayer Identification Number is 46-6014986. This number identifies our organization as an employer, and may be needed by vendors or speakers.
7. Annual Region V member dues are paid annually to the Region V Treasurer, upon notification by National of active membership numbers. The Treasurer should confirm the number of members with the Membership Chair prior to payment.

## **SOP: 2.1 Authorization and Payment of Society Expenses**

**Category: Financial**

**Responsible Person: Secretary/Treasurer**

**Instructions:**

1. Authorization of Payment:
  - a. The Society Officers or Committee Chairperson may authorize payment related to the performance of their tasks as long as the expenditure amount does not exceed the approved budget item. If the expense is greater than the approved budget, approval must be authorized by the President and/or Board of Directors (BOD).
  - b. Approved Society payment voucher request must be filled out and submitted to the Society Treasurer before payment will be issued. Receipts are required and must be submitted with the payment voucher for reimbursement. Vouchers will be stored with Treasurer records for five years.
  
2. Approved Society expenses:
  - a. BOD meetings will usually be held by conference calls. Expenses for the calls will be paid by the Society.
  - b. Legislative Days delegation:
    - i. Delegates will be Government Affairs Chair, New Professional and Student Forum Representative. More representatives may be authorized if budget allows. In the event that one of these positions cannot attend, an alternate may be authorized by the BOD.
    - ii. Registration will be paid for all approved delegates unless the delegate's place of business will cover the cost.
    - iii. Hotel – one room will be covered by the Society for each four delegates of same gender. If delegate(s) choose to occupy a room at less occupancy than stated above, each delegate will be reimbursed 25% of total room cost.
    - iv. Airfare will be covered for each approved delegate, with maximum set by BOD prior to the event. Any amount over the approved maximum will be at the expense of the individual delegate.
    - v. Baggage fees, ground transportation, any meals not covered with registration, and tips are at the expense of each delegate.
  - c. National Meeting:
    - i. Delegates will be Society President, President-Elect, Student Forum Representative and New Professional. In the event that one of these positions cannot attend, an alternate may be authorized by the BOD or President. If the budget allows, additional delegates, as defined by national Bylaws, may be authorized to attend.
    - ii. Expenses paid as noted in 2bii, iii, iv and v.
  - d. Region V Annual Meeting
    - i. Hotel (as defined in 2biii above) and mileage (paid at 80% of IRS rate) will be covered for Region V President's Council voting members to carpool. Per Region V Bylaws, these voting members

consist of state Society President and President-Elect. If alternate arrangements are made, this will require BOD approval.

- ii. Registration and meals are at the expense of the individual attendees.
  
- e. State Meeting(s) – Society Officers in attendance will receive a \$75 stipend each to assist with meeting expenses. Society Officers, as defined by state Society Bylaws, consist of President, President-Elect, President-Elect Elect, and Secretary/Treasurer.

# Payment Voucher Request Form



## American Society for Clinical Laboratory Science- South Dakota

Itemize expenses and submit receipts to Treasurer within 30 days.

Payee Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_  
 Work Phone: \_\_\_\_\_  
 Payee Signature: \_\_\_\_\_

### Expense Explanation Summary

Budget Expense Category: \_\_\_\_\_  
 Expense Amount: \$ \_\_\_\_\_  
 Expense Explanation Summary:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Expense Provided in Budget:  Yes  No  
 If no, has this expense been previously approved by the BOD?  Yes  No

Please Explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Approval by President required if expense is not in approved budget**

Payment Amount: \$ \_\_\_\_\_ Check #: \_\_\_\_\_

Treasurer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **SOP: 4.1 Society Scholarship Program**

**Category: Education**

**Responsible Person: President-Elect**

**Instructions:**

- 1) Allocation:
  - a) The Society may award \$3000 annually in scholarship funds to qualified Clinical Laboratory Science student applicants. Designation of award amounts will be decided by the Board of Directors based on the number of qualified applicants, not to exceed three award recipients per year.
  - b) The Society may award \$1500 annually in scholarship funds to qualified Medical Laboratory Technician student applicants. Designation of award amounts will be decided by the Board of Directors based on the number of qualified applicants, not to exceed three award recipients per year.
  - c) The Board of Directors reserves the right to decline the issuance of scholarship awards if there are no qualified applicants.
  - d) Additional awards may be given to qualified applicants, based on scholarship fundraising activities.
  - e) Designated scholarship monies not awarded will be returned to the state treasury/scholarship budget category.
  
