



Policy &  
Operations  
Manual

[2014]

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[Updated: January 2014]

## Table of Contents

<i>Governance: Bylaws</i> .....	3
<i>Governance: Society Structure and Organization</i> .....	10
<i>POLICY: Installation of Officers</i> .....	11
<i>POLICY: FIN 1.0 Travel and Reimbursement</i> .....	13
<i>POLICY: SCH 1.0 Society Scholarship Program</i> .....	16
<i>POLICY: CON 1.0 Award Guidelines and Program</i> .....	17
<i>POLICY: CON 1.0 Award Program and Guidelines</i> .....	18
<i>POLICY: CON 1.1 Annual Meeting Planning Protocol</i> .....	20
<i>Position Description: Board of Directors</i> .....	21
President .....	21
Past-President .....	24
President-Elect .....	27
Secretary .....	30
Treasurer .....	33
Board Member, Professional .....	36
First Year Professional .....	38
Student Forum .....	40
<i>Position Description: Committee Chair</i> .....	42
Annual Meeting .....	42
Bylaws Committee Chair .....	46
Government Affairs & Political Action Committee Chair .....	49
Finance Committee Chair .....	52
Historian .....	54
Leadership Development Chair .....	56
Membership .....	58

Nominations & Awards Chair ..... 61

P.A.C.E. Program Administrator ..... 64

Promotion of the Profession Chair ..... 67

Career Recruitment ..... 70

Professional & Public Relations ..... 73

NewsScope Editor(s) ..... 76

Scholarship Chair ..... 80

Webmaster ..... 83

## ***Governance: Bylaws***

### **Article I Name and Purpose**

The name of this organization shall be the American Society for Clinical Laboratory Science-Iowa (ASCLS-IA) hereinafter referred to as the Society. The purposes of this Society are

1. To promote high standards in clinical laboratory methods and research.
2. To promote adherence to the Code of Ethics of ASCLS and ASCLS-IA.
3. To promote the visibility and status of those individuals specializing in medical laboratory techniques.
4. To promote mutual understanding and cooperation between laboratory professionals and other health-care providers.

ASCLS-IA is a constituent society of the American Society for Clinical Laboratory Science (ASCLS).

### **Article II Code of Ethics**

Being fully cognizant of my responsibilities in the practice of Clinical Laboratory Science, I affirm my willingness to discharge my duties with accuracy, thoughtfulness, and care. Realizing that the knowledge obtained concerning patients in the course of my work must be treated as confidential, I hold inviolate the confidence placed in me by patients and physicians. Recognizing that my integrity and that of my profession must be pledged to the absolute reliability of my work, I will conduct myself at all times in a manner appropriate to the dignity of my profession.

### **Article III Membership**

- A. Membership in this Society is open to all persons interested in the clinical laboratory sciences and shall consist of the following classes: Professional, Collaborative, Student, Emeritus and Honorary as prescribed by the American Society for Clinical Laboratory Science (ASCLS).
- B. Individuals seeking membership in this Society shall furnish information defining their qualifications on application forms prescribed by ASCLS outlining the prerequisites for all classes of membership.
  1. Professional member: Any person who meets the requirements for professional membership in ASCLS and who indicates that ASCLS-IA is the constituent society of choice.
  2. Collaborative member: Any person who meets the requirements for collaborative membership in ASCLS and indicates that ASCLS-IA is the constituent society of choice.
  3. Student member: Any person who meets the requirements for student membership in ASCLS and who resides or is a student in the state of Iowa.
  4. Emeritus member: Any member of this Society who qualifies and becomes an emeritus member of ASCLS.
  5. Honorary member: Any person who becomes an honorary member of ASCLS and who resides or is employed in the state of Iowa shall be recognized as an honorary member of this Society.
  6. Meritorious member: An individual residing or working in the state of Iowa who has made outstanding contributions to the profession of clinical laboratory science or to this Society may be selected by affirmative vote of the voting membership at this Society's annual meeting.
- C. Privileges of membership:
  1. Professional and emeritus members shall enjoy all the rights, benefits and privileges of this Society.  
They may vote, hold elective positions and serve on any committee or board. Formerly

professional members enrolled as fulltime students and holding student membership shall not forfeit continuity of professional membership privileges upon resuming professional membership.

2. Collaborative, honorary and meritorious members shall be granted the privilege of the floor and may serve on appointed committees of this Society.
  3. Student members shall enjoy all the rights, benefits and privileges of this Society with the exception of voting, holding elective office or serving as committee chair. One student shall be a delegate to the ASCLS House of Delegates.
- D. The retention, suspension, expulsion or reinstatement of a member of this Society is determined by ASCLS in the manner prescribed in the Bylaws and SOP's of ASCLS.
- E. Impeachment of officers of this Society shall be in the manner prescribed in the Bylaws and SOP's of ASCLS.

#### **Article IV**

##### **Dues**

- A. All members of this Society will pay the appropriate dues to ASCLS according to the schedule of dues of ASCLS.
- B. In addition to ASCLS dues, professional and collaborative members will pay \$10 dues for ASCLS-IA; students will pay \$5 dues for ASCLS-IA and emeritus, honorary and meritorious members will pay no dues to this Society.

#### **Article V**

##### **Officers**

- A. The officers of this Society shall be president, president-elect, secretary, and treasurer. The duties of these officers shall be as defined in these Bylaws, the SOP's of this Society and in the parliamentary authority adopted by this Society.
1. The president shall be the chief executive officer of this Society. (S)He shall preside at all meetings of the Board of Directors and of this Society. (S)He shall be an ex officio member of all standing committees with the exception of the Nominations Committee. (S)He shall appoint the chair of all standing committees except the Nominations Committee. With the approval of the Board of Directors or the members, (s)he shall appoint such special committees as are needed. (S)He shall be a member of the President's Council and the Regional Council in accordance with Bylaws and SOP's of ASCLS.
  2. The president-elect shall, during his/her term of office, familiarize herself/himself with the duties of the office of president and shall, in the absence of the president, act as the chief executive officer of this Society. (S)He shall automatically become president the year following her/his election as president-elect. (S)He shall be a member of the President's Council and the Regional Council of ASCLS in accordance with the Bylaws and Society Regulations of ASCLS. (S)He is an ex officio member of all committees except the Nominations Committee.
  3. The secretary shall act as secretary at all meetings of this Society and of the Board of Directors, and shall keep in permanent form a record of all minutes of all meetings at which (s)he serves. (S)He shall be responsible for distributing copies of the minutes of such meetings as directed by the President and/or the Board of Directors. (S)He shall conduct such correspondence as shall be authorized by the Board of Directors or the President.
  4. The treasurer shall assure the receipt and expenditures of funds in accordance with the directives of the Board of Directors. (S)He shall be under such bond as established by the Board of Directors. (S)He shall ensure that all accounts of the Society shall be audited annually, prior to each annual meeting, but not exceeding sixty (60) days, by the finance

committee. At the annual meeting, (s)he shall submit to the members a statement of all receipts and expenditures for the current fiscal year. Upon taking office, a new treasurer shall examine the books for the previous sixty (60) days, notifying the Board of Directors of any inconsistencies, and file any tax returns in accordance with the laws of the state of Iowa or the United States of America.

- B. Eligibility for office. A member of this Society shall be eligible to hold office or be a board member provided (s)he is a member in good standing of this Society.
- C. Term of office.
  - 1. The term of office of president shall be one year.
  - 2. The term of office of president-elect shall be one year. The following year, the president-elect shall automatically succeed to the office of president.
  - 3. The term of office for the secretary shall be two years. The secretary may be re-elected but may not serve more than two consecutive terms.
  - 4. The term of treasurer shall be two years. The treasurer may be re-elected, but may not serve more than two consecutive terms.
- D. Filling of vacancies in office occurring between meetings of the Society;  
Vacancies in office occurring between meetings of the Society shall be filled by the Board of Directors until the next annual meeting as specified in the SOP's of this Society.
- E. Election to office.
  - 1. Election to an office will be by majority vote of the votes tabulated at the annual meeting.
  - 2. The secretary and treasurer will be elected in alternate years.

## Article VI Board of Directors

- A. The Board of Directors shall consist of the president, president-elect, secretary, treasurer, the immediate past-president, and three members elected from the membership at the annual meeting. In addition, there shall be a director from each chartered district society. A First Year Professional, if one is available and willing, may be appointed to the board by the president, with the approval of the board. This member of the board shall have full privileges of board membership, and shall serve in this capacity for one year. A student representative (or representatives) may be appointed to the board by the president, with the approval of the board, and may be granted voting privileges at the discretion of the board.
- B. The Board of Directors shall constitute the governing body of this Society when the regular meetings of this Society are not in session. The Board is vested with the control and management of all affairs, properties, and funds of this Society in accordance with the Articles of Incorporation and the Bylaws of this Society.
- C. A vacancy in an elective directorship shall be filled by the Board of Directors who shall elect a replacement by majority vote to serve until the next annual meeting, at which time the Society shall fill the position for the remainder of its unexpired term.
- D. The president or any other officer of this Society may call meetings of the Board of Directors, providing proper notice, stating purpose and place of the meeting is made to the respective members prior to such meetings.
- E. The president or president-elect and a majority of the membership of the Board shall constitute a quorum.
- F. Board members, except FYP and student representatives, shall be elected at the annual meeting by ballot for a three year term. One shall be elected each year to succeed the one having served three years. The term of office of any Board member of this Society elected at the annual meeting shall begin with the sine die adjournment of such annual meeting. A board member may be re-elected to a second term, but may serve no more than 2 consecutive terms. After a hiatus of one year, an

individual maybe elected to the board again.

- G. Notice of board meetings shall be printed in the official publication and sent to all members of the Board of Directors at least thirty (30) days in advance of the meeting. Meeting dates may also be established at one board meeting for future meetings and is deemed sufficient notice if absent members are notified by letter, by publication or electronically. Changes in the date must be communicated as early as practical.

### **Article VII District Societies**

- A. This Society may charter district societies
- B. This Society is empowered to revoke for just cause the charter of a district society upon notice and an opportunity to be heard thereon, by a majority vote of the members eligible and voting at the annual meeting, providing the Board of Directors of this Society by a majority vote favors the revocation of such charter.
- C. Any district society whose charter has been revoked may be reinstated by a majority vote of the Board of Directors and ratification by a majority vote of members eligible to vote and voting at the next annual meeting of this Society.

### **Article VIII Committees**

- A. There shall be the following standing committees; Bylaws, Finance, Nominations and Awards. The president at the beginning of his/her term, shall appoint, with the approval of the Board of Directors, the chair of the Bylaws committee. The Finance committee shall be composed of the President-elect, Treasurer and a Board Member selected by the Board of Directors. The Nominations and Awards committee shall be composed of the immediate past-president (chair) and two members elected by the membership at the annual meeting. Eligibility for election shall be the same as for other elective positions in this Society. Each member of the Nominations and Awards committee shall serve for one year and may be re-elected to a second term.
- B. Duties of the committees
1. Activities of the Bylaws Committee shall include keeping the Bylaws of this Society in compliance with the Bylaws of ASCLS, examine and consider proposed changes in the code of this Society and of the district societies. This committee shall be empowered to make such non-substantive changes as may be required to clarify language and to conform to proper usage, such changes to be reported by the committee at each annual meeting.
  2. Activities of the Finance Committee shall include preparation of a proposed budget, annual audit/review of all financial records and preparation of a statement of financial health of the organization.
  3. Nominations and Awards Committee shall be responsible for preparing a slate of at least two qualified nominees, whenever possible, for each office to be filled by election at the annual business meeting. This Committee will be responsible for the Awards program of this Society.
- C. The committees of this Society shall cooperate with the corresponding committees of ASCLS in carrying out their programs, as appropriate.
- D. The president, with the approval of the Board of Directors, may appoint other committees and/or representatives as necessary for the welfare and proper functioning of this Society. Such committees shall align with committees of ASCLS.
- E. Further definitions of the duties of each of the committees shall be outlined in the SOP's of this Society. These SOP's may be changed in content by the Board of Directors.

### **Article IX Regional Council**

This Society shall be an active member of the Region to which it has been assigned according to the Bylaws and SOP's of ASCLS.

The president and president-elect of this Society are members of the Regional Council. Members of this Society who serve ASCLS in an elective or appointive capacity are ex officio members of the Regional Council.

The president and president-elect of this Society or their representatives are to attend all Regional Council meetings as the official representatives of this Society and give a report of such meetings to the Board of Directors of this Society.

### **Article X President's Council**

The president and president-elect of this Society, or their appointed alternates, are members of the President's Council of ASCLS. They shall attend all meetings of the President's Council, where practical, and give a report of such meetings to the Board of Directors of this Society.

### **Article XI Delegates**

- A. This Society is represented at the annual House of Delegates Meeting of ASCLS by the number of delegates and alternates as provided for in the Bylaws and SOP's of ASCLS.
- B. Delegates and alternates are nominated and elected by the voting membership at the annual meeting of this Society.
- C. One student member, and an alternate, shall be appointed by the president of this Society, with the approval of the Board of Directors, to be a student representative to the House of Delegates of ASCLS.

