

PRESIDENT:

Reports to: Region V Director and ASCLS-ND Board of Directors

Term of Office: One-year term beginning *sine die* adjournment of the ASCLS Annual Meeting. Elected by the membership as President-Elect for one year prior to assuming the office of President.

Responsibilities:

1. Serves as the Chief Executive Officer of ASCLS-ND.
2. Serves as the principle spokesperson for ASCLS-ND; officially represents ASCLS-ND in matters relevant to its purpose and objectives.
3. Organizes and presides as chair at all meetings of the ASCLS-ND Board of Directors and all ASCLS-ND business meetings.
 - Board meetings are generally held in the fall and immediately before and after the ASCLS-ND annual meeting, but may be convened at the President's discretion. A business meeting of the general membership is held at the annual meeting.
 - Presides at the awards banquet held during the ASCLS-ND annual meeting.
4. Appoints standing and special committee chairpersons and other appointed positions for the leadership directory as designated in the Bylaws or by the Board of Directors.
 - Solicits assistance from the President-Elect and Leadership Development Committee Chair if necessary.
 - Sends leadership directory to ASCLS Executive Office (by July 30).
 - Submits leadership directory for publication in each issue of the newsletter.
 - Appointed positions include: * denotes committees defined in NDSCLS bylaws
 - Awards Committee chair* (usually held by last NDSCLS Member of the Year)
 - Bylaws Committee chair*
 - Education Committee chair*
 - Government Liaison* Key Contact Coordinator (Government Affairs Liaison may hold this position)
 - Leadership Development Committee chair (past President may hold this position)
 - Membership Development Committee chair (president-Elect may hold this position)
 - National Medical Laboratory Week Contact
 - P.A.C.E. Coordinator
 - Planning Committee chair for Annual Spring Meeting
 - Planning Committee chair for Tri-State Fall Meeting (meeting held in Fargo every 6th year)
 - Political Action Committee (PAC) liaison
 - Professional & Public Relations Committee chair*
 - Publications Editor
 - Scientific Assembly Coordinator
 - Small Laboratory Liaison
 - Student Activities Advisor
 - Student Forum Representative
5. Creates special committees and appoints members to these committees as directed by the Board of Directors.
6. Serves as ex officio member of all standing and special committees, except for the nominations committee, or appoints a member of the Board of Directors to serve as ex officio member of one or more committees as appropriate or necessary for the purpose of liaison or communication.
7. Informs officers and appointees of responsibilities and expectations .
 - Provides a copy of the job description and a newsletter schedule to each individual.
8. Solicits annual reports from officers, committee chairs, and scientific assembly .
 - Reports may be requested at more frequent intervals if so desired.
9. Selects an audit committee to audit accounts maintained by Secretary/Treasurer one month prior to end of the fiscal year (July 31).

- Committee should consist of at least one ASCLS-ND member.
10. Presides or names a designee to preside as chair of the ASCLS-ND delegation to the ASCLS House of Delegates.
 - Appoints additional delegates or alternates, if necessary, as directed by the Bylaws and Regulations.
 - Registers and distributes materials to members of the delegation.
 - Encourages delegates to attend committee meetings that will benefit the activities of ASCLS-ND (Membership Development, Leadership, Government Affairs, etc.).
 11. Provides newsletter editor(s) with material for publication.
 - Prepares President's Message for each publication during term of office.
 - Forwards pertinent information received from the ASCLS Executive Office or Region V Director or any other information that the general ASCLS-ND membership should receive.
 - Encourages members of the Board of Directors and committee chairs to submit articles.
 - Shares any copies of other constituent society newsletters received during term of office.
 - Encourages editor(s) to publish the newsletter at least three times/year.
 12. Sends copies of correspondence from ASCLS Executive Office and Region V Director and other pertinent information to members of the ASCLS-ND Board of Directors and appropriate committee chairs.
 13. Sends copies of correspondence from ASCLS-ND to the ASCLS Executive Office or Board of Directors to the Region V Director.
 14. Sends letters of welcome to new and existing members;
 - This task may be delegated to the Membership Development Committee Chair.
 15. Follows up on complaints/concerns of members.
 - This task may be delegated to the Membership Development Committee Chair.
 16. Nominates ASCLS-ND members for state, regional, and national awards in accordance with established guidelines and deadlines.
 - Presents state awards at annual awards banquet held during ASCLS-ND annual meeting.
 - Nomination and presentation of awards, except for Omicron Sigma and ASCI.S Member of the Year, may be delegated to an awards committee.
 - Selection of Omicron Sigma award recipients may involve consultation with the Board of Directors if desired.
 - Nominates ASCLS-ND members to receive special recognition at the ASCLS-ND annual meeting when appropriate.
 17. Attends Region V Council meetings and serves as a voting member of this Council.
 - Region V Council meetings are generally held in the fall and in the spring.
 18. Attends Region V business meetings.
 - Region V business meetings are generally held in the fall of even-numbered years.
 19. Communicates with the Region V Director on a regular basis.
 - Prepares quarterly reports as directed by the Director.
 20. Attends President's Council meetings held at the ASCLS annual meeting.
 21. Attends President's workshop at the ASCLS annual meeting.
 22. Prepares ASCLS-ND annual report to ASCLS as directed by the Executive Office.
 23. Performs other duties as assigned by ASCLS officers, staff, and committees, Region V Director, and/ or ASCLS-ND Board of Directors.
 24. Includes the President-Elect in any or all matters that will prepare and assist in fulfilling the responsibilities of President the following year.

Revised: August 1990 (*Leola Olson*)

Revised: April 1998 (*Carol Sundberg*)

