

KEY CONTACT COORDINATOR:

Reports to: ASCLS-ND President, ASCLS-ND Government Liaison

Term of Office: One-year term beginning *sine die* adjournment of the ASCLS Annual Meeting.

Appointed by ASCLS-ND President (The Government Liaison may hold this position.)

Responsibilities:

1. Appoints Area Key Contacts.
 - Appointments are made in consultation with the President and Government Liaison
2. Communicates with ASCLS-ND Government Liaison concerning federal and state legislative and regulatory activities.
3. Coordinates network activities among clinical laboratory professionals within North Dakota. Requests assistance from Area Key Contacts.
4. Disseminates information from the ASCLS Executive Office, ASCLS Government Affairs Committee, or ASCLS-ND Government Liaison concerning federal government activities and programs to membership.
 - Communicates with Area Key Contacts.
 - Write articles for ASCLS newsletter.
 - Information will be obtained from the President via leadership mailings from the ASCLS Executive Office or directly from the Executive Office.
5. Encourages ASCLS-ND members to contact their legislators.
6. Reads *Clinical/Laboratory Science* journal, *ASCLS Today*, ASCLS-NS newsletter, and other laboratory publications to keep informed of current issues.
7. Communicates with and educates ND and US Senators and Representatives on pertinent clinical laboratory science issues.
 - Communication primarily takes the form of letters, telephone calls, e-mails, faxes.
 - Public forums offer opportunities for contacts to speak with representatives and senators face-to-face.

Adopted: April 1998 (*Leola Olson, Carol Sundberg*)

AREA KEY CONTACT:

Reports to: ASCLS-ND Key Contact Coordinator

Term of Office: One-year term beginning *sine die* adjournment of the ASCLS Annual Meeting,

Appointed by the Key Contact Coordinator or the President.

Responsibilities:

1. Reads all material in a timely fashion upon receipt from the Key Contact Coordinator.
2. Follows through with requested action(s) from the Key Contact Coordinator.
 - Writes letters, makes phone calls, *etc.*, to ASCLS-ND members in assigned area and to ND and US Senators and Representatives.

- Action may be required on short notice.
 - Information to be communicated will be provided by the Coordinator.
3. Encourages ASCLS-ND members to contact their legislators.
 4. Reads *Clinical Laboratory Science* journal, *ASCLS Today*, ASCLS-ND newsletter, and other laboratory publications to keep informed of current issues.
 5. Communicates with and educates ND and US Senators and Representatives on pertinent clinical laboratory science issues.
 - Communication primarily takes the form of letters, telephone calls, e-mails, faxes.
 - Public forums offer opportunities for contacts to speak with representatives and senators face-to-face.
 6. Assists President and Membership Development Committee with communications to members in assigned area as required.

Revised: September 1990
Revised: April 1998 (*Leola Olson, Carol Sundberg*)