### **Article XII Meetings**

- A. There shall be at least one meeting of this Society each year. The annual meeting shall be held in the spring and shall include one or more scientific sessions and not less than one business meeting of the membership.
- B. The Board of Directors may authorize special scientific or business meetings as the best interest or conduct of affairs of this Society may render necessary or appropriate.
- C. Business meetings of this Society shall be open to all members upon proper identification. Each eligible member of this Society shall be entitled to one vote. The privilege of the floor shall be granted to non-voting members.
- D. A quorum for all meetings of this Society shall be the professional and emeritus members present, but in no case shall a quorum be less than ten per cent (10%) of the professional and emeritus membership and must include at least one officer and one additional board member.
- E. Notice of regular meetings shall be printed in the official publication and sent to all members at least thirty (30) days in advance of the meeting. Notice of special meetings shall be sent to the members at least ten (10) days prior to the meeting.
- F. Guests may be seated and given the privilege of the floor by consent of the members.

### **Article XIII Fiscal Year**



The fiscal year is from April 1 to March 31.

**Article XIV  
Parliamentary Authority**

The rules contained in Robert's Rules of Order, Newly Revised shall govern this Society in all cases to which they are applicable and in which they are not inconsistent with these Bylaws. The parliamentarian for this Society shall be appointed by the presiding officer.

**Article XV  
Official Publication**

- A. There shall be an official publication of ASCLS-IA which shall be published not less than twice a year and which shall be identified by logo and/or title as a publication of this Society.
- B. The official publication shall be made available to all members of this Society.
- C. The editor(s) of the publication shall be appointed by the president and may select additional staffing as needed.

**Article XVI  
Amendments**

- A. Amendments to the Bylaws of this Society may be submitted to the chair of the Bylaws Committee of this Society by individual members or by the Board of Directors.
- B. The Bylaws Committee shall make such changes as may be necessary to provide proper form without altering the meaning of the proposed amendment(s), and submit the amendment(s) to the Board of Directors for approval.
- C. Upon such approval, the chair of the Bylaws Committee shall submit the proposed amendment(s) to the chair of the Bylaws committee of ASCLS for review and approval.
- D. Upon approval of the Bylaws Committee of ASCLS, the Bylaws Committee of this Society shall distribute copies of the amendment(s) to the voting members of this Association at least thirty (30) and not more than ninety (90) days before any scheduled business meeting of this Society. At such meeting the amendment(s) shall be presented to the members for consideration.
- E. Adoption of amendments shall require a two-thirds majority of the votes cast by members present at the meeting.
- F. Within ninety (90) days of adoption of amendments to these Bylaws, the secretary or Bylaws committee chair shall send an official copy (written or electronic) of the amended Bylaws to the Executive Office of ASCLS and to the chair of the Bylaws Committee of ASCLS.
- G. The Bylaws Committee of this Society shall have the responsibility and authority to initiate amendments in accordance with established procedures when necessary to be consistent with the Bylaws and **SOP's** of ASCLS.

**Article XVII  
Executive Council**

- A. The executive council of this Society shall consist of the Board of Directors, the chairs of committees and representatives to other organizations. The president shall be the presiding officer of this council and shall call meetings when deemed necessary.
- B. The council may meet in concurrent session with the Board of Directors, to keep the Board informed of committee activities and developments involving the Society.
- C. There shall be no conflict for control or management of this Society, for control is vested in the membership at the annual business meeting, and alternatively with the Board of Directors.

**Article XVIII**

**Dissolution**

- A. This Society may be dissolved by action of a two-thirds positive vote of the voting membership at a regular or special meeting or the membership; such meeting and its purpose having been communicated to the members at least sixty (60) days prior to such meeting.
- B. In the event of such dissolution, assets of the Society shall be used to pay any legal debts of the Society, with the residual assets, if any, to be transferred to an organization which has goals compatible with the goals of this Society, as the members shall direct when voting on dissolution. None of the assets of this Society will be distributed to members of this Society, other than the payment of legal debts.

***Governance: Society Structure and Organization*****Board of Directors**

Past President
President
President-Elect
Secretary
Treasurer
Board Member – 3 <sup>rd</sup> Year
Board Member – 2 <sup>nd</sup> Year
Board Member – 1 <sup>st</sup> Year
Board Member – First Year Professional (FYP)
Board Member – Student

**Committees**

Annual Meeting
Bylaws
Finance
Government Affairs Subcommittee: Political Action (PAC)
Historian
Leadership Development
Member Recruitment
Member Services
Nominations and Awards
P.A.C.E.
Promotion of the Profession Subcommittee: Career Recruitment Subcommittee: Licensure Subcommittee: Professional & Public Relations
Publications NewsScope Editor(s)
Scholarship
Webmaster

***POLICY: Installation of Officers***

**INSTALLATION OF OFFICERS**

“Will the following people please come to the front”

**BOARD OF DIRECTORS:** \_\_\_\_\_, You have been elected to the Office of the Board Member of the American Society for Clinical Laboratory Science – Iowa. In this important role, it will be your responsibility to know and understand fully the many areas of ASCLS and ASCLS-IA involvement and the programs initiated as member services. Your final duty, however, will be to represent the Iowa membership as an elected member of the Board of Directors. Do you promise to fulfill these responsibilities?

Congratulations.

**SECRETARY:** \_\_\_\_\_, You have been elected to the Office of Secretary of the American Society for Clinical Laboratory Science – Iowa. In this important role, it will be your responsibility to know and understand fully the many areas of ASCLS and ASCLS-IA involvement and the programs initiated as member services. Your position maintains effective records and upholds the documentation requirements of ASCLS-IA. Your final duty, however, will be to represent the Iowa membership as an elected member of the Board of Directors. Do you promise to fulfill these responsibilities?

Congratulations.

**TREASURER:** \_\_\_\_\_, You have been elected to the Office of Treasurer of the American Society for Clinical Laboratory Science – Iowa. In this important role, it will be your responsibility to know and understand fully the many areas of ASCLS and ASCLS-IA involvement and the programs initiated as member services. Your position oversees the financial oversight of ASCLS-IA. Your final duty, however, will be to represent the Iowa membership as an elected member of the Board of Directors. Do you promise to fulfill these responsibilities?

Congratulations.

**PRESIDENT-ELECT:** \_\_\_\_\_, You have been elected to the Office of President-Elect of the American Society for Clinical Laboratory Science – Iowa. It shall be your duty to assist the President in ways deemed necessary to familiarize yourself with the responsibilities of that office. As President-Elect,

you will be asked to represent ASCLS-IA in many areas. It will be your responsibility, therefore, to know and understand fully the many areas of ASCLS and ASCLS-IA involvement and the programs initiated as member services. It will also be your duty to fulfill the responsibilities of the president in the event he/she is unable to do so. Do you promise to fulfill these duties to the best ability?

Congratulations.

**PRESIDENT:** \_\_\_\_\_, You have been chosen for the highest Office in the American Society for Clinical Laboratory Science – Iowa. This office has been conferred upon those who have proven great dedication and great ability. Those who fill the office must be willing to follow the high ideals of this society and pledge themselves to this society. It will be your duty and responsibility to speak for ASCLS, ASCLS-IA, and for Clinical Laboratory Science in all arenas where health and patient care are concerned. Do you promise to uphold and fulfill the duties and responsibilities of the Office of President of ASCLS-IA to the best of your ability?

Congratulations.

**OUTGOING PRESIDENT** presents President's pin & gavel to **INCOMING PRESIDENT**.

**POLICY: FIN 1.0 Travel and Reimbursement**

<b>Title:</b>	<b>Travel and Expense Reimbursement</b>
<b>Policy Number:</b>	FIN 1.0
<b>Category:</b>	Finance
<b>Responsible Entity:</b>	Board of Directors
<b>Purpose:</b>	The purpose of this policy is to provide ASCLS-IA with guidelines governing disbursement of ASCLS-IA funds for travel and expenses incurred in conducting the business of the state.
<b>Guiding Policy:</b>	<p>It is the State's policy to reimburse authorized individuals for all reasonable expenses of a business nature incurred while performing activities directly related to the function of the State and defined in position descriptions.</p> <p>Authorized individuals include members of ASCLS-IA. When feasible, expenses will be line items in the approved budget of the State.</p> <p>To qualify for reimbursement, expenditures must:</p> <ul style="list-style-type: none"> <li>• Be reasonable, necessary and most economical</li> <li>• Provide a reasonable expectation of benefit for ASCLS-IA</li> <li>• Not be for items of personal comfort or family expenses</li> <li>• Be properly approved</li> <li>• Be incurred in conjunction with the conduct of authorized business of the State.</li> </ul>
<b>Approval and Documentation</b>	<p>All budgeted travel expenses, business expenses, and lodging incurred must be submitted to the President for review and approval. If questions arise regarding appropriateness of expenses, expenses are not budgeted or exceed the budgeted amount, the final decision for approval rests with the President or Board of Directors.</p> <p>Vouchers must accompany all reimbursement requests and contain itemized bills, receipts or other documentation of expense (e.g. map quest printout showing roundtrip mileage.) Vouchers and associated documentation must be submitted within thirty (30) days of the incurred expense.</p> <p>Vouchers may be sent to the President and Treasurer throughout the thirty days. Individuals will receive reimbursement upon approval of the President, Treasurer and Board of Directors during the ASCLS-IA Board of Directors meeting following the incurred expenses. If there is not a</p>

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Board of Directors meeting in the stipulated 30 days of incurred expense reimbursement will be decided at the discretion of the President, Treasurer, and Board of Directors through email or other form of communication. Approved amount will be mailed to individual.

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**Appropriate Spending Levels**

1. Transportation

- Air travel - coach or most economical unless otherwise approved by the Board of Directors
- Ground travel
  - Rental car - not authorized
  - Personal car - the driver will be reimbursed for mileage at the current rate established by the IRS. Reimbursement includes tolls and parking. Members are encouraged to carpool whenever possible.
  - Train – actual expense
  - Bus – actual expense
  - Shuttle - transportation from the airport by most economical means (usually not by taxicab); the possibility of local members assisting with personal cars should be evaluated.

2. Meals

Reimbursed only on an individual basis through the Board of Directors. Alcohol will not be reimbursed.

3. Lodging

- Lodging expenses for members will be reimbursed for the ASCLS nationally sponsored events. Reimbursement for overnight accommodations will be determined by the length of the meeting.
- A double accommodation in a reasonably priced hotel is the standard. If a single accommodation is requested the difference in charge will be paid by the member.
- Commercial or group rates should be obtained when possible for large groups and/or extended stays.
- Hotel amenities (i.e. internet, phone, movies, etc) are not reimbursed.

4. Registration Fees

- a. ASCLS National Meeting - 50% reimbursement for non-student and 100% for student members
- b. Legislative Symposium - 100% reimbursement for all members
- c. Other ASCLS nationally sponsored meetings – 50% reimbursement for non-student and 100% for student members

5. Gratuities - no reimbursement

6. ASCLS Appointed National Committees

Individual will be reimbursed at 50% total expenses.

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7. Travel advances - are not provided except under extenuating circumstances, at the discretion of the Board of Directors.
  8. Leadership Academy- ASCLS-IA will provide reimbursement to current individuals accepted and enrolled into the ASCLS Leadership Academy; reimbursement amounts will be based on current and projected fiscal standings. Individuals seeking support/ reimbursement must write an article for NewsScope, update the Leadership Development Chair on progress and present at the ASCLS-IA State meeting following their completion of the program.
  9. For items not specifically addressed in this policy, the individual requests are to be approved by the Board of Directors prior to the reimbursement in these situations.
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**POLICY: SCH 1.0 Society Scholarship Program**

<b>Title:</b>	<b>Society Scholarship Guidelines and Program</b>
<b>Policy Number:</b>	SCH1.0
<b>Category:</b>	Scholarship
<b>Responsible Entity:</b>	Scholarship Committee and Board of Directors
<b>Purpose:</b>	The purpose of this fund is to encourage qualified students to pursue courses of study in accredited colleges, universities, community colleges and technical institutes which lead to careers in the clinical laboratory professions. Campus/clinical education must be NAACLS approved in the Medical Laboratory Scientist (MLS) or Medical Laboratory Technician (MLT) categories.
<b>Sources of Scholarship Funds:</b>	Sources of Scholarship funds include: a. interest on monies in scholarship account; b. money approved by the ASCLS-IA Board of Directors; c. voluntary contributions.
<b>Eligibility:</b>	Student must be enrolled in or accepted into a NAACLS-accredited Medical Laboratory Scientist (MLS) or Medical Laboratory Technician (MLT) program in Iowa. Awards are conferred on one-year-cycles. Applications must be submitted each year to receive consideration for an award in that yearly cycle. Continued eligibility criteria are considered in making awards to previous recipients.
<b>Criteria of Scholarship Selection:</b>	<ol style="list-style-type: none"><li>1. All materials submitted by deadline and filled out correctly.</li><li>2. Grade point</li><li>3. Personal Recommendations Letters</li><li>4. Essay</li></ol>

**POLICY: CON 1.0 Award Guidelines and Program**

<b>Title:</b>	<b>Award Guidelines</b>
<b>Policy Number:</b>	CON 1.0
<b>Category:</b>	Convention
<b>Responsible Entity:</b>	President, Past-President, Awards and Nominations, and Board of Directors
<b>Purpose:</b>	To recognize members for their achievements, years of membership, future leaders, and various contributions to the society and profession
<b>Awards and Recognition:</b>	<p>Categories of recognition:</p> <ol style="list-style-type: none"> <li>ASCLS-IA Member of the Year</li> <li>ASCLS-IA Student Member of the Year</li> <li>Mentor of the Year</li> <li>MLS and MLT Student of the Year</li> <li>Outstanding Support Staff</li> <li>Phlebotomist of the Year</li> <li>Years of membership (5 yr, 10 yr, 15yr, etc., or as directed by current Board of Directors)</li> </ol>
<b>Eligibility:</b>	<p>Requirements for Nominee:</p> <ol style="list-style-type: none"> <li>ASCLS-IA Member of the Year: Individual must be a current member of ASCLS and ASCLS-IA;</li> <li>ASCLS-IA Student Member of the Year: Individual must be a current member of ASCLS and ASCLS-IA;</li> <li>Mentor of the Year: Individual <i>does not</i> need to be a member;</li> <li>MLS and MLT Student of the Year: Individual(s) must be a current student in good standing within their program;</li> <li>Outstanding Support Staff: Individual <i>does not</i> need to be a member;</li> <li>Phlebotomist of the Year: Individual <i>does not</i> need to be a member</li> </ol>
<b>Nominations:</b>	Additional information and nomination forms are available on the ASCLS-IA website and in the Documents Section.