- 2) Eligibility Requirements:
  - a) Student must currently hold residency in the state of South Dakota.
  - b) Student must be enrolled in their final year of an accredited Clinical Laboratory Science Program (Medical Technology/Clinical Laboratory Scientist or Medical Laboratory Technician/Clinical Laboratory Technician).
  - c) Student must demonstrate academic and activity achievements. Financial need may be considered, at the discretion of the Evaluation Committee.
  - d) Student must be a current ASCLS-SD member prior to application.
  - e) Student must attend a SD, COMLE Sioux City, or UND-SD affiliated laboratory science program.
  
- 3) Application and Administration:
  - a) President-Elect will send application forms to area CLS/MLT program directors in January, for distribution to their students.
  - b) A Society scholarship application form plus two copies must be completed by the student and sent to the President-Elect by the date designated on the form.
  - c) An Evaluation Committee, comprised of three Society Board of Directors members, will review the applications and choose scholarship award winners based on the qualifications stated above.
  - d) Checks will be presented to the students prior to their senior and/or clinical year.
  - e) Student must sign the ASCLS-SD "Scholarship Statement of Intent" form and return the signed form to the ASCLS-SD Secretary/Treasurer within two weeks after receipt of check.
  - f) All scholarships awarded must be paid back to the Society in the event that the student does not complete the program. These monies will be returned to the state treasury/scholarship category.

# ASCLS-SD Scholarship Application Form



## ASCLS-SD Scholarship Application Form

Established by: The American Society for Clinical Laboratory Science – South Dakota

### Applicant Personal Information:

\_\_\_\_\_

Last Name                      First Name                      Middle Initial                      Maiden Name (if applicable)

Present Address: \_\_\_\_\_

Street/PO                      City                      State                      Zip

Permanent Address: \_\_\_\_\_

Street/PO                      City                      State                      Zip

\_\_\_\_\_

Phone Number(s)                      Marital Status                      Number of Dependent Children

Are you currently a Student Member of the American Society for Clinical Laboratory Science and the American Society for Clinical Laboratory Science- South Dakota?    \_\_\_ Yes \_\_\_ No

Do you plan a career in Clinical Laboratory Science?                      \_\_\_ Yes \_\_\_ No  
If not, what are your career plans?

\_\_\_\_\_

\_\_\_\_\_

Are you enrolled in a SD Clinical Laboratory Science Program? \_\_\_ Yes \_\_\_ No  
If yes, please identify the name of the program \_\_\_\_\_

### Applicant Confidential Financial Information:

Do you plan to work part-time during the clinical year? \_\_\_ Yes \_\_\_ No  
If yes, what is your anticipated income during the year? (state whether weekly, monthly, yearly) \_\_\_\_\_

What are your anticipated major expenses during your clinical year? \_\_\_\_\_

\_\_\_\_\_

Please document other resources for the coming year:

Savings	_____	Indian Scholarships/Grants	_____
Aid from Family	_____	Social Security Benefits	_____
Spouse's anticipated net earnings	_____	Other Scholarships	_____
Federal Aid/Loans	_____	BEOG, SEOG	_____
Vocational Rehabilitation	_____	Veteran's Benefits	_____
Welfare Benefits	_____	Other	_____

What is your current educational indebtedness? \_\_\_\_\_

*I verify that all of the information contained in this application is correct.*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Application Date



**Mailing and Authorization Instructions:**

*In order to be considered, this application must be postmarked by \_\_\_\_\_. Please mail this form to:*

*Name: \_\_\_\_\_*

*Address: \_\_\_\_\_*

*City, state, zip code: \_\_\_\_\_*

*Please give the Program Director/Education Coordinator of the Clinical Laboratory Science CLS/MLT Program in which you have been accepted, a written, signed request to send copies of your COMLE record of application (including references, college transcripts, and interview information) to the Chairperson of the ASCLS-SD Scholarship/Education Committee (named above) for evaluation. Confidentiality of these records must be maintained and they will be destroyed immediately after evaluation and selection.*

## Scholarship Statement of Acceptance and Intent



### American Society for Clinical Laboratory Science – South Dakota

I, (student name) \_\_\_\_\_ accept the ASCLS-SD Scholarship in the amount of \$ \_\_\_\_\_. I promise to complete my clinical year of professional study at:

\_\_\_\_\_

(Name of Clinical Site)

If, due to illness or unforeseen circumstances, I find it impossible to complete my clinical year of study, I/we assure immediate repayment of the full amount of the scholarship award to the ASCLS-SD Scholarship Fund.

