



ASCLS: One Voice, One Vision

ASCLS Leadership Manual 2019-2020

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ASCLS Mission, Beliefs, and Core Values

ASCLS Mission

The mission of ASCLS is to make a positive impact on health care through leadership that will assure excellence in the practice of laboratory medicine.

ASCLS Believes:

1. Quality laboratory service is essential to quality health care.
2. Competent, credentialed, laboratory professionals are the foundation to quality laboratory medicine.
3. Everyone deserves access to safe, effective, efficient, equitable, and patient-centered healthcare, and
4. Advancing the laboratory profession advances health care.

Core Values:

1. Ensuring safe, accurate, efficient, appropriate and cost-effective laboratory services is a component of quality
2. Defining the characteristics of competent personnel within the profession and providing professional development opportunities so that practitioners can maintain competency are essential roles of a professional association
3. Enabling laboratory professionals to function at their highest level of competence will contribute to cost effective health care
4. Promoting diversity supports the delivery of quality laboratory service
5. Taking a leadership role in standard and policy setting is a core professional responsibility
6. Advocating for quality within the laboratory is essential to the assurance of quality health care delivery

Adopted by the 2011 House of Delegates.

Code of Ethics of the American Society for Clinical Laboratory Science

Preamble

The Code of Ethics of the American Society for Clinical Laboratory Science (ASCLS) sets forth the principles and standards by which clinical laboratory professionals practice their profession.

I. Duty to the Patient

- Clinical laboratory professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining individual competence in judgment and performance and striving to safeguard the patient from incompetent or illegal practice by others.
- Clinical laboratory professionals maintain high standards of practice. They exercise sound judgment in establishing, performing and evaluating laboratory testing.
- Clinical laboratory professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to other health care professionals about the services they provide.

II. Duty to Colleague and the Profession

- Clinical laboratory professionals uphold and maintain the dignity and respect of our profession and strive to maintain a reputation of honesty, integrity and reliability. They contribute to the advancement of the profession by improving the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession.
- Clinical laboratory professionals actively strive to establish cooperative and respectful working relationships with other health professionals with the primary purpose of ensuring a high standard of care for the patients they serve.

III. Duty to Society

- As practitioners of an autonomous profession, clinical laboratory professionals have the responsibility to contribute from their sphere of professional competence to the general well-being of the community.
- Clinical laboratory professionals comply with relevant laws and regulations pertaining to the practice of clinical laboratory science and actively seek, within the dictates of their consciences, to change those which do not meet the high standards of care and practice to which the profession is committed.

Pledge to the Profession

As a clinical laboratory professional, I strive to:

- Maintain and promote standards of excellence in performing and advancing the art and science of my profession;
- Preserve the dignity and privacy of patients;
- Uphold and maintain the dignity and respect of our profession;
- Seek to establish cooperative and respectful working relationships with other health professionals; and
- Contribute to the general well-being of the community.

I will actively demonstrate my commitment to these responsibilities throughout my professional life.

Approved July 1995

ASCLS Organization Chart

Members

House of Delegate

House Affairs Committees

Credentials
Elections
Minutes
Sergeant-at-Arms

Board Committees

Appointments
Executive
Finance
Long Range Planning
New Board Orientation
Policy and Procedure (SOP)
Board Minutes

ASCLS Board of Directors

Executive Office

Executive Vice President
Office Staff

Appointed Committees

Abstract and Program Proposal Review (APRC)
Annual Meeting Steering Committee (AMSC)
Awards
CLEC Steering Committee
Consumer Information Team
Body of Knowledge
Bylaws
DCLS
Government Affairs (GAC)
Leadership Academy (LA)
Leadership Development (LDC)
Marketing and Communications
Membership
Mentorship
P.A.C.E.
Patient Safety (PSC)
Product Development (PDC)
Promotion of the Profession (PPC)
Scientific Assemblies (SA)

Elected Committees

Judicial
Nominations

Society Councils/Forums

Diversity Advocacy Council
Developing Professional Forum
Ascending Professional Forum

Subsidiaries

Education & Research Fund (E&R Fund)
Political Action Committee Board of Trustees (PAC)

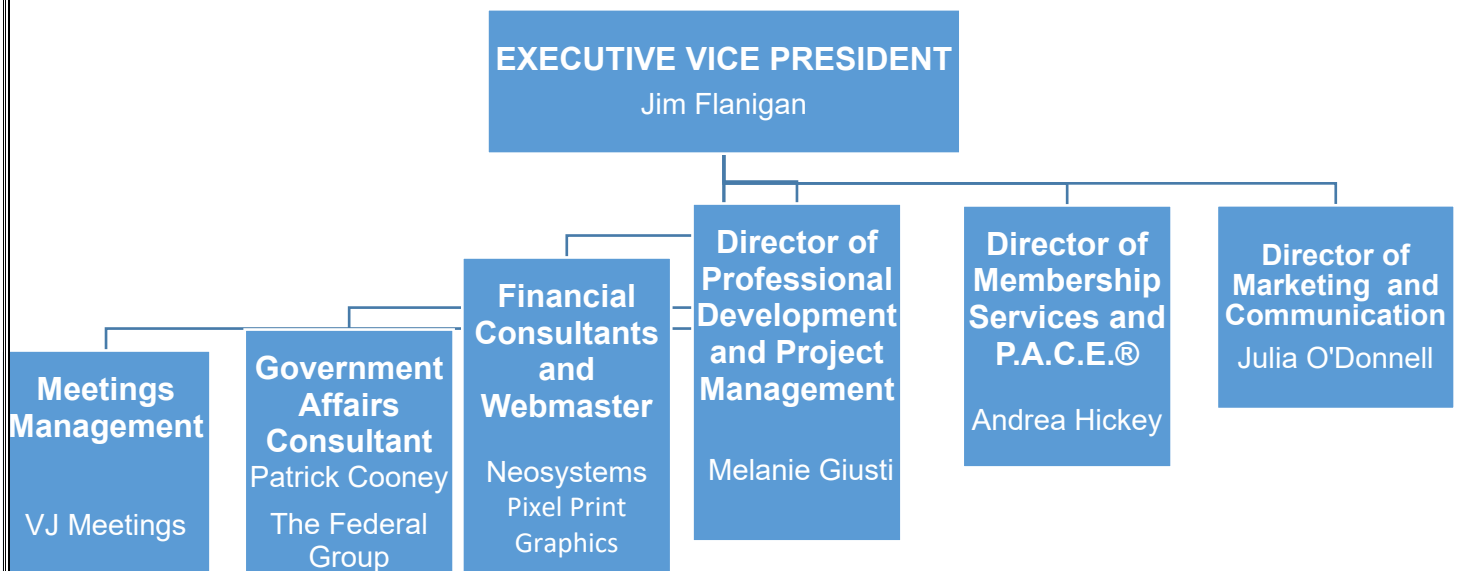
Appointed Publications

CLS Journal, Editor(s)-In-Chief
ASCLS Today, Editor

Appointments to Affiliated Organizations

AHA	CLSI
CCCLW	IFBLS
HPN	NAACLS
BOC	

Organization Chart Executive Office



ASCLS Constituent Societies and District Societies

Members maintain their ASCLS membership through constituent and local societies. Within these constituent societies, members are able to discuss local and constituent society-wide problems, compare and contrast issues / standards and methodologies of their respective laboratories, and stimulate local/ regional interest in the profession. Most constituent societies produce journals or newsletters to facilitate communications among their members. Workshops and seminars are sponsored to provide continuing education. Constituent societies also sponsor their own annual meetings, usually held in the late winter or spring of each year.