**POLICY: CON 1.0 Award Program and Guidelines**

<b>Title:</b>	<b>Awards Program</b>
<b>Policy Number:</b>	CON 1.1
<b>Category:</b>	Convention
<b>Responsible Entity:</b>	Past-President and Annual Meeting chair
<b>Purpose:</b>	Conducts and organizes the Award luncheon. Ensuring enough programs are made and distribution, all awards are accounted for, and the program itself is run smoothly and efficiently.
<b>Master of Ceremony:</b>	Annual Meeting Chair or Past President
<b>Program:</b>	<p>Contains the following:</p> <ol style="list-style-type: none"><li>1. Planning Committee: Position and name(s)</li><li>2. Awards: Include description of award and how the winner is chosen Order of awards is alphabetically and not necessarily how awards should be presented<ol style="list-style-type: none"><li>a. ASCLS-IA Member of the Year;</li><li>b. ASCLS-IA Student Member of the Year;</li><li>c. ASCLS-IA Past President Recognition;</li><li>d. Keys to the Future</li><li>e. Leadership Academy Graduates (if applicable)</li><li>f. Mentor of the Year;</li><li>g. MLS and MLT Student of the Year;</li><li>h. Outstanding Support Staff;</li><li>i. Phlebotomist of the Year</li></ol></li><li>3. Members Service Recognition<ol style="list-style-type: none"><li>a. 5 years</li><li>b. 10 years</li><li>c. 15 years</li><li>d. 20 years</li><li>e. Further anniversary dates as dictated by the Board of Directors</li></ol></li><li>4. Omicron Sigma:<ol style="list-style-type: none"><li>a. State</li><li>b. Regional</li><li>c. National</li></ol></li><li>5. Recognition and thank you to our Sponsors and Vendors.</li></ol>

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**Recipients:** Pictures will be taken when receiving the award  
Ensure their name is spelled properly  
Ask for pronunciation when needed

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**Protocol:**

- Have another individual proofread program before having final version printed
- Provide 'completed' programs (i.e. with recipients' names) to the historian; photographer and webmaster for posting after the completion of the ceremony
- Ensure if recipient is not able to attend a representative is present who can deliver the award to them
- Be aware of the time as there is additional continuing education sessions as soon as the luncheon concludes.

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***POLICY: CON 1.1 Annual Meeting Planning Protocol***

<b>Title:</b>	<b>Annual Meeting Planning Protocol</b>
<b>Policy Number:</b>	CON1.2
<b>Category:</b>	Convention
<b>Purpose:</b>	Please refer to Annual Meeting Committee Chair

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***Position Description: Board of Directors***

<b>Elected Position:</b>	<b>President</b>
<b>Responsible To:</b>	Region VI Director
<b>Term of Office:</b>	Elected one year term with additional one (1) year serving as Past-President for one (1) year term. Term begins at the end of the ASCLS-IA Annual Business Meeting and will be completed at the beginning of the following ASCLS-IA Annual Business Meeting.
<b>Recommended Qualifications:</b>	Not applicable.

**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. Direct the Board of Directors in setting long term goals and objectives for the Society. Assign 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 NewsScope or leadership mailings utilizing the ASCLS-IA email list-serve.
4. Directs and assists Committees in carrying out activities as requested.
5. Hold four (4) Board of Director meetings and one (1) Annual Business meeting per term in office.
6. Hold Board and Committee orientation in conjunction with Summer Board meeting. Assures that new Board of Directors and Committee Chairpersons have their appropriate position description, guidelines, and standard operating procedures prior to the beginning of their terms.
7. Provides written reports to:
  - a) Region VI Director for Region VI Council Meeting in Fall and Spring. Provides annual report to National.
  - b) ASCLS Board of Directors in June.
  - c) House of Delegates Annual Report in June.
8. Attends as a delegate to the national ASCLS Meeting as President-Elect and performs the following duties:
  - a) Submits delegation to national.

- b) Creates Delegation Packet.
  - c) Schedules Delegation Meeting prior to beginning of national meeting to distribute Delegation Packet, answer questions, and give thank you gifts (optional).
  - d) Attends President-Elects Seminar.
9. Submits President's Column for each four (4) issues of the NewsScope during term.
  10. Serves as a consultant to the Annual Meeting Committee. Serves as Chair of Annual Meeting Committee, if a Chair is not appointed by the Board of Directors.
  11. Serve as voting member of the Region VI Council meeting and attend the Fall (TBD, weekend), Spring (Teleconference), and Annual council (at National) meetings.
  12. Cooperate at the end of the President term on the Annual Business Meeting agenda and Budget. Incoming President and Outgoing President preside over the Annual Business Meeting (see Administrative Policy ADM1.0)
  13. Approves all purchases or actions as needed that were not previously approved by the Board of Directors.
  14. Maintains the President's Manual. This "manual" is documentation maintained on the ASCLS-IA President's computer. Back up of documents are to be done at the end of term and passed from succession to succession.
  15. Keep a list of expenses used to be approved by the President and presented to the Treasurer for repayment. The list should be itemized in general, accurate terms.
  16. At the end of the term forward all society materials to successor within thirty (30) days of end of term.

## Suggested Schedule

<b>APRIL</b>	<p>Distribute agenda, directions, and Winter Board and previous year's Annual Business Meeting Minutes to Board of Directors/Committee Chairs.  <b>Spring Board and Annual Business Meeting.</b>  Incoming President and Outgoing President preside over the Annual Business Meeting (see Administrative Policy ADM1.0)</p>
<b>MAY</b>	<p>President's Column due to NewsScope May 1<sup>st</sup>.  Submit Delegation for ASCLS-IA to national.</p>
<b>JUNE</b>	<p>Submit completed Board of Director and Committee Chair Roster to Region VI Director and ASCLS.  Create Delegation Packet to include assignments and other vital issue and voting information.  Get Delegation Thank You gifts and schedule Delegation Meeting time at the national meeting.  Follow-Up with Treasurer on IRS Tax Filing complete due in July.</p>
<b>JULY</b>	<p>Attend the national ASCLS meeting as Delegate (President-Elect) and President-Elect Seminar.  Credential the delegation and meet with delegation to give credentials, Delegation Packet, and thank you gifts.</p>
<b>AUGUST</b>	<p>President's Column due to NewsScope September 1<sup>st</sup>.  Distribute agenda, directions, and Spring Board Minutes to Board of Directors/Committee Chairs.  <b>Summer Board Meeting.</b></p>
<b>SEPTEMBER</b>	
<b>OCTOBER</b>	<p>Submit Board of Director's Report to Region VI Director and ASCLS.</p>
<b>NOVEMBER</b>	<p>President's Column due to NewsScope November 1<sup>st</sup> Distribute agenda, directions, and Summer Board Minutes to Board of Directors/Committee Chairs.  <b>Fall Board Meeting.</b>  <b>Region VI Council Meeting.</b></p>
<b>DECEMBER</b>	
<b>JANUARY</b>	<p>Distribute agenda, directions, and Fall Board Minutes to Board of Directors/Committee Chairs.  <b>Winter Board Meeting.</b>  Work on Awards submissions to national. Major awards due Feb 1<sup>st</sup> with Keys to the Future Due in May but submit at the same time as other awards.</p>
<b>FEBRUARY</b>	<p>President's Column due to NewsScope February 1<sup>st</sup>.  Submit Board of Director's Report to Region VI Director and ASCLS.  Purchase President's Pin from ASCLS website; get engraved for President-Elect with initials and year and Iowa.  Gavel engraved with President-Elect First Name Initial, Full Last Name and term of Presidency. If necessary, purchase new gavel.</p>
<b>MARCH</b>	<p>Omicron Sigma will be submitted in March/April after notification by National and Regional to already selected individuals.</p>



## *Position Description: Board of Directors*

*Elected Position:*

### **Past-President**

**Responsible To:**

President and Board of Directors

**Term of Office:**

One year term following term as President. May serve additional term(s) should the offices of President and President-Elect become vacant; Past-President would assume the office of President.

Term begins at the end of the ASCLS-IA Annual Business Meeting and will be completed at the beginning of the following ASCLS-IA Annual Business Meeting.

**Recommended Qualifications:**

Not applicable.

### **Duties and Responsibilities:**

1. Attend ASCLS- IA Board of Directors and Annual Business Meeting with expectation of attendance at all meetings.
2. Attends as a delegate to the national ASCLS Meeting as President and performs the following duties:
  - a) Submits Board of Directors and House of Delegates Report to national meeting.
  - b) Attends President's Seminar.
  - c) Attends national committee meetings and other governance activities as directed by ASCLS-IA President.
3. Acts as an advisor to the state President and Board of Directors during term in this position.
4. Assists the President and Board of Directors with carrying out proposed responsibilities and activities as requested. Assists in setting Society long term goals and attainment of goals.
5. Keeps informed on all potential problems relating to the Society and/or the profession existing in the state.
6. Help on committees of your specific interest or serve as a consultant on a committee at the request of its chair or the president.
7. Chair the Nominations and Awards Committee. Gather slate of candidates and biographies; submit information to NewsScope Editor for publication. Work with Nominations and Awards Committee on annual national and state awards.

8. Serves as a member of the Leadership Development Committee.
9. Responsible at the Annual Business Meeting in the passing of the gavel from outgoing to incoming President.
10. Keep a list of expenses used to be approved by the President and presented to the Treasurer for repayment. The list should be itemized in general, accurate terms.
11. At the end of the term forward all society materials to successor within thirty (30) days of end of term.

## Suggested Schedule

<b>APRIL</b>	<b>Spring Board &amp; Annual Business Meeting.</b> Attend Annual Business Meeting and preside over gavel passing.
<b>MAY</b>	
<b>JUNE</b>	<b>Annual Reports to ASCLS Board of Directors and House of Delegates Due</b>
<b>JULY</b>	Attend national meeting as delegate (President) and President's Seminar.
<b>AUGUST</b>	<b>Summer Board Meeting.</b>
<b>SEPTEMBER</b>	
<b>OCTOBER</b>	
<b>NOVEMBER</b>	<b>Fall Board Meeting.</b> Begin nomination submission process.
<b>DECEMBER</b>	
<b>JANUARY</b>	<b>Winter Board Meeting.</b> Present slate of candidates to Board of Directors at Winter Board Meeting.
<b>FEBRUARY</b>	Submit Slate of Candidates and Biographies to NewsScope Editor(s) for publication in Winter Issue.
<b>MARCH</b>	Finalize Awards submissions and determine recipients. Purchase awards and submit information to Awards emcee for presentation at Annual Meeting.

*Position Description: Board of Directors*

*Elected Position:*

**President-Elect**

**Responsible To:**

President and Board of Directors

**Term of Office:**

Elected one year term with additional two (2) years serving as President for one (1) year term and Past-President for one (1) year term. Total term is three (3) years.

Term begins at the end of the ASCLS-IA Annual Business Meeting and will be completed at the beginning of the following ASCLS-IA Annual Business Meeting.

**Recommended Qualifications:**

Preferred three years active membership within the Society and previous experience on Board of Directors as Board Member, Secretary, Treasurer, or previous presidency.

