

NATIONAL MEDICAL LABORATORY WEEK CONTACT:

Reports to: ASCLS-ND President and Board of Directors.

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

Responsibilities:

1. Solicits requests for promotional materials from members in December.
2. Orders promotional materials from ASCLS in February.
 - Money is budgeted for this expense and is obtained by contacting the ASCLS-ND Secretary/Treasurer.
3. Sends promotional materials to members in time for use in NMLW celebrations.
4. Writes an article for publication in the ASCLS-ND newsletter encouraging members to take part in National Medical Laboratory Week activities.
5. Promotes NMLW in North Dakota using materials and information obtained from ASCLS and suggestions from previous NMLW contacts.
 - Issues requests to the Governor of North Dakota, mayors, and the media to recognize NMLW. Encourages members to contact mayors and the media in their cities.
 - The ASCLS-ND Professional and Public Relations Committee Chair may assist in this promotion

Revised September 1990
Revised April 1998 (*Carol Sundberg*)