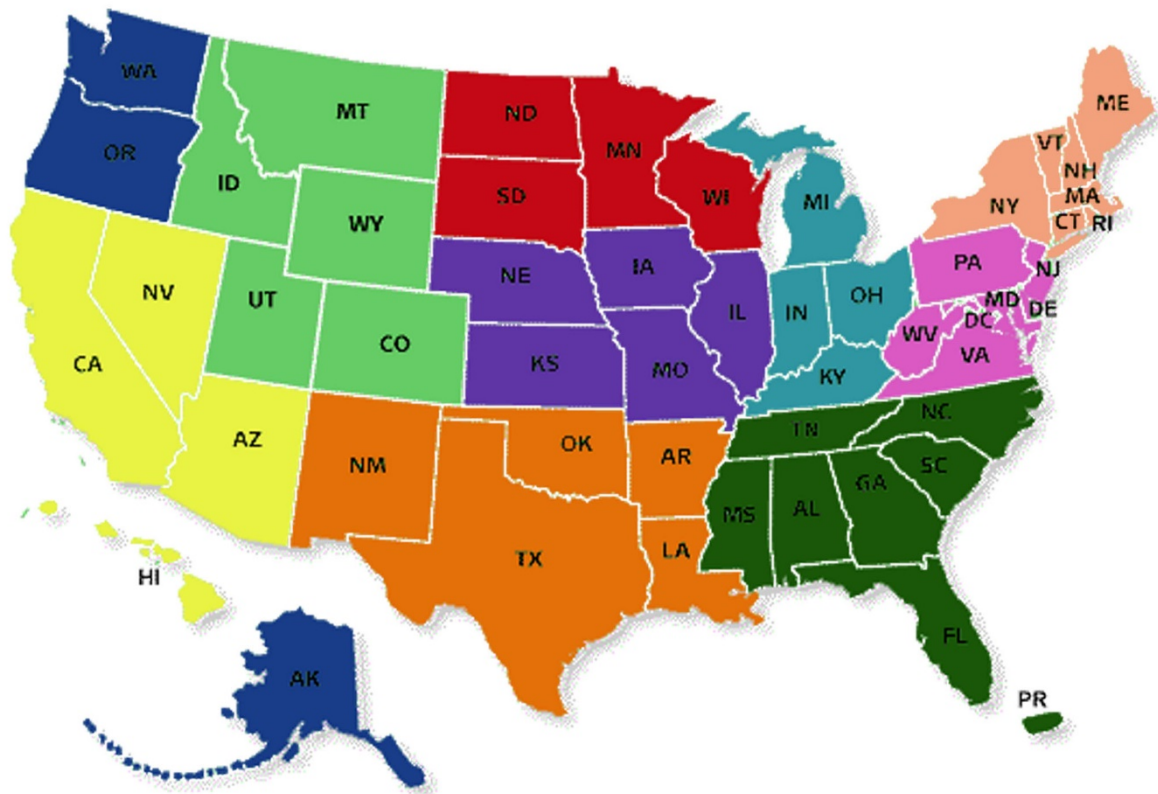
ASCLS Regions

Regional Council: The Regional Council is the governing body of the region, consisting of the nationally elected Regional Director, Officers of Constituent Societies located within the region as defined in regional guidelines and, as *ex officio* members, all such persons in the region who serve ASCLS in an elective or appointive capacity.

Purpose: The Regional Council shall function to coordinate within the regional boundaries activities which support the principles and further the goals of ASCLS and to provide for the constituent societies of the region greater access to, and utilization of, the resources of ASCLS.

Region I Connecticut Maine Vermont New York Central New England: New Hampshire Massachusetts Rhode Island	Region II Delaware District of Columbia Maryland New Jersey Pennsylvania Virginia West Virginia	Region III Alabama Florida Georgia Mississippi North Carolina Puerto Rico South Carolina Tennessee	Region IV Indiana Michigan Kentucky Ohio
Region V Minnesota North Dakota South Dakota Wisconsin	Region VI Illinois Iowa Kansas Missouri Nebraska	Region VII Arkansas Louisiana New Mexico Oklahoma Texas	Region VIII Colorado Idaho Montana Utah Wyoming
Region IX Alaska Oregon Washington	Region X Arizona/Nevada California Hawaii		

ASCLS Regions



 **Region I**

 **Region II**

 **Region III**

 **Region IV**

 **Region V**

 **Region VI**

 **Region VII**

 **Region VIII**

 **Region IX**

 **Region X**

ASCLS Board and Office Directory 2019-2020

PRESIDENT Cindy Johnson St Cloud, MN 320-251-2700 ext. 57312 (work) 320-223-8376 (cell) johnsonci@centracare.com johnsonci@msn.com	PRESIDENT-ELECT Maddie Josephs Rumford, RI 401-965-0696 (cell) mjosephs@ccri.edu	PAST-PRESIDENT Roslyn McQueen Saginaw, MI 989-798-1304 (cell) 810-262-9927 (work) rmcquee1@hurleymc.com rosmcq@aol.com
SECRETARY/TREASURER Kyle Riding (22) Celebration, FL (508) 496-0968 kyle.riding@ucf.edu	DIRECTOR REGION I Lisa Hochstein (22) Bayside, NY (718) 990-8449 hochstel@stjohns.edu	DIRECTOR REGION II Nadine Fydryszewski (20) Middletown, NJ 908-804-7959 (cell) fydrysna@shp.rutgers.edu
DIRECTOR REGION III Janelle Chiasera (21) Birmingham, AL 205-623-7149(cell) 205-975-3111(w) chiasera@uab.edu	DIRECTOR REGION IV Elizabeth (Beth) Warning (21) Independence, KY 859-446-2886 (cell) beth.warning@gmail.com	DIRECTOR REGION V Jean Bauer (21) North Oaks, MN 651-483-5714 (home) 651-295-5266 (cell) jean.bauer@comcast.net
DIRECTOR REGION VI Kim Von Ahsen (21) Des Moines, Iowa 515-612-8781(cell) director@ascls-regionvi.org kim.vonahsen@ascls_ia_org	DIRECTOR REGION VII Claude Rector (22) Helena, AR 870-818-2432 crector@pccua.edu	DIRECTOR REGION VIII Stephanie Mihane (22) Aurora, CO 303-766-0977 smihane@aol.com
DIRECTOR REGION IX Terese Abreu (20) Toppenish, WA 509-865-8642 (Internal Ext. 2336) 509-480-2105 (cell) Abreu_T@heritage.edu	DIRECTOR REGION X Kristen Croom (20) Honolulu, HI 808-489-3893 kcroom80@gmail.com	ASCENDING PROFESSIONAL DIRECTOR Elizabeth LeFors (20) Columbus, MS 662-213-3010 e.stepplefors@gmail.com
DEVELOPING PROFESIONAL DIRECTOR Eyokka Gundlach (20) Minneapolis, MN 813-841-2244 eykka@gmail.com	ASCLS EXECUTIVE VICE PRESIDENT Jim Flanigan 571-748-3746 jimf@ascls.org	ASCLS DIRECTOR OF PROFESSIONAL DEVELOPMENT Melanie Giusti 571-748-3775 giustimj@ucmail.uc.edu
ASCLS DIRECTOR OF MEMBERSHP SERVICES AND P.A.C.E.® Andrea Hickey 571-748-3776 andrea@ascls.org	ASCLS DIRECTOR OF MARKETING AND COMMUNICATIONS Julia O'Donnell 571-748-3771 juliao@ascls.org	ASCLS Today Editor Cheryl Caskey, Editor 318-681-4531 crcaskey@att.net
ASCLS Législative Consultant Patrick Cooney	American Society for Clinical Laboratory Science (ASCLS) 1861 International Drive, Suite 200 McLean, VA 22102 571-748-3770 (p) 571-354-7575 (fax)	