**Duties and Responsibilities:**

1. Attend ASCLS- IA Board of Directors and Annual Business Meeting with expectation of attendance at all meetings.
2. In preparation for your presidency, the President-Elect serves as:
  - a) an ex-officio member of all standing committees except nominations, you will become acquainted with the activities of all the committees, helping them function in whatever manner is desired; helping plan their path of action and functioning as the president, or board or chair asks.
  - b) Become familiar with the services and the materials that ASCLS has made available for various committee needs.
  - c) Study the Bylaws, reports of previous business meetings, and previous board meetings.
  - d) Become familiar with Roberts Rules of Order, Newly Revised.
3. Prior to taking office, appoints Committee Chairs and Appointed Positions:
  - Committee Chairs
  - Bylaws and Constitutions
  - Government Affairs
  - Historian
  - Leadership Development
  - Membership
  - Nominations and Awards
  - P.A.C.E.
  - Promotion of the Profession Committee
  - Subcommittee: Career Recruitment

Subcommittee: Professional & Public Relations  
NewsScope Editor(s)/Publication  
Webmaster

Appointed Positions

Board Member, First Year Professional  
Board Member, Student Forum

4. Select a site and collaboration groups for the annual meeting that is to be held during your term as president. The board must approve the selection.
5. Serve on the Finance committee along with Treasurer and selected Board Member. Committee responsibilities include:
  - a.) Develop proposed budget for next fiscal year
  - b.) Annual audit/review of all financial record within 60 days of annual meeting.
  - c.) Submits a statement of financial health for annual board meeting.
6. Assists the President with carrying out proposed responsibilities and activities as requested. Assists in setting Society long term goals and attainment of goals.
7. Preside at board meetings in the absence of the president. If the office of president becomes vacant, you assume the office of president.
8. Serve as voting member of the Region VI Council meeting and attend the Fall (TBD, weekend), Spring (Teleconference), and Annual council (at National) meetings.
9. Cooperate at the end of the President-Elect term on the Annual Business Meeting agenda and Budget. Incoming President and Outgoing President preside over the Annual Business Meeting (see Administrative Policy ADM1.0)
10. Keep a list of expenses to be approved by the President and presented to the Treasurer for repayment. The list should be itemized in general, accurate terms.
11. At the end of the term forward all society materials to successor within thirty (30) days of end of term.

**Suggested Schedule**

<b>APRIL</b>	<b>Spring Board &amp; Annual Business Meeting.</b>
<b>MAY</b>	
<b>JUNE</b>	
<b>JULY</b>	
<b>AUGUST</b>	<b>Summer Board Meeting.</b>
<b>SEPTEMBER</b>	
<b>OCTOBER</b>	
<b>NOVEMBER</b>	<b>Fall Board Meeting. Region VI Council Meeting.</b>
<b>DECEMBER</b>	
<b>JANUARY</b>	<b>Winter Board Meeting. Make committee appointments.</b>
<b>FEBRUARY</b>	
<b>MARCH</b>	Meet as part of the Finance Committee within 60 days of the annual meeting to develop proposed budget for next fiscal year, perform annual audit/review of all financial records, and submit a statement of financial health for annual board meeting.  Cooperate at the end of the President-Elect term on the Annual Business Meeting agenda and Budget. Incoming President and Outgoing President preside over the Annual Business Meeting (see Administrative Policy ADM1.0)

## *Position Description: Board of Directors*

*Elected Position:*

### **Secretary**

**Responsible To:**

President and Board of Directors

**Term of Office:**

Elected to a two year term with eligibility for reelection to the position at the pleasure of the Board of Directors and individual for no more than two (2) consecutive terms.

Term begins at the end of the ASCLS-IA Annual Business Meeting and will be completed at the beginning of the following ASCLS-IA Annual Business Meeting.

**Recommended Qualifications:**

Two (2) years active membership within the Society preferred.

### **Duties and Responsibilities:**

1. Records and distributes minutes of the Board and Business Meeting(s). The minutes of the Board and Business Meeting will contain only the actions taken, except in cases of much discussion and divergent opinions; and in actions of importance to the society, a brief summation of the discussion may be included.
2. Final minutes should be sent to the Board of Directors by the appropriate deadline, minimum 1 week prior to meeting for review and approval. Also, final approved minutes are to be sent to Webmaster to be posted to the website within thirty (30) days of approval.
3. Maintain a secretary's file:
  - a) Containing corrected minutes of all board meetings and of all general business meetings.
  - b) Copy of the official minutes are sent to the President to be distributed at the next board meeting and checked for accuracy.
  - c) Copies of committee reports are kept with the minutes.
4. Write letters of official nature as requested by the President or by official action at meetings; copies should be noted to the President and the President-Elect.
5. Communicate with the President to make sure that all board actions and recommendations are followed throughout the year. Discuss with the President how they will be incorporated in to the next business meeting.
6. Keep a list of expenses used to be approved by the President and presented to the Treasurer for repayment. The list should be itemized in general, accurate terms.
7. More latitude may be exercised in the minutes of the board meetings. These include brief

summaries of the discussions from which actions resulted. Care should be used to keep these reports brief, objective, and representative of all views. Yet complete enough for clear, complete understanding when later referenced.

8. Examination of the minutes of previous years should serve as a guide for preparation of the minutes.
9. Submit articles as appropriate and directed for the NewsScope.
10. At the end of the term of office forward all society materials to successor within thirty (30) days of end of term.



## Suggested Schedule

<b>APRIL</b>	<p><b>Winter Board Minutes &amp; previous year's Annual Business Minutes to President for distribution and approval by Board of Directors.</b>  <b>Spring Board &amp; Annual Business Meeting.</b>          Additional correspondences as applicable.</p>
<b>MAY</b>	<p>Complete Spring Board Meeting and Annual Business Meeting minutes. Submit copy to webmaster for posting to ASCLS-IA website.          Additional correspondences as applicable.</p>
<b>JUNE</b>	<p>Additional correspondences as applicable.</p>
<b>JULY</b>	<p>Additional correspondences as applicable.</p>
<b>AUGUST</b>	<p><b>Spring Minutes to President for distribution and approval by Board of Directors.</b>  <b>Summer Board Meeting.</b>          Additional correspondences as applicable.</p>
<b>SEPTEMBER</b>	<p>Complete Summer Board Meeting minutes. Submit copy to webmaster for posting to ASCLS-IA website.          Additional correspondences as applicable.</p>
<b>OCTOBER</b>	<p>Additional correspondences as applicable.</p>
<b>NOVEMBER</b>	<p><b>Summer Minutes to President for distribution and approval by Board of Directors.</b>  <b>Fall Board Meeting.</b>          Additional correspondences as applicable.</p>
<b>DECEMBER</b>	<p>Complete Fall Board Meeting minutes. Submit copy to webmaster for posting to ASCLS-IA website.          Additional correspondences as applicable.</p>
<b>JANUARY</b>	<p><b>Fall Minutes to President for distribution and approval by Board of Directors.</b>  <b>Winter Board Meeting.</b>          Additional correspondences as applicable.</p>
<b>FEBRUARY</b>	<p>Complete Winter Board Meeting minutes. Submit copy to webmaster for posting to ASCLS-IA website.          Additional correspondences as applicable.</p>
<b>MARCH</b>	<p>Additional correspondences as applicable.</p>

*Position Description: Board of Directors*

*Elected Position:*

**Treasurer**

**Responsible To:**

President and Board of Directors

**Term of Office:**

The treasurer is elected for a two year term.

**Recommended Qualifications:**

Preferred two years active membership within the Society.

**Duties and Responsibilities:**

1. Maintain financial records.
  - a. Maintain quarterly Treasurer's reports.
  - b. Reconcile accounts with bank statements each month.
  - c. Ensure backup copies of Treasurer's reports are available at all times.
2. Process Membership Dues.
  - a. Deposit check received from the National Organization into ASCLS-IA account in a timely manner. Record activity.
  - b. Keep membership lists on file.
3. Receive revenue. Deposit payments to ASCLS-IA account in a timely manner. Record activity.
4. Pay bills.
  - a. All invoices, statements, and bills will be forwarded to the treasurer. Any expenses incurred by board members or committees will be reimbursed after itemized expense vouchers are submitted to the Treasurer and approved by the President.
  - b. Pay each bill and maintain documentation of payments. For reimbursements or payments by check, include:
    - 1) Recipient of payment
    - 2) Check number
    - 3) Amount reimbursed
    - 4) Committee debited
    - 5) Quarter of fiscal year (recommended)
  - c. Maintain a file of the invoices or bills by fiscal year.
5. Assist in creating an annual budget.
  - a. Work with the President, Past-President, and President-Elect to establish a budget for the upcoming fiscal year.
  - b. When the budget has been approved, keep a record of each committee's budget amount. As moneys are committed for that committee, record expenditures so that a running account can be maintained of each committee budget position.

6. Complete and file appropriate tax documents.
  - a. Notify the IRS each time a new treasurer assumes office.
  - b. Maintain a record of the Employer Identification Number (EIN).
  - c. File required tax documents with the IRS in an acceptable time frame (within 5 months of the end of the Organizations fiscal year).
  - d. ASCLS-IA an exempt society so does not have to pay any taxes.
  
7. Attend Board Meetings.
  - a. Attend the majority of quarterly board meetings.
  - b. Submit a quarterly financial report for board meetings.
  - c. Bring forms and the checkbook to board meetings as members often expect reimbursements at the meetings.
  
8. Prepare future Treasurer of ASCLS-IA.
  - a. Deliver all financial documents and records to the new Treasurer.
  - b. Assist the new Treasurer as needed.
  - c. Finances may be transferred to a bank that is local to the new Treasurer.
  
9. Schedule an annual audit of the Treasurer's books.
  - a. Select 1-2 members of ASCLS-IA to perform audit.
  - b. Maintain documentation of completed audit.

## Suggested Schedule

<b>APRIL</b>	
<b>MAY</b>	Mail checks to IMTSF recipients.
<b>JUNE</b>	
<b>JULY</b>	Complete IRS form 990-N and submit to IRS. PAYMENT – seed money for upcoming annual lab meeting. PAYMENT – ASCLS national meeting
<b>AUGUST</b>	Finalize Summer Treasurer’s Report. PAYMENT – ASCLS national meeting (reimbursements)
<b>SEPTEMBER</b>	
<b>OCTOBER</b>	
<b>NOVEMBER</b>	PAYMENT – Region VI dues Finalize Summer Treasurer’s Report.
<b>DECEMBER</b>	PAYMENT – PACE
<b>JANUARY</b>	Finalize Winter Treasurer’s Report. PAYMENT – Legislative Symposium
<b>FEBRUARY</b>	Audit books. PAYMENT – Legislative Symposium
<b>MARCH</b>	Finalize Spring Treasurer’s Report. Finalize end-of-fiscal year Treasurer’s Report and submit to President. PAYMENT – Legislative Symposium (reimbursements preferably BEFORE April)

*Position Description: Board of Directors***Elected Position:****Board Member, Professional****Responsible To:**

President and Board of Directors

**Term of Office:**

Board Members are elected for three (3) year term. Three (3) Members serve on the Board of Directors, 3<sup>rd</sup> Year, 2<sup>nd</sup> Year, and 1<sup>st</sup> Year Board Member. One (1) new Board Member at is elected each year.

Term begins at the end of the ASCLS-IA Annual Business Meeting and will be completed at the beginning of the following ASCLS-IA Annual Business Meeting.

**Recommended Qualifications:**

Two (2) years active membership within the Society preferred.

**Duties and Responsibilities:**

1. Attend ASCLS- IA Board of Directors and Annual Business Meeting with expectation of attendance at all meetings, as a voting member.
2. Assists the President and Governing Board with carrying out proposed responsibilities and activities as requested. Assists in setting Society long term goals and attainment of goals.
3. Keeps informed on all potential problems relating to the Society and/or the profession existing in the state.
4. Provides newsletter articles as outlined:
  - a) Summer Issue – 3<sup>rd</sup> Year Board Member
  - b) Fall Issue – 2<sup>nd</sup> Year Board Member
  - c) Winter Issue – 1<sup>st</sup> Year Board Member
5. Keep a list of expenses used to be approved by the President and presented to the Treasurer for repayment. The list should be itemized in general, accurate terms.
6. At the end of the term forward all society materials to successor within thirty (30) days of end of term.

**Suggested Schedule**

<b>APRIL</b>	<b>Spring Board &amp; Annual Business Meeting.</b>
<b>MAY</b>	3 <sup>rd</sup> Year Board Member NewsScope article due May 1 <sup>st</sup> for Summer Issue.
<b>JUNE</b>	
<b>JULY</b>	
<b>AUGUST</b>	<b>Summer Board Meeting.</b>
<b>SEPTEMBER</b>	
<b>OCTOBER</b>	
<b>NOVEMBER</b>	<b>Fall Board Meeting.</b> 2 <sup>nd</sup> Year Board Member NewsScope article due November 1 <sup>st</sup> for Fall Issue.
<b>DECEMBER</b>	
<b>JANUARY</b>	<b>Winter Board Meeting.</b>
<b>FEBRUARY</b>	1 <sup>st</sup> Year Board Member NewsScope article due February 1 <sup>st</sup> for Winter Issue.
<b>MARCH</b>	

*Position Description: Board of Directors***Appointed Position:****First Year Professional****Responsible To:**

President and Board of Directors

**Term of Office:**

Position is a continuation of Student Forum Chair if applicable through appointment by the President.

Term begins at the end of the ASCLS-IA Annual Business Meeting and will be completed at the beginning of the following ASCLS-IA Annual Business Meeting.

**Recommended Qualifications:**

Medical Laboratory Technician or Medical Laboratory Scientist within the first year of post-graduation.