\_\_\_\_\_

(Recipient Signature)

\_\_\_\_\_

(Date)

\_\_\_\_\_

(Parent, Guardian, or Spouse Signature)

\_\_\_\_\_

(Date)



## **SOP: 6.0 Member Recruitment**

**Category:        *Membership***

**Responsible Persons:    *Membership Committee***

**Instructions:**

- 1)** Two major new member recruitment events will occur during the year, to coincide with the Fall Society meeting, and with a Spring ASCLS recruitment event.
  - a)** Fall Meeting: Society will host a booth in the Exhibitor Hall. Non-members attending the full meeting will be offered a recruitment incentive if they join ASCLS at the meeting. Additional incentive(s) must be approved by the Board of Directors and may include, but not be limited to, reimbursement of the difference between non-member and member registration fees, prize drawings, etc.
  - b)** Spring Recruitment Event: Publication and communication of member recruitment materials; advertising national event information which may include >12 months membership if join during April, May or June. Additional recruitment incentives must be approved by the Board of Directors prior to the event.
- 2)** At the direction of either the Membership Chair, Committee, or Board of Directors, various other recruitment activities may occur during the year:
  - a)** Non-member recruitment communication targeted for Spring and Fall meeting timeframes.
  - b)** Local targeted recruitment sponsored activities, to include recruitment presentation and recruitment handouts.
  - c)** Promotional activities with previous lapsed members.
- 3)** Ongoing membership recruitment activities:
  - a.** Member recruitment is a responsibility of all members. One-on-one personal recruitment must be continuous for Society viability.
  - b.** Recruitment suggestions, forms and tips are included in the Society's Member Handbook, on the national website, and in the Society newsletter.
- 4)** Recruitment tools available include: ASCLS brochures and promotional items, ASCLS Mission/Benefits handout, ASCLS-SD newsletters, ASCLS-SD booth display, etc.
- 5)** All expenses for recruitment activities must be previously approved either through the Society's routine budgeting process, or at the direction of the Membership Chair, Society President or Board of Directors.

## **SOP: 6.1 Member Retention**

**Category:**        ***Membership***

**Responsible Persons:**    ***Membership Committee***

**Instructions:**

- 1) Direct Renewal Communication Activities:
  - a) Renewal communications are sent to all members prior to and at the time of their annual renewal. Current member early renewal incentive programs may be offered to reward early renewal.
  - b) Written communication on lapsing status should be sent to all members that have not renewed by July 31<sup>st</sup>.
  - c) Lapsed members that have not renewed may be contacted personally by a member of the Board of Directors, or other Society leader as assigned. The Membership Chair is responsible to organize the Lapsed Member campaign and activities.
  
- 2) Indirect Retention Activities:
  - a) Quarterly newsletter Membership column, and/or other member recognition activities.
  - b) Continuing Education opportunities will be available at state Spring and Fall meetings. Additional opportunities may be offered by the Board of Directors, Scientific Assembly, or in the newsletter.
  - c) New member orientation: all new members should receive a welcoming communication from the Membership Committee, along with a copy of the Member Handbook. Additional follow-up and mentoring may be completed by other Society leaders or the Membership Committee.
  - d) All member listing and leadership directories are published.
  
- 3) Communication to student members regarding conversion to First Year Professional membership/renewal process should be sent to all student members as directed by the Membership Committee or President.

## **SOP: 6.2 Member and Profession Recognition and Visibility**

**Category:**        ***Membership***

**Responsible Persons:**    ***Membership Committee, Publication Editor, NMLPW Chair, Board of Directors***

**Instructions:**

- 1) Profession and Society Recognition Activities:
  - a) Display of renewal posters and Society awards in the workplace is encouraged.
  - b) All hospital laboratories are encouraged to promote the profession during National Medical Laboratory Professional Week. Publication of the event and related activities are the responsibility of the NMLPW Chair and the Promotion of the Profession Committee.
  - c) Presentations and provision of career materials will be given upon request. This may be completed at the local level, or upon request by the Board of Directors in association with career promotional events or activities.
  - d) Visibility and promotion of the Society is encouraged at all continuing education sessions or recruitment meetings.
  