ASCLS 2019-2020 Calendar

EVENT	DATE
Annual Meeting Steering Committee Meeting: Louisville, KY Omni Hotel	September 5-7, 2019
Executive Committee Meeting: Louisville, KY Omni Hotel	September 7-8, 2019
Fall Board Reports due: State Submissions to Regional Directors and Committees <i>Send to: <u>Regional Director</u></i>	October 4, 2019
Fall Board Reports due: Regions, National Committees, Affiliated Organizations <i>Send to: <u>Board Liaison, National Office and President</u></i>	October 11, 2019
Board of Directors Fall Meeting- Conference Call	November 1, 2019
Recommendations/Volunteers for ASCLS Committee and other Appointments:	December 15, 2019
Nominations for ASCLS Elected Positions <i>Send to: <u>Nominations Chair</u></i>	January 15, 2020
Interim Board Reports due: State Submissions to Regional Directors <i>Send to: <u>Regional Director</u></i>	February 12, 2020
Interim Board Reports due: Regions, National Committees, Affiliate Organizations <i>Send to: <u>Board Liaison, National Office and President</u></i>	February 19, 2020
Clinical Laboratory Educators' Conference: Orlando, FL	February 27 – 29, 2020
Board of Directors Interim Meeting & Planning Day Hilton Old Town Alexandria (Finance Committee 3/13)	March 14 – 15, 2020
Legislative Symposium: Alexandria, VA & Washington, DC	March 16 – 17, 2020
Omicron Sigma Nominations due	April 1, 2020
Keys to the Future Nominations	April 1, 2020
National Medical Laboratory Professionals Week	April 19-25, 2020
State Rosters due <i>Send to: <u>President-Elect and National Office</u></i>	May 1, 2020
Annual Reports for Board Meeting due: State Submissions to Regional Directors <i>Send to: <u>Regional Directors</u></i>	May 13, 2020
Annual Reports for Board and House of Delegates due: States, Regions, National Committees, Affiliated Organizations <i>Send to: <u>Board Liaison, National Office and President</u></i>	May 27, 2020
Board of Directors: Louisville, Kentucky	June 28, 2020
88 th ASCLS Annual Meeting: Louisville, Kentucky	June 28 – July 2, 2020

Awards & Scholarships Information

Tips for Navigating the Awards Process:

- Find all information on the ASCLS website: About Us > Awards and Scholarships <http://www.ascls.org/about-us/awards-and-scholarships>
- Download a copy of the Awards Guidelines
- Review the criteria used for judging
- Give yourself adequate time to prepare the nominations
 - Some of the awards require coordination with others
- Transitioning to an on-line submission process
- Contact the Awards Committee for questions at awards@ascls.org or Suzanne Campbell, Chair, at Suzanne.Campbell@sccc.edu.

Award Deadlines for State/Local Leadership

Due Date	Award
February 15	Lifetime Achievement Award
	Ascending Professional Leadership Award
	Developing Professional Leadership Award
	Scientific Research Award
	Theriot Award (Media and Equipment Development)
	Constituent Society Publications (Print, Web-based)
	Constituent Society Website
March 1	Constituent Society Omicron Sigma Award
April 1	Keys to the Future Nominations
May 1	Constituent Society Member of the Year Recognition
May 1	Constituent Society Membership Awards (no application needed)
May 1	Promotion of the Profession Committee Fundraising Competition

Scholarships and Grants Deadlines

Due Date	Scholarship or Grant
April 1	Alpha Mu Tau Fraternity Scholarships
	Education and Research Fund Grants and Scholarships
	Diversity Advocacy Council Scholarships

Other Awards (Administered by National Leadership)

- National and Regional Omicron Sigma
- Bio-Rad Scientific Assembly Professional Achievement
- CLS Distinguished Authors
- Political Action Committee (PAC) Fundraising Competition
- Education Scientific Assembly Student Paper Award
- Annual Meeting Poster Competition

2019-2020 Appointed Committee Leadership

Abstract and Proposal Review Committee (APRC)

Chair: Stacey Robinson Staceylynrobinson@gmail.com	Vice-Chair: Rachel Morris rlmorris@msu.edu
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Annual Meeting Steering Committee (AMSC)

Chair: Lynn Williams jlwillia@oakland.edu	Vice-Chair: Josh Pulido joshpulido@icloud.com
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Ascending Professional Forum

Chair: Maria Rodriguez marilurodriguez.96@gmail.com	Vice-Chair: Jessica Lawless jessmarielawless@gmail.com
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Awards Committee

Chair: Suzanne Campbell Suzanne.Campbell@sccc.edu	Vice Chair: Scott Aikey AIKEY@email.chop.edu
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Body of Knowledge (BOK) Committee

Chair: Janice Conway-Klaassen jconwayk@umn.edu	Vice-Chair: Susan Stalewski ssalews@uwm.edu
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Bylaws Committee

Chair: Shannon Billings shanbillings@gmail.com	Vice-Chair: Mary Gourley m.gourley@verizon.net
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CLEC Steering Committee

Chair: Dana Bostic dbostic@kumc.edu	Vice-Chair: Hassan Aziz habelaz@uthsc.edu
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Developing Professional Forum

Chair: Eykka Gundlach eykkag@gmail.com	Vice-Chair: James Hollowell jambo2093@gmail.com
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Diversity Advocacy Council

Chair: Miles Tompkins mtompk@yahoo.com	Chair Elect: Kelcey Harper kelcey.harper9@gmail.com
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Doctor of Clinical Laboratory Science (DCLS)

Chair: Renee Hodgkins hodgkins1109@live.com	Vice-Chair: Lindsey Davenport Landrykldavenport@gmail.com
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Education and Research Fund (E & R) Board

Chair: Louann W. Lawrence llawre97@yahoo.com	Vice-Chair: Barbara Snyderman bsnyderman@comcast.net
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Government Affairs Committee (GAC)

Chair: Annette Bednar abednar@astate.edu	Vice-Chair: Stephanie Noblit snoblitmls@gmail.com
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Leadership Academy

Chair: Suzanne Butch butchs@umich.edu	Vice-Chair: Lindsey Davenport Landrykldavenport@gmail.com
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Leadership Development Committee (LDC)

Chair: Kathy Doig doig@msu.edu	Vice-Chair: Carol Rentas carentas@gwu.edu
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Marketing and Communications

Chair: Rebecca Rogers Rebecca.Leah.Rogers@gmail.com	Vice Chair: Brandy Greenhill bgreenhill@hotmail.com
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Membership Committee

Chair: Melissa Dumolin babybee20@hotmail.com	Vice-Chair Member Services: Cherika Robertson cnrobertson@uams.edu Vice Chair Member Recruitment: Brooke Solberg brooke.solberg.1@med.und.edu
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Mentorship Committee

Chair: Heather McLaughlin heather.j.mclaughlin@gmail.com	Vice-Chair: Kelcey Harper kelcey.harper9@gmail.com
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P.A.C.E. Committee

Chair: Julie Vile-Bayer jbayervile@gmail.com	Vice-Chair: Katie Franz franz@email.chop.edu
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Patient Safety Committee (PSC)