**Duties and Responsibilities:**

1. Attend ASCLS- IA Board of Directors and Annual Business Meeting with expectation of attendance at all meetings, as a voting member.
2. Assists the President and Governing Board with carrying out proposed responsibilities and activities as requested. Assists in setting Society long term goals and attainment of goals.
3. Keeps informed on all potential problems relating to the Society and/or the profession existing in the state.
4. Keep in contact with other First Year Professionals (FYP) in Iowa: invite them to board meetings, national meeting, and fill leadership roles within the society and to volunteer on committees. Update contact information for FYP's and send to Membership Committee.
5. Attend ASCLS National Meeting if possible.
6. Write a NewsScope article about your new job and why you stay active with ASCLS.
7. Relay information to fellow FYPs about what is discussed at each board meeting.
8. Contact the recent graduates that did not join as FYP to see if you can recruit them back.
9. Continue to learn about ASCLS.
10. Mentor the Student Forum Chair (SFC) on a regular basis.
11. Begin thinking about future positions with ASCLS.
12. Keep a list of expenses used to be approved by the President and presented to the Treasurer for repayment. The list should be itemized in general, accurate terms.

13. At the end of the term forward all society materials to successor within thirty (30) days.

### Suggested Schedule

<b>APRIL</b>	<b>Spring Board &amp; Annual Business Reports to President &amp; Secretary. Spring Board &amp; Annual Business Meeting. Gather future contact information, i.e. non-school email address</b>
<b>MAY</b>	
<b>JUNE</b>	
<b>JULY</b>	Plan to attend ASCLS National meeting
<b>AUGUST</b>	<b>Summer Board Reports to President &amp; Secretary. Summer Board Meeting.</b>
<b>SEPTEMBER</b>	
<b>OCTOBER</b>	
<b>NOVEMBER</b>	<b>Fall Board Reports to President &amp; Secretary. Fall Board Meeting.</b>
<b>DECEMBER</b>	
<b>JANUARY</b>	<b>Winter Board Reports to President &amp; Secretary. Winter Board Meeting.</b>
<b>FEBRUARY</b>	
<b>MARCH</b>	



*Position Description: Board of Directors***Appointed Position:****Student Forum****Responsible To:**

President and Board of Directors

**Term of Office:**

Term begins at the end of the ASCLS-IA Annual Business Meeting and will be completed at the beginning of the following ASCLS-IA Annual Business Meeting.

**Recommended Qualifications:**

Currently enrolled in a Clinical Laboratory Program (MLS/MLT)

**Duties and Responsibilities:**

1. Attend ASCLS- IA Board of Directors and Annual Business Meeting with expectation of attendance at all meetings, as a voting member.
2. Assists the President and Governing Board with carrying out proposed responsibilities and activities as requested. Assists in setting Society long term goals and attainment of goals.
3. Keeps informed on all potential problems relating to the Society and/or the profession existing in the state.
4. Attend ASCLS National meeting, if possible, **only** after completion of their program.
5. Organize student activities to promote ASCLS and the profession at the ASCLS spring meeting
6. Serve as the voice for all Medical Laboratory Technician (MLT) and Medical Laboratory Scientist (MLS) students in Iowa via email, letters, Facebook, phone, or NewsScope. Relay information about upcoming events, encourage students to get involved with ASCLS by joining committees, scholarship information, job openings, and volunteer work.
7. If necessary, select an alternate/assistant to help or to serve as SFC in case of an unexpected vacancy.
8. Learn the organization/processes of ASCLS
9. Meet/talk with the FYP on a regular basis to discuss issues that you do not understand, or to get advice.
10. Keep a list of expenses used to be approved by the President and presented to the Treasurer for repayment. The list should be itemized in general, accurate terms.
11. At the end of the term forward all society materials to successor within thirty (30) days of end of term.

## Suggested Schedule

<b>APRIL</b>	<b>Spring Board &amp; Annual Business Meeting.</b> Organize a student event/night with students and collect their information
<b>MAY</b>	Contact students to introduce yourself. Give information about scholarships.
<b>JUNE</b>	Notify students about the National Meeting. Get in contact with all Student Forum Chairs in the Nation to help organize a student night at the National Meeting.
<b>JULY</b>	Plan to Attend ASCLS National Meeting
<b>AUGUST</b>	<b>Summer Board Meeting.</b> Write NewsScope article about the National Meeting. Seek out fellow students; introduce them to committees that ASCLS-IA needs volunteers for.
<b>SEPTEMBER</b>	Write Article for NewsScope
<b>OCTOBER</b>	Continue seeking out student members. Tell them what was discussed at the ASCLS board meeting.
<b>NOVEMBER</b>	<b>Fall Board Meeting.</b>
<b>DECEMBER</b>	Send a Happy Holiday Email to all ASCLS-Iowa student members. Give any pertinent information to students.
<b>JANUARY</b>	<b>Winter Board Meeting.</b> Continue seeking out student members; tell them what was discussed at the ASCLS board meeting.
<b>FEBRUARY</b>	
<b>MARCH</b>	Ask soon to be graduating students for updated contact information. Encourage them to continue membership as FYP/New Professional.

***Position Description: Committee Chair***

<b>Position:</b>	<b>Annual Meeting</b>
<b>Responsible To:</b>	President and Board of Directors
<b>Committee Focus:</b>	Responsible for the preparations for the annual meeting of this Society. The Chair shall be the General Chair of the convention and shall appoint members to be responsible for all aspects of the meeting.
<b>Committee Structure:</b>	The President and Board of Directors are responsible for appointing a Chair for the Annual Meeting An annual meeting planning committee shall be established and be composed of a General Chair and a minimum of five subcommittees: Program, Exhibit, Social, Registration, and Publicity.
<b>Term of Office:</b>	Term begins at the end of the ASCLS-IA Annual Business Meeting and will be completed at the beginning of the following ASCLS-IA Annual Business Meeting.
<b>Recommended Qualifications:</b>	Active member of ASCLS-IA with at least 2 years of experience on the Annual Meeting Planning Committee. With at least 1 year, preferably, as Chair of a sub-committee

**Duties and Responsibilities:**

1. Surveys for potential convention sites
2. Conducts site proposals and contract negotiations
3. Makes recommendations to the Board of Directors regarding sites
4. Signs an agreement, if applicable, with partnering professional organizations
5. Oversees Annual meeting budget and finance
6. Selects and assigns sub-committees with ASCLS-IA President
7. Sets committee meetings, deadlines, and schedules
8. Submits progress reports for the ASCLS-IA Board meetings
9. Serves as an advisor to sub-committees: Program; Publicity; Registration; Social; Treasurer and Vendors

**Sub-Committees duties and Responsibilities:****Program:**

1. Recruits Speakers for meeting
2. Develops program content
3. Responsible for preliminary and final program content
4. Responsible for the needs of the speaker: audio visual (A/V) and room arrangements

5. Obtains moderators for each program session
6. Works with the Vendor coordinator to recruit sponsorships for program speakers

Publicity:

1. Publicize convention activities in the Newsletter, ASCLS publications, newspapers, and other relevant media.

Registration:

1. Receives pre-registration forms and fees
  - i. Utilizes on-line registration systems
2. Records fees and forwards money to Annual Meeting Treasurer
3. Compiles registrant packets with nametags, ribbons, etc
4. Maintains current/ up-to-date number of registrants for meal and social guarantees.

Social:

1. Responsible for all social functions: entertainment; food; atmosphere; and publicity.

Treasurer:

1. Collects fees from Registration and Vendors Chairs
2. Works closely with Annual Meeting Chair to ensure the planning committee stays within budget
3. Pays all bills when they are due
4. After bills are settled divides the total profits among organizations according to contract agreement
5. Reimbursement (Budget Dependent):
  - i. Honorariums: Speakers may have set 'honorariums'; guidelines will be discussed, based on budget, during initial planning meeting
  - ii. Travel expenses: Current IRS mileage allowance or coach air fare; the most *economical* amount will be granted. Travel expense reimbursement shall be determined by the Annual Meeting committee during initial planning meetings. Ex: Only speakers traveling greater than 50 miles one way.
  - iii. Meeting registration:
    1. Speakers: only on the day(s) they are presenting
    2. Committee members: Covered for meeting entirety
  - iv. Lodging: Rooms shall be the regular, single meeting room rate for the date(s) of speaker's presentation. Based on travel distance of speaker; certain speaker situations may warrant extra expense
  - v. Meals: Provided as part of registration

Vendor/ Exhibit:

1. Updates vendors/ exhibitors lists
2. Contacts and secures companies to exhibit
3. Sends 'Save the Date' emails/ postcards
4. Coordinates with decorator services the exhibit hall set-up
5. Holds pre and post-convention meetings with vendors/ exhibitors
6. Responsible for vendor/ exhibitor needs

7. Responsible for vendor registration
8. Recruits sponsorship of speakers form exhibitors

**Expenses:** Refer to information under the Annual Meeting Treasurer section.

**Suggested Schedule**

<b>APRIL</b>	<b>Spring Board &amp; Annual Business Reports to President &amp; Secretary. Spring Board &amp; Annual Business Meeting.</b>
<b>MAY</b>	
<b>JUNE</b>	
<b>JULY</b>	
<b>AUGUST</b>	<b>Summer Board Reports to President &amp; Secretary. Summer Board Meeting.</b>
<b>SEPTEMBER</b>	
<b>OCTOBER</b>	
<b>NOVEMBER</b>	<b>Fall Board Reports to President &amp; Secretary. Fall Board Meeting.</b>
<b>DECEMBER</b>	
<b>JANUARY</b>	<b>Winter Board Reports to President &amp; Secretary. Winter Board Meeting.</b>
<b>FEBRUARY</b>	
<b>MARCH</b>	

*Position Description: Committee Chair*

<b>Position:</b>	<b>Bylaws Committee Chair</b>
<b>Responsible To:</b>	President and Board of Directors
<b>Committee Focus:</b>	Maintains current By-Laws and up-dates Bylaws to be consistent with ASCLS National Bylaws.
<b>Committee Structure:</b>	Chair and other interested individuals within ASCLS-IA
<b>Term of Office:</b>	Appointed by the President and term will continue at the pleasure of the President, Board of Directors, and of the Bylaws Chair.
<b>Recommended Qualifications:</b>	Two (2) years active membership within the Society preferred. Background, knowledge, and interest in society governance preferred.

**Duties and Responsibilities:**

1. Construct and propose amendments as deemed necessary by the board of directors, and assist in the presentation of amendments when submitted by the members.
  - a) All needed amendments must be submitted to the President and the Board of Directors prior to the Winter Board meeting. The Board of Directors must approve amendments before submitting amendments to the overall membership of the Society.
  - b) Submit approved amendments to the National office's Constitution & Bylaws Committee for National approval.
  - c) Once approved, copies of proposed changes must be sent to the *NewsScope* editor, or if time is short, directly to the membership to be received by the membership at least thirty (30) days before the business meeting.
2. Advise officers and board on necessary changes in ASCLS-IA bylaws to remain current and to be a chartered constituent society.
3. Maintain the following:
  - a) Copy of Bylaws
  - b) Copy of Standard Operating Procedures
  - c) Original Articles of Incorporation
  - d) Society's copy of Robert's Rules of Order, Newly Revised
4. Submit committee reports for Board of Directors and Annual Business Meeting.
5. Keep a list of expenses used to be approved by the President and presented to the Treasurer for repayment. The list should be itemized in general, accurate terms.
6. At the end of the term forward all society materials to successor within thirty (30) days of

end of term.



## Suggested Schedule

<b>APRIL</b>	<b>Spring Board &amp; Annual Business Reports to President &amp; Secretary. Spring Board &amp; Annual Business Meeting.</b>
<b>MAY</b>	If amendments are approved by membership, submit to national Bylaws Committee.
<b>JUNE</b>	
<b>JULY</b>	
<b>AUGUST</b>	<b>Summer Board Reports to President &amp; Secretary. Summer Board Meeting.</b>
<b>SEPTEMBER</b>	
<b>OCTOBER</b>	Prepare and present any amendments to the Bylaws to the Board of Directors at Board Meeting.
<b>NOVEMBER</b>	<b>Fall Board Reports to President &amp; Secretary. Fall Board Meeting.</b>
<b>DECEMBER</b>	Send any proposed amendments to ASCLS Bylaws committee for approval.
<b>JANUARY</b>	<b>Winter Board Reports to President &amp; Secretary. Winter Board Meeting.</b> If amendments are approved, submit to NewsScope Editor(s) for publication at minimum thirty (30) days prior to the Annual Meeting.
<b>FEBRUARY</b>	
<b>MARCH</b>	

*Position Description: Committee Chair*

<b>Position:</b>	<b>Government Affairs &amp; Political Action Committee Chair</b>
<b>Responsible To:</b>	President and Board of Directors
<b>Committee Focus:</b>	Keep members informed of and disseminate regulatory information impacting on the profession of Clinical Laboratory Science to the Society's members.
<b>Committee Structure:</b>	Government Affairs (GAC) and Political Action (PAC) Chair and such number of staff members needed to carry out assigned duties.
<b>Term of Office:</b>	Appointed by the President and term will continue at the pleasure of the President, Board of Directors, and of the Editor.
<b>Recommended Qualifications:</b>	Two (2) years active membership within the Society preferred. Background, knowledge, and interest in government and political action preferred.