- 2) Member Recognition Activities:
  - a) Awards may occur at the state, regional and national levels of the society. State award presentations and recipient selection is the responsibility of the Board of Directors, National and Regional leaders, as well as the Membership Chair as directed. National award guidelines must be followed regarding candidate selection of applicable awards. Awards are presented during the annual Spring Meeting, to include:
    - Omicron Sigma Awards
      - National Level – Selected by ASCLS National President
      - Regional Level – Selected by ASCLS Region V Director
      - State Level – Selected by ASCLS-SD President
    - Key to the Future Award (maximum of 3 annually) – Selected by Board of Directors
    - Member of the Year Award (1) – Selected by the Board of Directors.
    - New Professional Member of the Year (1) – Selected by the Board of Directors
    - Student Forum Leadership (1) – Selected by the Board of Directors
    - Membership Professional Awards – recognized by the Membership Chair. Recognition given for 2, 5, 10, 15, 20, 25, 30, etc years membership in Society.
    - Additional awards and/or certificates of appreciation may be awarded as desired by the Board of Directors and/or President.
    - Other national awards are available for review on the ASCLS website
  - b) The Publication Editor/Co-editor should be notified prior to the annual Spring meeting to facilitate preparation of award certificates.
  - c) Individual member recognition and spotlights may occur at varying times throughout the year, utilizing the newsletter or mass communication. The Publication Editor/Co-editor and Board of Directors are responsible for the random selection of members and/or laboratories for this recognition.

## SOP: 7.0 Newsletter Guidelines

**Category:**        *Publications*

**Responsible Person:**    *Publications Editor/Co-editor*

**Primary focus:** The newsletter of the Society is designated to be the primary communication link with the members of the Society. This publication will provide a mechanism for sharing of information, continuing education, and membership recognition.

**Instructions:**

- 1) **Frequency:** Shall be published four times a year in the months of March (Spring), June (Summer), September (Fall), and December (Winter). The Spring issue is the annual nonmember issue and is sent to all labs with addresses on record with the Publications Committee. All other issues are sent to members only.
- 2) **Deadlines:** All articles should be received by the Publication Editor/Co-editor no later than the 15<sup>th</sup> of the month prior to publication (i.e. Feb, May, August and November). Articles relating to meetings held should be submitted as soon as possible after the meeting. Newsletters should be published prior to the last day of the issue month.
- 3) It is the responsibility of the Publication Committee to communicate in a timely fashion with those who have been assigned to submit an article. It is the responsibility of officers, Committee and Scientific Assembly Chairs to submit articles by the assigned deadline. The Publication committee will report to the Society Board of Directors if unable to obtain articles by the requested deadlines.
- 4) **Newsletter Content:**
  - a. All issues should contain the following:
    - i. President's Column
    - ii. Membership Column
    - iii. Regional and National News, to include Region V Director article
    - iv. Scientific Assembly continuing education articles
    - v. Board of Directors and Standing Committee updates
    - vi. Member Recognition (accomplishments, awards, new members, etc)
    - vii. Current Society officers and contact information
    - viii. Event Calendar
  - b) Additional content requirements will be at the discretion of the Publications Editor/Co-editor.
  - c) Special events should be reported in the appropriate issue that coincides with the event.
  - d) All articles submitted by Society members may be edited and published at the discretion of the Publication Editor/Co-editor/Committee.

5) **Issue Content Summary:**

March issue (Spring):

- President's Column
- Membership Column – Membership Chair
- Regional and National News
- Member Recognition
- Immunology/Immunohematology Scientific Assembly article

- Informatics Scientific Assembly article
- Nonmember Recruitment Article and ASCLS application form
- National Medical Laboratory Professionals' Week Promotion –Promotion of Profession Committee Chair
- Annual Society Spring meeting information – Spring Meeting chair
- Board of Director and/or committee activities reports

June issue (Summer):

- President's Column – Outgoing and Incoming
- Membership Column- President-Elect Elect
- Regional and national news
- Legislative Symposium delegate reports
- Member recognition
- Hematology/Hemostasis Scientific Assembly article
- Microbiology Scientific Assembly article
- Generalist/Public Health Scientific Assembly article
- Spring Meeting update, Award recipients, New officers, etc
- Board of Director and/or committee activities reports

September issue (Fall):

- President's column
- Membership Column – Board Member-at-large
- Regional and national news
- Member recognition
- Chemistry/Urinalysis Scientific Assembly article
- Education Scientific Assembly article
- Molecular Diagnostics Scientific Assembly article
- National meeting delegate reports
- Board of Director and/or committee activities reports

December issue: (Winter):

- President's Column
- Membership Column – President Elect
- Regional and national news
- Member recognition
- Phlebotomy Scientific Assembly article
- Point of Care Scientific Assembly article
- Administration/Consultant/Quality/Accreditation/Industry Scientific Assembly article
- Fall Collaborative Conference article
- Call for awards/officer nomination/Leg Days delegates
- Board of Directors and/or committee reports