Chair: Stacy Walz swalz@astate.edu	Vice-Chair: Brandy Gunsolus brandy.gunsolus@gmail.com
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Political Action Committee (PAC) Board

Chair: Stephanie Rink stephanie.rink@outlook.com	Vice-Chair: Joni Gilstrap jgilstrap@billingsclinic.org
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Product Development Committee

Chair: Samantha Treutel samanthatreutel@gmail.com	Vice-Chair: Michelle Campbell m.campbell118266@yahoo.com
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Promotion of the Profession Committee (PPC)

Chair: Alice Hawley Alice.hawley@sanfordhealth.org	Vice-Chair: Eric (Jonathan) Stanford eric.stanford@vumc.org
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Scientific Assemblies

Coordinator: Susan Stalewski sstalews@uwm.edu	Vice-coordinator: Elizabeth Dahlgren Elizabeth.dahlgren@aurora.org
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CLS Journal

Editor-in-chief: Dr. Perry Scanlan scanlanp@apsu.edu	
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ASCLS Today

Editor: Cheryl Caskey crcaskey@att.net	
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*For leadership of elected committees, forums, regional councils, and constituent societies, go to the ASCLS Website at www.ascls.org and go to <About Us> and then <Leadership > then <Leadership Directories >

ASCLS APPOINTED COMMITTEE DESCRIPTIONS

Updated (May 2019)

ASCLS Forums: These affiliated groups have independent boards and activities.

Diversity Advocacy Council: To advocate the advancement of the ASCLS definition of diversity. To promote inclusivity, communication, and cooperation among Medical Laboratory Professionals, and to promote and encourage a social and fraternal atmosphere for members.

Education & Research Fund: Supports scholarly activity dealing with the clinical laboratory profession and provides undergraduate/graduate scholarships. Appointed by the President-Elect and approved by the ASCLS BOD.

Ascending Professional Forum: Provides a forum where ascending professionals can clarify the needs and wants of the newest generation within our profession and communicate them to the Board of Directors for consideration and implementation. Forum Communication Representatives are chosen from each ASCLS Region and approved by the ASCLS BOD.

Political Action Committee: Works with the Government Affairs Committee to monitor legislation at the local, state and federal level dealing with clinical laboratory issues. Raises funds to support lobbying efforts. Members chosen from each ASCLS Region and approved by the ASCLS BOD.

ASCLS Committees: (Appointed by the President-Elect and approved by the BOD)

Abstract and Proposal Review Committee: Assists the Annual Meeting Steering Committee with recommendations of topics and speakers for the Annual Meeting. Reviews and implements policies and procedures for submitting and evaluating abstracts, papers/posters, and case presentations for the ASCLS Annual Meeting.

Annual Meeting Steering Committee: Plans scientific sessions and workshops for the Annual Meeting in cooperation with the Continuing Education Advisory Council, Board of Directors and staff.

ASCLS Today Editor: Responsible for publication of the ASCLS Today Newsletter.

Awards Committee: Coordinates all activities on publication, description, nomination, selection and presentation of Societal awards.

Body of Knowledge Review Committee: This committee is charged with creating and managing a process for the regular review and update of the ASCLS Body of Knowledge.

Bylaws Committee: Receives the proposed changes to the Bylaws and Articles of Incorporation and prepares said Amendments for consideration. Also, Committee examines, considers, and approves appropriate proposed changes to the constitutional codes of constituent societies.

CLEC Steering Committee: Serves to develop short and long-term plans for the Clinical Laboratory Educators Conference (CLEC) consistent with the ASCLS Strategic Plan, creates the educational program, and provides direction and oversight to the abstract and program submission process.

CLS Editor: Responsible for the publication of the ASCLS Journal "*Clinical Laboratory Science*".

Consumer Information Team: responsible for ensuring responses to questions regarding laboratory tests as posted on the ASCLS webpage or referral from LabTestsOnline.

Doctorate in Clinical Laboratory Science Oversight Committee: Coordinates activities related to establishing DCLS programs.

Government Affairs Committee: Assists ASCLS in achieving objectives of influencing the formulation of appropriate public (governmental) policy on health care issues vital to the profession and the public.

Leadership Academy Committee: Develops and implements the curriculum and activities for an intensive year-long experience in leadership issues facing rising leaders within ASCLS.

Leadership Development Committee: Cultivates members to encourage those individuals who have indicated a talent and interest in serving in a leadership position. Members chosen from each ASCLS Region and approved by the ASCLS BOD.

Marketing and Communication Committee:

Assists the society with identifying and implementing Marketing and Communication strategy. Will equip all members with tools to promote ASCLS and the profession. Build the ASCLS brand around the value of the organization and the profession.

Membership Committee: Responsible for recruiting new members into ASCLS. Responsible for the retention of members and reactivation of lapsed members. Members chosen from each ASCLS Region and approved by the ASCLS BOD.

Mentorship Committee: Responsible for developing and implementing the Mentorship program. This includes but is not limited to, promoting the program, recruiting participants, providing orientation to both mentors and mentees, and providing and monitoring the mentorship program content. Responsible for the development of mentorship resources for ASCLS members.

P.A.C.E.® (Professional Acknowledgment for Continuing Education) Committee: Serves to accomplish the goal of the P.A.C.E. program which is to create a combined provider approval and education documentation system for creating educational programs for interested allied health professionals.

Patient Safety Committee: Serves to promote member understanding of the laboratory professional's role in patient safety and provides tools, resources and educational materials to improve safety for all patients served.

Product Development Committee: Coordinates the development and maintenance of current publications/products, as well as facilitates the creation of new publications/products.

Promotion of the Profession Committee: This Committee serves to provide the face for the profession in areas of activity that include public relations, image management, and marketing. It provides resources to improve the image of the Society and the profession.

Scientific Assemblies: Serves to provide expert consultation and technical reviewers for such areas as examinations, conventions, continuing education, etc. in discipline-related areas. Every ASCLS member has the opportunity to designate up to two sections in which to participate, according to individual interests.

Elected Committees:

Judicial: The Judicial Committee functions in this Society as an impartial body to investigate or deliberate matters referred for its consideration; to arrive at a conclusion as to the truth or propriety of facts adduced to the proceedings; to test facts against the Bylaws of this Society or against common standards of justice and fair play; and to render opinions as recommendations for action of the Society.

Nominations: The Nominations Committee shall be responsible for presenting to the House of Delegates a slated of candidates for those positions to be filled by election at the annual meeting.

Appointments to other Boards:

Board of Certification: Four ASCLS Members represent ASCLS on the Board of Certification Board of Governors

NAACLS: Three ASCLS Members represent ASCLS on the National Accrediting Agency for Clinical Laboratory Sciences

Affiliated Representatives: ASCLS appoints representatives to the following organizations:

- AHA – American Hospital Association
- CLSI –
- CCCLW -
- HPN – Health Professions Network
- IFBLS – International Federation of Biomedical Laboratory Science
- Media Alert Advance

Board Committees:

Executive: Responsible for the management of the affairs of the Society between meetings of the Board of Directors and performs such duties as the Board of Directors may direct. Specific duties may include but not be limited to: Exercising the authority to make decisions in emergency situations relative to the management of the corporation; Acting in an advisory capacity to the president and other officers of the Society as requested; Advising the Board of Directors in matters relative to emergency legal action; Provides input into the draft of the annual review of Executive Vice-President prepared by the President.

Finance: Responsible to monitor Society income and expenditures and to submit recommendations to the Board concerning budget proposals and financial policies.