**Duties and Responsibilities:**

1. Keeps informed on potential governmental and professional problems relating to the society and/ or profession existing at the state and national level.
2. Assist the President and/ or National Office with carrying out requested activities as relate to the Government Affairs and Political Action Committees. Serve as the key contact for the state to both the regional and national Government Affairs and Political Action Committees. In the event of no appointed chair, the President will be the recognized contact for the society.
3. Initiates governmental contact correspondence as required.
4. Assists the President and Board of Directors in selecting an individual(s) to attend Legislative Symposium in Washington, D.C. in March.
5. Maintains Government Affairs and Political Action Blog/ Facebook or other media source with regulatory information pertaining to the profession.
6. Writes two (2) articles for the NewsScope, one due February 1<sup>st</sup> for Winter issue regarding preparation and topics of the Legislative Symposium and one due May 1<sup>st</sup> for the Spring issue regarding the details of Legislative Symposium (information may be first hand or gathered from attendees). Additional articles may be submitted based upon current

political climate and issues.

Asks members of the society for fundraising ideas and possible donations for baskets or raffle ideas. NOTE: All fundraisers are subjected to the laws of the state of Iowa concerning political fundraisers.

7. Prepares a presentation, booth and/or poster promoting Government Affairs/ Political Action Committee for annual state meeting.
8. Organizes fundraiser for Political Action Committee and submits all monies raised within one week of the end of the event to Evans & Katz. Maintains copies of donor sheets for records. NOTE: Current donation forms and requirements can be obtained from the Regional PAC Chair or National PAC Chair.
9. Organizes methods for educating state and national legislators on policies that effect our profession.
10. Submit committee reports for Board of Directors and Annual Business Meeting.
11. Keep a list of expenses used to be approved by the President and presented to the Treasurer for repayment. The list should be itemized in general, accurate terms.
12. At the end of the term forward all society materials to successor within thirty (30) days of end of term.

## Suggested Schedule

<b>APRIL</b>	<p><b>Spring Board &amp; Annual Business Reports to President &amp; Secretary. Spring Board &amp; Annual Business Meeting.</b></p> <p>Prepare presentation, poster, and/or both for Annual Meeting</p> <p>Submit all PAC money to Evans and Katz within one week of the end of the Spring meeting</p>
<b>MAY</b>	Submit by May 1 <sup>st</sup> , Follow-up on the Legislative Symposium article for Spring NewsScope
<b>JUNE</b>	
<b>JULY</b>	
<b>AUGUST</b>	<p><b>Summer Board Reports to President &amp; Secretary. Summer Board Meeting.</b></p>
<b>SEPTEMBER</b>	
<b>OCTOBER</b>	
<b>NOVEMBER</b>	<p><b>Fall Board Reports to President &amp; Secretary. Fall Board Meeting.</b></p>
<b>DECEMBER</b>	
<b>JANUARY</b>	<p><b>Winter Board Reports to President &amp; Secretary. Winter Board Meeting.</b></p>
<b>FEBRUARY</b>	Submit by February 1 <sup>st</sup> , GAC/PAC Article in Preparation for Legislative Day for Winter NewsScope
<b>MARCH</b>	Attend ASCLS Legislative Symposium, Washington, D.C.; if directed by Board

*Position Description: Committee Chair*

<b>Position:</b>	<b>Finance Committee Chair</b>
<b>Responsible To:</b>	President and Board of Directors
<b>Chair:</b>	Current ASCLS-IA Treasurer
<b>Committee Focus:</b>	Auditing previous fiscal year and working with President-Elect to prepare future budget. Conducts audit between 'change of office'.
<b>Committee Structure:</b>	Treasurer, President-Elect, and an appointed member of the Board of Directors
<b>Term of Office:</b>	Dependent on position: Treasurer 2 yrs (2 Terms); President-Elect 1 yr.; and member of the Board 1 yr.
<b>Recommended Qualifications:</b>	Two (2) years active membership within the Society preferred. Fiscal background helpful, but not necessary.

**Duties and Responsibilities:**

1. Monitor the financial records of the Society.
2. Recommend financial policies to the Board of Directors.
3. Prepare Line-item Budgets
  - a. Meet one month prior to Spring Meeting to prepare budget for upcoming fiscal year.
  - b. Present budget at annual Spring Meeting.
4. Serve as internal audit body.
5. Submit committee reports for Board of Directors and Annual Business Meeting.
6. Keep a list of expenses used to be approved by the President and presented to the Treasurer for repayment. The list should be itemized in general, accurate terms.
7. At the end of the term forward all society materials to successor within thirty (30) days of end of term.

## Suggested Schedule

<b>APRIL</b>	<p><b>Spring Board &amp; Annual Business Reports to President &amp; Secretary. Spring Board &amp; Annual Business Meeting.</b></p> <p>Finance Committee meets to complete Internal Audit.</p>
<b>MAY</b>	
<b>JUNE</b>	
<b>JULY</b>	
<b>AUGUST</b>	<p><b>Summer Board Reports to President &amp; Secretary. Summer Board Meeting.</b></p>
<b>SEPTEMBER</b>	
<b>OCTOBER</b>	
<b>NOVEMBER</b>	<p><b>Fall Board Reports to President &amp; Secretary. Fall Board Meeting.</b></p>
<b>DECEMBER</b>	
<b>JANUARY</b>	<p><b>Winter Board Reports to President &amp; Secretary. Winter Board Meeting.</b></p>
<b>FEBRUARY</b>	
<b>MARCH</b>	<p>Finance Committee meets with Incoming President to develop upcoming year's budget for presentation at Annual Meeting.</p>

## *Position Description: Committee Chair*

<b>Position:</b>	<b>Historian</b>
<b>Responsible To:</b>	President and Board of Directors
<b>Committee Focus:</b>	Responsible for the collection, preservation, indexing and display of materials and items of historical value to the society.
<b>Committee Structure:</b>	Historian and other interested members of the society.
<b>Term of Office:</b>	Appointed by the President and term will continue at the pleasure of the President, Board of Directors, and of the Historian.
<b>Recommended Qualifications:</b>	Two (2) years active membership within the Society preferred.

### **Duties and Responsibilities:**

1. Maintain and protect all past historical articles compiled. These may include but aren't exclusive to papers, newsletter, awards, pictures, plaques, etc.
2. Continue to collect all newsletters and various award certificates and all other items that one might consider appropriate to pass along as historical.
3. Periodically share any type of historical finding with the member base. These are usually interesting to look at during the spring meeting when there are many members present. It is always fun to look back and see how things use to be.
4. Solicit for pictures with names to put in photo album that will be shared at different times. Document individual(s) in photo for accurate records.
5. Submit for approval a proposed annual budget to be approved by the governing board at the spring board meeting. Keep a list of expenses used to be approved by the President and presented to the Treasurer for repayment. The list should be itemized in general, accurate terms.
6. Have fun with preserving our present so our future can look back at what was once!
7. At the end of the term forward all society materials to successor within thirty (30) days of end of term.

## Suggested Schedule

<b>APRIL</b>	<p><b>Spring Board &amp; Annual Business Reports to President &amp; Secretary. Spring Board &amp; Annual Business Meeting.</b> Archive and preserve items as applicable.</p>
<b>MAY</b>	<p>Retain copy of NewsScope. Contact Outgoing President to check if the gavel needs to be archived. Archive and preserve items as applicable.</p>
<b>JUNE</b>	<p>Archive and preserve items as applicable.</p>
<b>JULY</b>	<p>Contact President if National Awards were received and need archived. Archive and preserve items as applicable.</p>
<b>AUGUST</b>	<p><b>Summer Board Reports to President &amp; Secretary. Summer Board Meeting.</b> Retain copy of NewsScope. Archive and preserve items as applicable.</p>
<b>SEPTEMBER</b>	<p>Archive and preserve items as applicable.</p>
<b>OCTOBER</b>	<p>Archive and preserve items as applicable.</p>
<b>NOVEMBER</b>	<p><b>Fall Board Reports to President &amp; Secretary. Fall Board Meeting.</b> Retain copy of NewsScope. Archive and preserve items as applicable.</p>
<b>DECEMBER</b>	<p>Archive and preserve items as applicable.</p>
<b>JANUARY</b>	<p><b>Winter Board Reports to President &amp; Secretary. Winter Board Meeting.</b> Archive and preserve items as applicable.</p>
<b>FEBRUARY</b>	<p>Retain copy of NewsScope. Archive and preserve items as applicable.</p>
<b>MARCH</b>	<p>Prepare historical items to bring to Annual Meeting in April. Archive and preserve items as applicable.</p>



*Position Description: Committee Chair***Position:****Leadership Development Chair****Responsible To:**

President and Board of Directors

**Committee Focus:**

To cultivate and encourage members who have indicated an interest in serving in a leadership position based on their talents and interests.

**Committee Structure:**

Leadership Development Chair, Past-President, and such number of staff members needed to carry out assigned duties.

**Term of Office:**

Appointed by the President and term will continue at the pleasure of the President, Board of Directors, and of the Leadership Chair.

**Recommended Qualifications:**

Two (2) years active membership within the Society preferred. Past leadership experience in either your occupation or community organization is recommended.

**Duties and Responsibilities:**

1. Serve on the Awards/Nominations committee for Keys to the Future.
2. Serve as a mentor to students/interns in your area.
3. Offer ongoing encouragement to those interested in leadership positions to pursue their goals and offer guidance in helping attain that goal. Encourage individuals to apply for Leadership Academy.
4. Assist Spring Meeting Planning Committee in suggesting speakers and topics pertaining to leadership.
5. Submit committee reports for Board of Directors and Annual Business Meeting.
6. Keep a list of expenses to be approved by the President and presented to the Treasurer for repayment. The list should be itemized in general, accurate terms.
7. At the end of the term forward all society materials to successor within thirty (30) days of end of term.

## Suggested Schedule

<b>APRIL</b>	<b>Spring Board &amp; Annual Business Reports to President &amp; Secretary. Spring Board &amp; Annual Business Meeting.</b>
<b>MAY</b>	
<b>JUNE</b>	<b>Send graduation cards to students encouraging them to stay involved within the society.</b>
<b>JULY</b>	
<b>AUGUST</b>	<b>Summer Board Reports to President &amp; Secretary. Summer Board Meeting.</b>
<b>SEPTEMBER</b>	
<b>OCTOBER</b>	
<b>NOVEMBER</b>	<b>Fall Board Reports to President &amp; Secretary. Fall Board Meeting.</b>
<b>DECEMBER</b>	
<b>JANUARY</b>	<b>Winter Board Reports to President &amp; Secretary. Winter Board Meeting.</b>
<b>FEBRUARY</b>	<b>Encourage members to pursue Leadership Academy.</b>
<b>MARCH</b>	<b>Serve on Selection Committee for Key to the Future Nominations along with Nominations Chair.</b>

*Position Description: Committee Chair*

<b>Position:</b>	<b>Membership</b>
<b>Responsible To:</b>	ASCLS-IA Board of Directors, Regional Member Recruitment Chair
<b>Committee Focus:</b>	Retention of current and lapsed members. Recruitment of new members
<b>Committee Structure:</b>	Chair, and other members appointed by the president
<b>Term of Office:</b>	Appointment is made by the President for a 1 year term. Eligible for reappointment at the pleasure of the incoming President.
<b>Recommended Qualifications:</b>	Preferred two (2) years active membership within the Society and previous experience with membership activities.

**Duties and Responsibilities:**

1. Implements and maintains membership activities relating to retention of present members, reactivation of lapsed members and other membership services:
  - a. New member recruitment
  - b. Member recognition and visibility
  - c. Disseminates membership information received from the region and state membership committee to ASCLS-IA Board of Directors
  - d. Promotes active member retention
  - e. Promotes student member retention and conversion to First Year Professional (FYP) status
  - f. Member societal involvement and networking
  - g. Initiates projects, which accomplish the functions of the committee
  - h. Plans and assists with membership recognition and recruitment activities at the annual meeting
  - i. Coordinates lapsed member campaign to contact lapsed members regarding renewal
2. Performs all Member Services Development activities requested by the President and Board of Directors.
3. Sets goals and action plans relating to the societal membership.
4. Maintains all state membership permanent records received from the National office.
5. Be creative and resourceful in membership recognition activities to stay within the budget that has been laid down by President and Board of Directors.

6. Provide committee reports at each quarterly board meetings outlining recent activities and requests for action when needed.