Appointments: This committee is responsible for working closely with the president, the Board and other society leaders to identify potential candidates for appointed positions for the coming year.

Board Orientation: This Committee schedules a meeting with new Board members after elections. They orient the members on the ASCLS Philosophy Statement; Bylaws, SOPs, Policies and Procedures, and Position Descriptions; and other topics pertinent to service as a member of the Board of Directors.

Long Range Planning: This Committee serves to coordinate the long-range planning activities and future directions of the Society.

Policy and Procedure: This Committee serves to review and revise, when appropriate, all operational policies and procedures (including Standard Operating Procedures) and all position descriptions.

Minutes (Fall, Interim, Annual): The Committee members assist in tracking all motions reviews, and verifies the minutes returning them in a timely fashion to the Secretary/Treasurer.

Guidelines for Persons Acting on Behalf of ASCLS

These guidelines are directed to board members, officers, staff, elected and appointed representatives to other organizations, and all volunteers whose activities may influence or commit ASCLS to a position or a course of action. These guidelines are intended to assist all ASCLS agents in assuring that they meet the high standards we expect from each other in the performance of our duties on behalf of ASCLS and to remind each of us of our responsibility to the organization. ASCLS has adopted these guidelines because it is of the utmost importance that those who represent ASCLS understand the scope of their authority when acting in an official capacity on behalf of ASCLS. Consequently, ASCLS members and employees should assess carefully each opportunity to act on behalf of ASCLS to determine if their statements or actions are appropriately made in an official capacity or in a personal capacity.

Each of you acting on behalf of ASCLS is responsible for assuring that the affairs of the organization are conducted honestly and competently. Each of you should exercise the highest level of care, skill, and judgment in the performance of your duties on behalf of ASCLS. During the course of your service to ASCLS you will be presented with many opportunities to take action or express a view on matters that directly affect the profession of clinical laboratory science and those who practice in it. In addition, you may deal with a variety of third parties, e.g. other professional organizations, hotels, printers, travel agents, etc., in a commercial context on behalf of ASCLS. The following are intended to provide general guidelines for conducting your activities on behalf of ASCLS.

Please be assured that adoption of these guidelines does not indicate any lack of confidence in those who are serving on behalf of ASCLS. The guidelines are intended to protect you, as well as ASCLS, as you carry out your responsibilities to the organization.

- 1) Know the scope of your duties as an agent of ASCLS.
 - First and foremost, it is important that you familiarize yourself thoroughly with the nature of the responsibilities that have been entrusted to you by ASCLS. Specifically, you should review any description of your duties available in the ASCLS Bylaws, Standard Operating Procedures and policies adopted by the Board of Directors. These descriptions are intended to define your duties and you should not construe your mandate to act on behalf of ASCLS broadly, unless that is the clear intent of the controlling document.
 - Do not commit to activities that may be counter to the mission and goals of ASCLS. For example, some other laboratory groups may wish to co-sponsor activities such as the state meeting. Do not commit to such activities unless you are assured that ASCLS and your state society will not be negatively affected by diminished revenues for such programs, increased resources needed from the state society, and more volunteerism required for our membership. While ASCLS believes and participates in collaboration efforts, these efforts must result in a win-win situation for ASCLS or its constituent societies.

2) Keep informed of ASCLS policies and concerns.

To assure that you are in fact carrying out ASCLS policy in the execution of your duties, be sure to keep abreast of ASCLS developments by reading the newsletter, leadership packets, and other relevant materials sent to you.

3) Seek advice if you are uncertain about ASCLS's position on a policy or issue or activity, and whether or not a given policy issue or activity is within the scope of your duties.

Remember that ASCLS officers and staff are willing to assist you in resolving any questions you may have regarding the appropriateness of given action in light of the responsibilities with which you have been entrusted. If you have a question regarding a proposed course of action, contact the ASCLS Executive Director or appropriate staff to assist you in motion of your question.

4) Seek review of important written statements or positions you intend to adopt in an official capacity.

Given the current changes in the clinical laboratory environment, many opportunities present themselves to express an opinion regarding clinical laboratory services and related issues. Any ASCLS member may be approached to write an article on a topic of current interest or take part in a symposium on a given topic. It is important to consider carefully the question of whether the opinion you intend to express in such a situation is one that you should express as a representative of ASCLS or as an individual professional. If you intend to express an opinion as an ASCLS agent, written statements should be reviewed by an appropriate ASCLS staff person or member of the Board of Directors.

5) Take exceptional caution in areas that are controversial or newsworthy.

In light of current efforts to reorganize hospital clinical laboratories and the resulting partisanship among various professional groups practicing in the laboratory, it is of particular importance that statements regarding competing groups of allied health professionals or physicians should be made only with the utmost care and thought, preferably after consultation with ASCLS officers, directors and responsible staff. Statements on behalf of ASCLS in connection with controversial topics may unwittingly impair a broader strategy on the issue adopted by ASCLS.

6) Opinions or actions that may adversely affect competitors, other members of ASCLS or persons with whom ASCLS has a commercial relationship should be made or taken only in exceptional circumstances and only with the approval of appropriate ASCLS officials.

ASCLS Documents

Classification of ASCLS Documents

- Position Paper -An elaboration of the Society's opinions and policies regarding a specific issue or problems. It contains a concise statement of the position of the Society. Position Papers are approved by the House of Delegates.
- White Paper -An expository paper to initiate an awareness of the issue to educate people about the elements of an issue or problem. It does not include a statement of policy or infer action taken by the Society. White Papers are presented to the House of Delegates.
- Working Paper -A white paper that has been further developed to include statements of action taken by the Society relative to the specific issue. It does not include a position statement. A position paper may be developed from a working paper.
- Public and Professional Statement -An official statement.
- Future Direction Statement -An official statement.

Position papers, public and professional statements and future directions statements represent official ASCLS positions with respect to a given issue. Working papers and white papers are often developed by various committees or task forces of the Society for the purposes indicated in the definitions above.

ASCLS Position Papers

<http://www.ascls.org/advocacy-issues/position-papers>

- Health Care Reform Resolution - ASCLS 2009 House of Delegates
- Levels of Practice
- Laboratory Personnel Licensure
- Value of Clinical Laboratory Services
- Advanced Practice: Doctorate in Clinical Laboratory Science
- Direct Access Testing
- Phlebotomy
- Model Career Ladder
- Health Care Reform
- Independent Practice
- Managed Care
- Patient Safety and Clinical Laboratory Science
- Personnel
- Point of Care
- Scope of Practice
- Expanding Geriatric Population
- Bioterrorism Preparedness
- Workforce Shortage

Board Reports

(see example on next pages)

1. All reports should meet the deadlines on the ASCLS calendar to ensure adequate time for office review and compilation for the Board of Directors. **Late submissions will not be included.** They are to be forwarded to the appropriate individuals **for the Fall Board meeting, Interim Board meeting, and the Annual Meeting.**
 - Constituent society reports are sent to their regional director
 - Task Force reports are sent to the President and ASCLS office
 - Committee reports are sent to board liaison, President, and ASCLS office
 - Regional reports are sent to President and ASCLS office
2. All reports should utilize the template provided by the ASCLS Office, which includes the following headers:
Report to: ASCLS Board of Directors
Report of: (appropriate committee/task force, etc.)
Submitted for: (name of meeting)
Prepared by: (your name/title)
Date:
3. The BOD Reports will be submitted electronically. A link for report submission will be provided.
4. If attachments accompany the report please note so at the bottom of your report to ensure they are included with the report.