## Suggested Schedule

<b>APRIL</b>	Attend State meeting to welcome new members, recognize 5, 10, 15, 25 year members. Make personal contact with as many members as possible. Prepare year end reports to be given at annual board meeting. Monitor lapsed member list. Send thank you messages during NMLPW to members thanking them for their professional commitment to ASCLS and our profession.
<b>MAY</b>	Make contact with graduating students and invite them to transition to FYP. Welcome incoming students. Monitor new member list. Send out appropriate cards. Send reminders to members about renewing yearly membership in July. Include the automatic renewal option. Use Keep-in-Touch cards found on ASCLS website Each semester welcome in-coming student members
<b>JUNE</b>	Assist with monitoring lapsed member list and send out reminders for renewal in July. Send new member welcome cards.
<b>JULY</b>	Continue with reminders of how important membership is. Send new member welcome cards.
<b>AUGUST</b>	Send out new member welcome cards.
<b>SEPTEMBER</b>	Monitor lapsed member list Send out new member welcome cards. Contact lapsed members about membership renewal In addition to electronic reminders, utilize state leadership to conduct a “personal contact campaign” via phone or face-to-face
<b>OCTOBER</b>	Remove lapsed members from state mailing lists and list serve Write article for NewsScope about importance of membership. Submit by Nov. 1. Send out new member welcome cards.
<b>NOVEMBER</b>	Send out new member welcome cards.
<b>DECEMBER</b>	Send out Christmas emails/or cards to wish all members, lapsed and current, a very happy holiday season.
<b>JANUARY</b>	Order membership materials to be used at the Spring Meeting. Using theme of spring meeting, construct a membership table to attract attention! Begin strategic planning for recruitment and retention at meeting. Put advertisement in NewsScope for benefits of joining/attending Spring meeting. Begin composing thank you messages to be sent out to members during NMLPW.
<b>FEBRUARY</b>	Monitoring lapsed member list and send out new member cards. Begin collecting ideas for member gifts for those being recognized at state meeting.
<b>MARCH</b>	Assist with monitoring lapsed member list and send out new member cards. Send out invitations to Spring meeting to members being recognized for years of service. Wrap up all plans for Spring meeting and make sure all materials are received and ready to go!

*Position Description: Committee Chair*

<b>Position:</b>	<b>Nominations &amp; Awards Chair</b>
<b>Responsible To:</b>	President and Board of Directors
<b>Committee Focus:</b>	The Nominations and Awards Committee prepares a slate of officers for upcoming vacancies in the society, and conducts the awards program for the state. This is a Standing Committee of the Society.
<b>Committee Structure:</b>	Committee consists of the Past-President who serves as chair and two (2) elected members.
<b>Term of Office:</b>	<p>Past-President serves a one (1) year term as Chair. May be reelected the next year to a committee member for another term.</p> <p>Elected members (2): Elected by the general membership at the annual business meeting. Elected for a one year term. Members are eligible for reelection to the position for no more than one additional term. Term ends following completion of the next annual meeting.</p>
<b>Recommended Qualifications:</b>	Two (2) years active membership within the Society preferred.

**Duties and Responsibilities:**

1. Submit for publication a notice for the Fall NewsScope (Due November 1<sup>st</sup>) on the officers and board positions that will be vacant. Obtain additional suggestions from the board members at the Winter Board meeting. Ask the nominees for each elected position if they would agree to serve as a candidate. Have each candidate write a short synopsis of their activities at work and as an active member of ASCLS-IA to be published in the Winter NewsScope (Due February 1<sup>st</sup>).
2. Prepare a general ballot, including spaces for write-ins to be used at the annual business meeting. Call for additional nominations at annual business meeting before the membership votes.
3. Tabulate the results and report these results to the President and the membership present at the annual business meeting.
4. Work with regional and national nominations committees to have Iowa members run for regional and national vacancies. These offices should be published in the NewsScope as well.

5. Submit for publication a notice for the Winter NewsScope (Due February 1<sup>st</sup>) of the awards available for nominations.
6. Announce and solicit nominations for the ASCLS-IA awards per Policy CON1.1 Award Program and Guidelines. Arrange and oversee Awards Ceremony at Annual Meeting.
7. Verify that the President has submitted nominations to National for:
  - a. Omicron Sigma Award at the state level.
  - b. Key to the Future
  - c. Member of the Year (to be recognized at the National meeting)
  - d. Lifetime Achievement Award
  - e. National Awards, i.e. Publications, website, research
8. Obtain certificates, plaques, or other awards prior to the annual meeting. Awards will be presented during the Awards luncheon at the annual meeting.
9. Submit committee reports for Board of Directors and Annual Business Meeting.
10. Keep a list of expenses used to be approved by the President and presented to the Treasurer for repayment. The list should be itemized in general, accurate terms.
11. At the end of the term forward all society materials to successor within thirty (30) days of end of term.

## Suggested Schedule

<b>APRIL</b>	<p><b>Spring Board &amp; Annual Business Reports to President &amp; Secretary. Spring Board &amp; Annual Business Meeting.</b></p> <p>Attend Annual Spring Meeting. Preside over awards ceremony. Give out ballot of nominees for elected positions at the annual business meeting.</p>
<b>MAY</b>	
<b>JUNE</b>	
<b>JULY</b>	
<b>AUGUST</b>	<p><b>Summer Board Reports to President &amp; Secretary. Summer Board Meeting.</b></p>
<b>SEPTEMBER</b>	
<b>OCTOBER</b>	
<b>NOVEMBER</b>	<p><b>Fall Board Reports to President &amp; Secretary. Fall Board Meeting.</b></p> <p>Submissions for Fall NewsScope due Nov. 1. Submit information about open positions.</p>
<b>DECEMBER</b>	
<b>JANUARY</b>	<p><b>Winter Board Reports to President &amp; Secretary. Winter Board Meeting.</b></p> <p>Submissions for Winter NewsScope due Feb 1. Submit information about awards.</p>
<b>FEBRUARY</b>	<p>Submissions for Winter NewsScope due Feb. 1. Submit information about candidates running for open positions and awards.</p>
<b>MARCH</b>	<p>Gather information on all candidates and make final ballot for annual meeting. Decide who the recipients for the awards will be and have the certificates and plaques made up.</p>



*Position Description: Committee Chair*

<b>Position:</b>	<b>P.A.C.E. Program Administrator</b>
<b>Responsible To:</b>	President and Board of Directors
<b>Chairs:</b>	P.A.C.E. Committee
<b>Committee Focus:</b>	The P.A.C.E Committee is an administrative system serving as the quality assurance mechanism for continuing education programs offered to clinical laboratory professionals. P.A.C.E.® Committee maintains the standards of P.A.C.E.® approval for education programs sponsored and/or offered by ASCLS-IA.
<b>Committee Structure:</b>	P.A.C.E. Program Administrator and such number of staff members needed to carry out assigned duties.
<b>Term of Office:</b>	Appointed by the President for two (2) year term and is eligible for reappointment.
<b>Recommended Qualifications:</b>	Two (2) years active membership within the Society preferred. Must meet P.A.C.E. requirements: <ol style="list-style-type: none"><li>1. Is or has been a director /coordinator of an accredited program in the clinical laboratory sciences;</li><li>2. Holds a degree in education or laboratory science;</li><li>3. Has sufficient teaching experience or experience in educational program planning in the clinical laboratory sciences;</li><li>4. Has participated in a workshop/course in education methodologies;</li><li>5. Has attended an ASCLS P.A.C.E. workshop where objectives and evaluations were discussed.</li></ol>

**Duties and Responsibilities:**

1. Complete the Administrator Curriculum Vitae form upon appointment and subsequent filing with the P.A.C.E. Committee.
2. Serve as a reference person regarding P.A.C.E. policies and procedures for program administrators, answering questions and assisting members with the completion of forms

as requested.

3. Serve as a link between membership, program administrators and the P.A.C.E. Committee.
4. Maintain the CE Organizer for ASCLS-IA provider for single sessions and annual meeting.
5. Submit P.A.C.E. Provider Invoice to Treasurer for payment. Inform President of changes to budget in regards to annual P.A.C.E. providership.
6. Submit committee reports for Board of Directors and Annual Business Meeting.
7. Keep a list of expenses used to be approved by the President and presented to the Treasurer for repayment. The list should be itemized in general, accurate terms.
8. At the end of the term forward all society materials to successor within thirty (30) days of end of term.

## Suggested Schedule

<b>APRIL</b>	<p><b>Spring Board &amp; Annual Business Reports to President &amp; Secretary. Spring Board &amp; Annual Business Meeting.</b></p> <p>Complete session evaluations from Annual Meeting. Sent evaluations to speakers.</p>
<b>MAY</b>	
<b>JUNE</b>	
<b>JULY</b>	Close Annual Meeting sessions.
<b>AUGUST</b>	<p><b>Summer Board Reports to President &amp; Secretary. Summer Board Meeting.</b></p>
<b>SEPTEMBER</b>	
<b>OCTOBER</b>	
<b>NOVEMBER</b>	<p><b>Fall Board Reports to President &amp; Secretary. Fall Board Meeting.</b></p> <p>Submit P.A.C.E. Provider Invoice to Treasurer for payment.</p>
<b>DECEMBER</b>	Submit update of Administrator Curriculum Vitae and any other changes to the ASCLS-IA P.A.C.E. program to national.
<b>JANUARY</b>	<p><b>Winter Board Reports to President &amp; Secretary. Winter Board Meeting.</b></p>
<b>FEBRUARY</b>	
<b>MARCH</b>	Prepare CE Organizer and P.A.C.E. information for Annual Meeting.

## *Position Description: Committee Chair*

<b>Position:</b>	<b>Promotion of the Profession Chair</b>
<b>Responsible To:</b>	President and Board of Directors
<b>Chairs:</b>	Career Recruitment (Subcommittee) and Professional and Public Relations (Subcommittee)
<b>Committee Focus:</b>	Identifies activities or events to promote the importance of clinical laboratory science, i.e. iSTEM. Recognition of outstanding members through media releases.
<b>Committee Structure:</b>	Promotion of the Profession chair, Career Recruitment chair, Public Relations chair and any other interested members
<b>Term of Office:</b>	Appointment is made by the President for a 1 year term. Eligible for reappointment at the pleasure of the incoming President and current chair.
<b>Recommended Qualifications:</b>	Two (2) years active membership within the Society preferred.

### **Duties and Responsibilities:**

1. Oversees Career Recruitment and Professional and Public Relations subcommittees.
2. Provides support and guidance for subcommittee chairs
3. Establishes and maintains a list of Clinical Laboratory Program Directors
4. Procures list of iSTEM events throughout the state and seeks members to conduct possible workshop
5. Disseminates information from National and Regional concerning promotion of the profession.
6. Attends Board of Directors meetings and annual business meeting.
7. Works with Historian and/ or Membership Chair to design a booth, poster, or other media which promotes the profession.
8. Identifies a charity, national, state-wide, or local and works to raise funds or materials to

be donated from ASCLS-IA

9. Identifies charity events in which ASCLS-IA members can donate time or services, i.e. Children's Network phone-a-thon working phone banks.
10. Collects reports from subcommittees and compiles report for Board of Directors meetings and the annual business meeting.
11. Keeps a list of expenses used to be approved by the President and presented to the Treasurer for repayment. The list should be itemized in general, accurate terms.
12. At the end of the term forward all society materials to successor within thirty (30) days of end of term.

**Suggested Schedule**

<b>APRIL</b>	Attend spring annual business meeting. Assist with meeting if possible
<b>MAY</b>	
<b>JUNE</b>	
<b>JULY</b>	
<b>AUGUST</b>	Attend summer board meeting.
<b>SEPTEMBER</b>	Send notice to members reminding them of the materials available to help with educational sessions.
<b>OCTOBER</b>	Write article for newsletter
<b>NOVEMBER</b>	Attend fall board meeting
<b>DECEMBER</b>	
<b>JANUARY</b>	Attend winter board meeting
<b>FEBRUARY</b>	
<b>MARCH</b>	Prepare report of year's activities for the annual meeting

*Position Description: Committee Chair*

<b>Position:</b>	<b>Career Recruitment</b>
<b>Responsible To:</b>	President, Board of Directors and Promotion of the Profession Chair
<b>Committee Focus:</b>	Identify events or opportunities for recruiting individuals into clinical laboratory science
<b>Committee Structure:</b>	Promotion of the Profession Chair, Career Recruitment Chair, and educators
<b>Term of Office:</b>	Appointed by the President and term will continue at the pleasure of the President, Board of Directors, and of the Leadership Chair.
<b>Recommended Qualifications:</b>	Two (2) years active membership within the Society preferred.

**Duties and Responsibilities:**

1. Keeps informed of and disseminates information impacting Clinical Laboratory Education
2. Encourages the establishment of laboratory science workshops and P.A.C.E. education throughout Iowa
3. Provide programs or support for educational sessions within community and private schools or for other youth focused organizations.
4. Maintains communication with educational chairs of clinical laboratory science programs within the state of Iowa
5. Establishes and maintains contact with other educational chairs throughout Region VI and Nationally for ideas or guidance pertaining to recruitment
6. Attends Board of Directors meeting and Annual Business meeting to obtain ideas or suggestions.
7. Keeps informed of educational materials available from the National ASCLS.
8. Establishes and maintains a list of speakers available to promote the profession in the state of Iowa.
9. Submits committee reports to Promotion of the Profession Chair (for preparation of Annual and Quarterly reports) and Board of Directors.
10. Refers to Promotion of the Profession Chair for guidance and support.

11. Keep a list of expenses used to be approved by the President and presented to the Treasurer for repayment. The list should be itemized in general, accurate terms.
12. At the end of the term forward all society materials to successor within thirty (30) days of end of term.