Report the progress on any societal activities, request resources, comment on policy, recommend changes in policy, and raise issues of concern. The key is to report all those ideas, comments, and occurrences that will be meaningful or useful and involve matters of major or practical importance to all concerned.

Requests for Action must be discussed with your Regional Director or board liaison BEFORE submitting the report, and be phrased as a parliamentary motion: "I move that the ASCLS Board of Directors" If the Request for Action will include financial consideration, the estimated costs must be written in the motion.

Submit only one report for Fall and Interim BOD meetings. This report may have 'concerns' and 'request for action' included. Each report should summarize activity since the last BOD report. The report to Fall BOD meeting should include a summary of your goals/strategic plan for the year for your committee. Constituent Society presidents submit their societies report to their Regional Director, who then compiles on report for the Region.

Submit TWO reports at the end of the year for the Annual meeting.

- One report is for **House of Delegates** and should be a summary of the year's activities and be addressed to the 'House of Delegates'. It should NOT include any "concerns" or 'requests for action' since those should be addressed to the ASCLS Board of Directors. A constituent society or committee can include a Request for Action to the House of Delegates, if the request has to do with setting policy for ASCLS. If you are not certain if your request for action is appropriate, you should discuss it with the Region Director or Board Liaison before introducing it to the House.
- The second report is for the **Board of Directors** (addressed to your Region Director) and should include a summary of what has happened in the society or committee since the Interim report was submitted, and should include any opportunities, threats, celebrations, concerns and/or Requests for Action (phrased in the form of a motion).

Board Report Example



REPORTS TO:	Board of Directors
REPORT FROM:	
SUBMITTED FOR:	Fall 2019 Board of Directors Meeting
SUBMITTED BY:	
DATE:	

Opportunities or Threats

Forces or environmental factors external to ASCLS that create the potential for positive outcomes (Opportunities) or negative outcomes (Threats) for ASCLS, laboratory professionals, or the healthcare system.

Activities Since the Last Report

Items of Celebration or Concern

Request for Action

I move that the Board of Directors...

House of Delegates Report Example

Note that this report cannot include any "Concerns" or "Request for Action".



REPORT TO:	House of Delegates
REPORT OF:	ASCLS-
SUBMITTED FOR:	2020 House of Delegates Annual Meeting
PREPARED BY:	
DATE:	

Activities of the Constituent Society

Membership Benefits

Clinical Laboratory Science

The official journal of ASCLS: Clinical Laboratory Science is a peer-review professional journal, which is published quarterly. The journal's timely features and editorials, research findings and reports on cutting-edge technologies, methods together with recruitment classified ads help you stay up to date on the latest trends, issues and openings in the field. Published by the profession for the profession, *CLS* embraces a philosophy that clinical laboratory science is something more than a collection of sub-disciplines: it is an interactive, multi-disciplinary and autonomous body of knowledge unified through its orientation to patient care.

Continuing Education

ASCLS (P.A.C.E.)® Professional Acknowledgment for Continuing Education, reviews and approves hundreds of continuing education opportunities offered each year at local, constituent, regional and national meetings and in ASCLS publications. By participating in these sessions, you will not only expand your knowledge, but will also earn continuing education units (CEU). Additionally, there is also FOCUS, ASCLS peer-reviewed, mail-in continuing educational program. Each FOCUS self-study module, covering a current scientific or professional topic, is developed by a board of editors and published in *Clin Lab Sci*. In addition, ASCLS has provided P.A.C.E. approval to the *Learning Scope of Advance*, an independent newsletter. ASCLS also provides a "CE Organizer" as a member benefit to allow easy documentation of all continuing education activities, certificate and transcript production and printing.

Government Relations

Policy and regulatory changes at all levels of government directly affect our profession. Early access to these developments gives us the ability to make informed decisions -which gives all of us a decided advantage on the job. That is one reason why ASCLS, headquartered in Washington, DC, maintains continuous liaisons with Congress and the Federal Executive branch. Through ASCLS's government affairs staff, you have an effective means of monitoring and influencing the federal and state laws and regulations that can change your world. But to have a positive effect on government policy you must have more than lobbying: you must have a direct say in who is elected to Congress. And through ASCLS /PAC -our Political Action Committee -you will have just that: a legal and ethical way to pool our political campaign contributions. Why are we supporting their election campaigns? Because they will support legislation that benefits our profession.

ASCLS Annual Meeting and Exposition

The ASCLS annual meeting continues to help you keep up to date in prevailing clinical laboratory technologies, methods and concepts. The Annual Meeting provides all of us with the largest exposition in the nation, featuring tomorrow's technologies and services under one roof; national policy makers whose insights give us a competitive head start; and a forum for scholarly exchanges among colleagues. As an ASCLS member, you will automatically receive substantial discounts on the registration, scientific, and exhibition session fees. The scientific sessions, symposia, and professional development/leadership workshops are P.A.C.E. approved and designed to meet state and Board of Certification (BOC) continuing competency requirements.

Publications

ASCLS's expanding library of publications brings the profession to your bookshelf and, at a substantial discount. Our publications focus on a range of topics, from technical specialty areas to government affairs, from education to industry. Our issue analyses on such subjects as physician office laboratories are excellent references for trend watchers and career planners alike.

Professional Affairs

In a rapidly changing world, ensuring the public's continuing trust is not only crucial, it is a source of personal satisfaction for professionals. That is why ASCLS's professional affairs programs maintain an open dialogue between the public and the profession. Our programs remind the public that disease prevention; health promotion and medical diagnosis and treatment are only as good as the clinical laboratory professional on whom they depend. Members of the Society mobilize public opinion to support quality assurance standards. They bring to light such pressing issues as adequate salaries and personnel supply and demand. Our programs give you the benefits of enhanced professional security and are reported to you in ASCLS Today, the Society's newsletter.

Education and Research

Every day, we face information crises. Cost containment, technological and marketing developments demand new ideas and new solutions... and you demand a constant flow of information to maintain your competence and keep the professional advantage. ASCLS meets your information needs in two major ways: through the Education and Research Fund, Inc. (mentioned above) and through ASCLS's Educational Services Division, which develops materials you need for the most profitable investment you can make --an investment in yourself and your career.

ASCLS Committees and Special Interest Groups

ASCLS provides a privilege of helping to shape our professional Society. Through participating in ASCLS's leadership structure - locally and nationally - you will have an important say in how your Society is governed and how it will represent the profession. Active involvement in ASCLS's specialty interest groups, governance bodies, or substantive committees gives many benefits. "While you help your profession mature, you mature as a professional."

Awards

This program provides members national recognition for outstanding professional and leadership achievement. Winners are announced at the ASCLS Annual Meeting.

Regional, Constituent Societies, and Local Societies

Your professional Society is also available to you and nearer to home. The regional and constituent meetings give you opportunities to network and hone your personal leadership skills. District/chapter meetings give you a wide range of technical and professional opportunities that are in step with issues important in your local area.

Insurance

ASCLS offers low-cost professional liability insurance, as well as other affordable insurance coverage and attractive financial services for you and your family.

Web Site Access

The ASCLS Web site located at www.ascls.org contains a large body of information about the Society's organizational structure, regions, and meetings. Regional and constituent society web pages are linked, and interactive discussions with members occur on the "Forum." Visit this site often and use the features available only to members.

Medical Laboratory Professionals Week

Medical Laboratory Professionals Week provides the profession with a unique opportunity to increase public understanding of, and appreciation for, clinical laboratory personnel. This activity takes place the **fourth week in April each year**, (last full week of the month) and is coordinated by the ASCLS National Office. Public relations manuals, posters and recruitment materials are available for sale to constituent society coordinators, who in turn distribute the materials to local society coordinators. Many members plan displays, open houses and various other activities in their hospital, laboratory or on local TV and radio stations. Medical Laboratory Week has been successful in increasing the recognition of clinical laboratory science among the health care community and the general public.

Medical Laboratory Professionals Week Objectives include:

- To recognize the vital contributions made to health care in the United States by those professionals engaged in clinical laboratory science.
- To recognize the professional dedication to quality health care by the practitioners of clinical laboratory science.
- To bring public attention to the role played by the medical laboratory in service to the patient and the public.
- To enhance the image of clinical laboratory professionals to those in both the public and private sector directly concerned with the provision of quality health care in the United States.

Materials and ideas are available well before MLPW at www.ascls.org under the Celebrate tab.

ASCLS Education and Research Fund

The ASCLS E&R Fund, Inc. is a nonprofit 501(c)(3) corporation that functions as an extension of -- and an arm's length from -- ASCLS. It advances knowledge in the field of clinical laboratory science through development grants to pilot and develop programs and projects, through scholarships to graduate and undergraduate students and via awards recognizing significant contributions to the profession.

For more information, look at www.ascls.org under the About tab.

Alpha Mu Tau Fraternity

Alpha Mu Tau is an honorary fraternity that recognizes outstanding clinical laboratory scientists in the ASCLS for their contributions on a national level. The purpose of Alpha Mu Tau is the professional advancement of clinical laboratory science as a scholarly profession by providing monies to clinical laboratorians for educational endeavors. Scholarships are given on both undergraduate and graduate levels.

Alpha Mu Tau held its organizational meeting in Chicago in 1948 with 21 charter members. There can be no more than 300 active members at any one time. The organization meets annually at the ASCLS Annual Meeting and Exhibition.

For more information about Alpha Mu Tau scholarships, look at www.ascls.org under the Celebrate tab, Awards as well under the Student Quick Link, Scholarships.

Role and Responsibilities of the Constituent Society President

The following is intended to provide a model for constituent societies to use in developing a position description for its own chief elected officer. The duties included should generally apply to constituent societies. Additional duties/items should be added to conform to each constituent society's bylaws and organizational structure.

The president is the chief elected officer of the constituent society and as such sets the dates, prepares an agenda, and presides at all meetings of the constituent society board of directors and its membership. Other duties and objectives at the constituent society level include:

- Appoint chairs for all standing committees.
- Establish special committees as needed and appoint chairs.
- Represent special committees as needed and appoint chairs.
- Develop and distribute communications to present constituent society views, solicit feedback from members, transmits relevant information from ASCLS and other sources to members.
- Respond knowledgeably to questions regarding ASCLS, the profession, and the constituent society.
- Submit reports to the constituent society membership, regional director, and ASCLS as requested.
- Update, maintain, and organize the constituent society president's files.
- Monitor and evaluate the activities of all constituent society committees and chairs.
- Authorize constituent society expenses and reimbursements.
- Inform the constituent society membership of ASCLS Board of Directors, House of Delegates, and Committee actions.
- Serve as ex-officio member on all constituent society appointive and standing committees.
- Report and distribute to the Regional Director a copy of all official communications that are directed to ASCLS.
- Advise and consult with the constituent society Annual Meeting Chair on overall arrangements for the meeting, **including getting your meeting listed on the ASCLS website, www.ascls.org in the Community Calendar under the Participate tab.**
 - Send Melanie Guisti (melanieg@ascls.org) the following information to list your continuing education activity on the ASCLS website:
 - Title of conference
 - State or Regional Activity
 - Dates
 - Location: city & state
 - Contact person: email and website url
- Serve as a speaker and/or resource person for local chapters and all members regarding the society and general issues concerning the profession.

In addition to the foregoing constituent society duties, the following duties relate to ASCLS activities:

- Appoint constituent society liaisons to ASCLS standing and other committees and the Scientific Assembly as requested.
- Respond to requests from ASCLS as requested.
- Submit nominations for
 - ASCLS and constituent society awards and/ or recognition (e.g., Keys to the Future, Member of the Year, Omicron Sigma).
 - Appointment to ASCLS committees or positions.
- Serve on your Regional Council, and make sure your President-elect also serves on that council.

- Preside over, coordinate the activities of, and schedule meetings of the constituent society delegation at the ASCLS Annual Meeting.
- Become familiar with ASCLS positions on issues and assist constituent society membership in becoming knowledgeable of each position.

ASCLS Calendar

1. Post a copy in prominent place, and/or incorporate into your work and personal activities calendar
2. President responsibilities with key awards deadlines (refer to ASCLS website for specifics)
 - Awards included in February 15th deadline
 - CLS Distinguished Author
 - Constituent Society Publications (newsletter)
 - Gloria "Mike" Gilbert Applications
 - Professional Achievement
 - Lifetime Achievement Award
 - Robin H. Mendelson Memorial Award
 - Scientific Research Award
 - Developing Professional (Student) Forum Leadership Award
 - Theriot Creativity Award
 - Awards with a March 1st deadline
 - Omicron Sigma (state) March 1st
 - Awards with an April 1st deadline
 - Keys to the Future nominations' deadline

Leadership Directory- President Responsibilities: Submit constituent society leadership roster by June 1st to the ASCLS Office and current ASCLS President-Elect. Submit roster even if not complete and send updates as needed. Roster information should include:

Name
 ASCLS member number
 Preferred Mailing Address
 Work Phone + Area Code
 Home Phone + Area Code
 Email address

Communication: Keep copies of all official communication in electronic President's file to be given to President-Elect at end of the year

- Copy constituent society President-Elect on all official communication to President, Board of Directors, ASCLS Chairs
- Notify constituent society leadership regarding Leadership Postings
- Circulate updates from RD and/or ASCLS President to constituent society leadership

Membership Development, Rosters: The following membership reports are available on the ASCLS web site at www.ascls.org in the Groups Section. Reports can be found under the group pages for your state: member reports.

- New Member Roster
- Current Member Roster
- Lapsed Member Roster

1. A list of members who have joined or renewed accompanies every state dues check sent to the **Constituent Treasurer** quarterly

2. Emeritus Membership

- Refer to ASCLS Bylaws for qualifications
- Recognizes continuous long-term commitment to ASCLS, profession

3. Honorary Membership

- Refer to ASCLS Bylaws for qualifications
- Recognizes individuals who cannot qualify for any other membership category, but have contributed extensively to ASCLS, profession
- President's Responsibility
 - Submit formal motion accompanied by letter of recommendation outlining the qualifications of the nominee to the ASCLS Secretary- Treasurer with a copy to the RD
 - With ASCLS President's approval, nomination will be on annual meeting House of Delegates agenda; majority vote of House required
 - Constituent may nominate no more than one candidate in anyone year providing the number of honorary members does not exceed 1% of the total society membership
 - Honorary member will be notified by the ASCLS Secretary- Treasurer