**Suggested Schedule**

<b>APRIL</b>	Attend spring annual business meeting. Assist with meeting if possible
<b>MAY</b>	
<b>JUNE</b>	
<b>JULY</b>	
<b>AUGUST</b>	Attend summer board meeting.
<b>SEPTEMBER</b>	Send notice to members reminding them of the materials available to help with educational sessions.
<b>OCTOBER</b>	Write article for newsletter
<b>NOVEMBER</b>	Attend fall board meeting
<b>DECEMBER</b>	
<b>JANUARY</b>	Attend winter board meeting
<b>FEBRUARY</b>	
<b>MARCH</b>	Prepare report of year's activities for the annual meeting

*Position Description: Committee Chair*

<b>Position:</b>	<b>Professional &amp; Public Relations</b>
<b>Responsible To:</b>	President, Board of Directors, and Promotion of the Profession Chair
<b>Committee Focus:</b>	Recognizing member contributions to the profession and notifying local media of said award or recognition.
<b>Committee Structure:</b>	Promotion of the Profession Chair, Professional and Public Relations Chair, and other members whom express interest.
<b>Term of Office:</b>	Appointed by the President and term will continue at the pleasure of the President, Board of Directors, and of the Professional and Public Relations Chair.
<b>Recommended Qualifications:</b>	Two (2) years active membership within the Society preferred.

**Duties and Responsibilities:**

1. Identifies members who have received an award or recognition at the state, regional, and/or national level.
2. Contacts said members local media (newspaper), workplace and ascertains requirements for submitting a brief announcement to recognize said individual
3. Notifies media of events in which ASCLS-IA is presenting or participating in.
4. Notifies media of any contributions or donations ASCLS-IA has made to a local or state-wide organization.
5. Submits proclamation request to Governor for recognition of National Medical Laboratory Week
6. Encourages members to submit articles about the different events they have participated in to promote the profession to not only NewsScope, but their local paper or news source, too.
7. Refers to Promotion of the Profession Chair for additional guidance and/or resources.
8. Submit committee reports for Board of Directors and Annual Business Meeting to the Promotion of the Profession Chair.
9. Keep a list of expenses used to be approved by the President and presented to the Treasurer for repayment. The list should be itemized in general, accurate terms.

10. At the end of the term forward all society materials to successor within thirty (30) days of end of term.

## Suggested Schedule

<b>APRIL</b>	<b>Spring Board &amp; Annual Business Reports to President &amp; Secretary. Spring Board &amp; Annual Business Meeting.</b>
<b>MAY</b>	
<b>JUNE</b>	
<b>JULY</b>	
<b>AUGUST</b>	<b>Summer Board Reports to President &amp; Secretary. Summer Board Meeting.</b>
<b>SEPTEMBER</b>	
<b>OCTOBER</b>	
<b>NOVEMBER</b>	<b>Fall Board Reports to President &amp; Secretary. Fall Board Meeting.</b>
<b>DECEMBER</b>	
<b>JANUARY</b>	<b>Winter Board Reports to President &amp; Secretary. Winter Board Meeting.</b>
<b>FEBRUARY</b>	<b>Submit Proclamation request to Governor's office for recognition of National Medical Laboratory Week: <a href="https://governor.iowa.gov/constituent-services/proclamation-request/">https://governor.iowa.gov/constituent-services/proclamation-request/</a></b>
<b>MARCH</b>	

*Position Description: Committee Chair*

<b>Position:</b>	<b>NewsScope Editor(s)</b>
<b>Responsible To:</b>	President and Board of Directors
<b>Chairs:</b>	Publications Committee
<b>Committee Focus:</b>	The Publications Committee collects, compiles, prepares material for publishing, and disseminates information to the membership of the Society.
<b>Committee Structure:</b>	NewsScope Editor (or co-editors) and such number of staff members needed to carry out assigned duties.
<b>Term of Office:</b>	Appointed by the President and term will continue at the pleasure of the President, Board of Directors, and of the Editor.
<b>Recommended Qualifications:</b>	Two (2) years active membership within the Society preferred. Previous experience as a board member and/or committee member highly recommended. Experience with computers and desk top publishing is helpful.

**Duties and Responsibilities:**

1. Must work with governing board in carrying out proposed publication responsibilities and activities relating to the Society newsletter. The newsletter is the primary communication link with the members of the Society. This publication must provide a mechanism for sharing information, continuing education, and member recognition. Editor(s) must remain neutral and not use the newsletter as a means to voice their own opinion.
2. Editor must assure completion of the Society newsletter according to the operating procedure outlined.
3. Editor must attend at least 50% of the board meetings that are held per year.
4. It is the editor's responsibility to solicit articles in a timely manner from those members who have articles due to fulfill their position requirements.

5. Additional content requirements will be at the discretion of the Editor and residing President (i.e. guest articles, member tips, etc.)
6. All articles and photos will be reviewed by the President, Editor, and any other committee member these directors chose.
7. Newsletter shall be published four times per year. Hard copy issues are sent to hospitals and clinics. Electronic issues are sent to all members unless stated specifically by a member that they prefer a hard copy be sent to them.
8. Required NewsScope Publication Content

Every Issue:

President's column

Board meeting information

1. Spring in April, Summer in August, Fall in November, and Winter in January

Calendar of events

Board of Directors and Committee Roster

Spring Issue – Published in May

Legislative Symposium Article

ASCLS-IA Annual Meeting Article and Photos

1. Election Results

ASCLS-IA Annual Award Presentations

1. Membership Awards
2. Member of the Year
3. Mentor of the Year
4. Phlebotomist of the Year
5. Outstanding Support Staff of the Year
6. Student of the Year

National Medical Laboratory Week announcements

Congratulations to New Graduates of MLT/MT programs – get list from program directors

Summer Issue – Published in August (\*\*Electronic Issue Only)

Scholarship Recipients

Board Member Article – 3<sup>rd</sup> Year Board Member

Member Spotlight – New Member, 5 year, 10 year, and >10 year

Membership Report

Fall Issue – Published in November

ASCLS National Meeting

1. Delegate reports
2. Photos

Omicron Sigma Awards  
Keys to the Future Awards  
Scholarship Information  
Board Member Article – 2<sup>nd</sup> Year Board Member  
Committee Spotlight

Winter Issue – Published in February

Call for Nominations for Board of Directors  
Call for Award Nominations  
Board Member Article – 1<sup>st</sup> Year Board Member  
National Medical Laboratory Professionals Week Announcements  
GAC/PAC Article in Preparation for Legislative Day  
ASCLS-IA Annual Meeting Announcements  
ASCLS-IA By-law changes or other topics to be voted on at Annual Meeting (when appropriate)

9. Submit committee reports for Board of Directors and Annual Business Meeting.
10. Keep a list of expenses used to be approved by the President and presented to the Treasurer for repayment. The list should be itemized in general, accurate terms.
11. At the end of the term forward all society materials to successor within thirty (30) days of end of term.

## Suggested Schedule

<b>APRIL</b>	<p><b>Spring Board &amp; Annual Business Reports to President &amp; Secretary. Spring Board &amp; Annual Business Meeting.</b></p> <p>If able, attend Spring Meeting and gather information including photos to use in article about this meeting. If unable to attend, make arrangements for another person to gather this info in your stead.</p>
<b>MAY</b>	<p><b>NewsScope submissions due May 1<sup>st</sup>.</b></p> <p>Begin assembling newsletter and send to governing board members for proof. After proof is finished, send to publisher. Address and send to list.</p>
<b>JUNE</b>	Take a breath!
<b>JULY</b>	Annual ASCLS meeting. Make contact with representatives going to inform them you will be needing info and pictures.
<b>AUGUST</b>	<p><b>Summer Board Reports to President &amp; Secretary. Summer Board Meeting.</b></p>
<b>SEPTEMBER</b>	Take a breath!
<b>OCTOBER</b>	<p><b>Fall Board reports due close to the end of the month.</b> Solicit member base for articles to be published in the next issue.</p>
<b>NOVEMBER</b>	<p><b>Fall Board Reports to President &amp; Secretary. Fall Board Meeting</b></p> <p><b>NewsScope submissions due Nov. 1<sup>st</sup>.</b></p> <p>Begin assembling newsletter and send to governing board members to proof. After proof is finished, send to publisher. Address and send.</p>
<b>DECEMBER</b>	Take a breath and enjoy the holidays.
<b>JANUARY</b>	<p><b>Winter Board Reports to President &amp; Secretary. Winter Board Meeting.</b></p> <p>Gather info to print about Spring meeting and biographies for nominations for elected positions. These must be printed in this issue to fulfill the requirements of the Nominations Committee.</p>
<b>FEBRUARY</b>	<p><b>NewsScope submissions due Feb. 1<sup>st</sup>.</b></p> <p>Begin assembling newsletter and send to governing board to proof. After proof is finished, send to publisher. Address and send.</p>
<b>MARCH</b>	Take a breath and begin to prepare committee reports and also Annual Report that is due at the Spring meeting in April.



*Position Description: Committee Chair*

<b>Position:</b>	<b>Scholarship Chair</b>
<b>Responsible To:</b>	President and Board of Directors
<b>Committee Focus:</b>	Award scholarships to current students within a clinical laboratory program who have demonstrated educational excellence and dedication to the profession
<b>Committee Structure:</b>	The committee is composed of four (4) members appointed to rotating three (3) year terms.
<b>Term of Office:</b>	Appointed by the President for a three (3) year term. Members may serve no more than two (2) consecutive terms.
<b>Recommended Qualifications:</b>	Members of the committee must have held an elected position in ASCLS-IA.

**Duties and Responsibilities:**

1. Contact all program directors of MLS and MLS programs in Iowa regarding the ASCLS-IA scholarships. Include link to application, forms, and information on where to send application materials.
2. Contact ASCLS-IA treasurer regarding the availability of funds for scholarships.
3. Scholarship application materials are to be sent to the committee before the annual meeting. The committee does the following:
  - a. Reviews all completed applications
  - b. Based on available funding, committee determines the number of scholarships and amount of award.
4. Letters are sent to ALL applicants thanking them for their applications and include award status.
5. Scholarship recipients are announced at the Annual Meeting. Recipients and their Program Directors are sent notification letters within two (2) weeks of the meeting.
6. Checks are sent to scholarship recipients within four (4) weeks of the Annual Meeting.
7. Mentor committee member(s) to assume the Chair position.
8. Submit committee reports for Board of Directors and Annual Business Meeting.
9. Keep a list of expenses used to be approved by the President and presented to the

Treasurer for repayment. The list should be itemized in general, accurate terms.

10. At the end of the term forward all society materials to successor within thirty (30) days of end of term.

**Suggested Schedule**

<b>APRIL</b>	<b>Spring Board &amp; Annual Business Reports to President &amp; Secretary. Spring Board &amp; Annual Business Meeting.</b>
<b>MAY</b>	
<b>JUNE</b>	
<b>JULY</b>	
<b>AUGUST</b>	<b>Summer Board Reports to President &amp; Secretary. Summer Board Meeting.</b>
<b>SEPTEMBER</b>	
<b>OCTOBER</b>	
<b>NOVEMBER</b>	<b>Fall Board Reports to President &amp; Secretary. Fall Board Meeting.</b>
<b>DECEMBER</b>	
<b>JANUARY</b>	<b>Winter Board Reports to President &amp; Secretary. Winter Board Meeting.</b>
<b>FEBRUARY</b>	
<b>MARCH</b>	

*Position Description: Committee Chair***Position:****Webmaster****Responsible To:**

President and Board of Directors

**Committee Focus:**

Not Applicable

**Committee Structure:**

Not Applicable

**Term of Office:**

Appointed by the President and term will continue at the pleasure of the President, Board of Directors, and of the Webmaster.

**Recommended Qualifications:**

Two (2) years active membership within the Society preferred. Background, knowledge, and Interest in computers and Web site development/maintenance preferred.

**Duties and Responsibilities:**

1. Maintains the ASCLS-IA website. Updates at minimum quarterly with current NewsScope and Board meeting minutes.
2. Maintains the ASCLS-IA email system for the ASCLS-IA Board of Directors and other key positions including assigning emails and creation of new email addresses.
3. Maintain the ASCLS-IA Email List server.
4. Maintain the ASCLS-IA social network sites and continue to look for new communication sites for membership.
5. Review national website for new ideas and information to be integrated into the ASCLS-IA website.
6. Submit committee reports for Board of Directors and Annual Business Meeting.
7. Keep a list of expenses used to be approved by the President and presented to the Treasurer for repayment. The list should be itemized in general, accurate terms.
8. At the end of the term forward all society materials to successor within thirty (30) days of end of term.

## Suggested Schedule

<b>APRIL</b>	<b>Spring Board &amp; Annual Business Reports to President &amp; Secretary. Spring Board &amp; Annual Business Meeting.</b>
<b>MAY</b>	Update website with Spring Minutes and Annual Business meeting results – awards and minutes. Update website with Spring NewsScope.
<b>JUNE</b>	
<b>JULY</b>	
<b>AUGUST</b>	<b>Summer Board Reports to President &amp; Secretary. Summer Board Meeting.</b>
<b>SEPTEMBER</b>	Update website with Summer Minutes. Update website with Summer NewsScope.
<b>OCTOBER</b>	
<b>NOVEMBER</b>	<b>Fall Board Reports to President &amp; Secretary. Fall Board Meeting.</b>
<b>DECEMBER</b>	Update website with Fall Minutes. Update website with Fall NewsScope.
<b>JANUARY</b>	<b>Winter Board Reports to President &amp; Secretary. Winter Board Meeting.</b>
<b>FEBRUARY</b>	Update website with Winter Minutes. Update website with Winter NewsScope.
<b>MARCH</b>	