Annual Meeting

1. Dates on ASCLS calendar
2. Incoming President's responsibilities
 - Attend ASCLS Constituent Society Leadership Symposium
 - Coordinate with current President for the rest of society responsibilities below.
 - Invite any of your leaders and committee chairs to this session
3. Current President's responsibilities
 - Preside over and coordinate constituent delegation activities and meetings
 - Attend ASCLS Constituent Society Leadership Seminar
 - Credentials
 - Prior to annual meeting, submit to ASCLS Executive Office, list of official delegates and alternates for the House of Delegates
 - Pick up Credentials for delegates as directed
 - Delegates
 - Explain constituent society expectations of delegates and reimbursement policies well before the annual meeting
 - Make sure delegates know to bring membership card, registration form, and wear badge at meetings
 - Explain importance of meeting with candidates at ASCLS exhibit during Candidate time in the booth
 - Suggested: assign to some delegates to attend NAACLS update, ASCLS Committee, Scientific Assembly section meetings if constituent Chair not at meeting & report back to constituent society leadership
 - Other meetings to be attended by Constituent Society President
 - Pre-House Board Meeting
 - Held day prior to official opening of the Annual Meeting
 - Open session with discussion of House of Delegates agenda items resulting in Board recommendations
 - Suggested attendance to learn about issues to be addressed at Annual meeting and House of Delegates

- National Committee Meetings – Suggested to assign delegates to attend to learn about issues and report back to constituent society membership
- Society Updates – Important updates session
- Awards Ceremony
- Keynote sessions
- Meet the Candidates- Delegation has opportunity to meet and talk with candidates for all ASCLS elected positions
- Regional Caucus (required attendance by all Delegates)
- Constituent Society Caucus – Delegation to discuss candidates, issues, and elections procedural questions
- Elections - Ensure all delegates are knowledgeable about election procedure, notify delegates of any run-off election
- House of Delegates (required attendance by all Delegates)
- Delegation Materials are available on the ASCLS Web Site
 - Contains information to be considered by House of Delegates
 - Ensure that you and each delegate are familiar with contents, or assign portions to various delegates and report back to delegation at constituent society caucus
- Travel Tips
 - Make hotel and transportation arrangements well in advance. Refer to the meeting program when making arrangements to ensure ample time to attend all functions.
 - When making hotel reservations, use the hotels designated in the meeting program. Special rates have been negotiated by ASCLS.
 - Check with the meeting hotel to coordinate travel arrangements to and from the airport, if needed.
 - Attendees of the Annual Meeting often acquire large amounts of literature and souvenirs. When packing, leave room in your luggage for these materials on your return. Another suggestion is to bring a "book bag" with you, or ask the vendors to mail the materials to you after the meeting.
 - Remember, our Annual Meeting is a great opportunity for networking. Use the myriad functions at this meeting to make new friends, discover new ideas and expand your professional and personal horizons. Planning ahead will help you get the most from your time.

A Guide to Parliamentary Procedures

Adapted from Robert's Rules of Order, Newly Revised (current edition), (For Presiding Officers and Members of Parliamentary Assembly)

Presiding Officer Responsibilities

1. Effect democratic procedure:
 - promote free discussion and debate;
 - guarantee the rights of minorities;
 - seek and abide by the will of the majority;
 - maintain equal rights of members;
 - avoid and discourage dilatory, absurd, frivolous, hair-splitting and time-wasting motions and procedures;
 - keep the meeting on an impersonal basis; and,
 - take definite, positive and decisive action.
2. If possible, determine the order of business before the meeting. If a program committee or executive board exists in your organization, plan with it an order of business for the meeting. Assign responsibility for necessary reports and information for profitable discussion, debate and action. The usual order of business is:
 - Approval of the Minutes of a previous meeting, with corrections and approval;
 - Reports of Boards and Standing Committees;
 - Reports of Special Committees;
 - Special Orders;
 - Unfinished Business; and,
 - New Business.
3. Adjust yourself, your attitude, your speech and your vocabulary to the size and purpose of the assembly. In small groups, discussion and debate can be carried on informally, but form motions should be made for the minutes when action is taken.
4. Preserve order
5. Refer to yourself as "The Chair," not as "I".
6. Recognize speakers fairly. Give preference to one who has not spoken, to one who speaks infrequently, to alternate sides, etc.
7. If you must debate, leave the chair. Ask another to take the chair, move on to the floor and debate from the floor. If you find it necessary to assert your opinions, you probably are not "The Chair" type.
8. Insist on clearly phrased motions. Help the secretary or clerk to get the motion clearly phrased. Keep the assembly clearly informed as to what is immediately pending.
9. Insist on relevant discussion and debate.
10. Identify the motion to be voted on. For example, say: "The vote is to close debate on the motion to...", "Those in favor of ending debate, say yes," "Those opposed, say no."
11. Always take a negative vote, even though the affirmative seems to have carried.
12. State clearly whether the motion is carried or lost.
13. Remember that nothing is official until it is stated by the Chair. The meeting is not adjourned, even after the vote, until the Chair announces adjournment.
14. Remember that a two-thirds majority is required to close nominations.
15. If you are in doubt, ask for a vote or for the opinion of someone who knows, such as a Parliamentarian.

Parliamentary Procedures

1. Main Motion
Rise, wait until the Chair recognizes you, then say, "I move that..." You may speak in favor of the motion before or after you move it.

Revised October 2019

2. To Second
You need not be recognized by the Chair. Simply say, "I second it."
3. Discussion: After a second has been given, the Chair will call for discussion. If there is no discussion and no subsidiary motions are placed before the house, the Chair calls for the vote.
4. Postpone Indefinitely
"I move to postpone the consideration of this question indefinitely." This kills the motion.
5. Postpone Definitely
"I move to postpone the consideration of this motion until (*specific a date and time*)."
6. Amend
"I move to amend the motion by (*one of the following forms*):" -"adding the words (*insert new phrasing*) after the word (*in the text already*).""striking out the words (*delete old phrasing*) and substituting (*insert new phrasing*).""striking out the words (*delete old phrasing*)."
 - When amending, always quote the exact part of the motion you wish to change.
 - You may also move to amend an amendment in the same fashion explained above. Only two amendments to any main motion
 -
6. Limit Debate
"I move to limit debate on this motion to (*a specific time length*)."" Another way of limiting debate is, "*I move to limit debate on this motion to (a specific number) speeches by those in favor and (the same number) by those opposed to it.*"
7. Previous Question
"I move the previous question." Another version, in which a **two-thirds** vote is required, is "I move the previous question on the main motion and all motions pending." If the motion passes, it ends all discussion and the Chair calls for a vote on the main motion in the first case, or upon all motions if the second form was used.
8. Lay on the Table
"I move to lay this motion on the table." It is a motion to kill a motion unless the motion states that it is to be considered at a later time, in which case, at a future time, someone needs to move, "to take motion # (*whatever number it was given when tabled*) from the table."
9. Rise for Information
"I rise for information. Will the Chair please ask (*person's name*)."" The Chair at this point will ask the speaker to provide the source of the information she is presenting. Another version is, "Mr./Madame Chair, may I ask the speaker a question?"
10. Object to Consideration
"I object to the consideration of this question." State this before any discussion has started. You might feel, for example, that this motion would discriminate against certain people in the assembly. A two-thirds vote is required for this action to be accepted.
11. Call for Division of the House
"I call for a division of the House." Do this if you think the Chair has given the wrong interpretation of a voice vote. The Chair must then call for a hand vote or a standing vote.
12. Question of Privilege
"I rise to a question of privilege." This may interrupt a speaker if it is urgent; as soon as the request is granted, the Chair returns the floor to the speaker who had the floor prior to the interruption. For example, if the speaker is not speaking loud enough, "We cannot hear the speaker. Will the Chair ask the speaker to speak more loudly or move closer to the microphone?"
13. Parliamentary Inquiry
"I rise to a parliamentary Inquiry." To be used if you think the Chair is wrong. Upon being recognized by the Chair, say, "Isn't the Chair out of order (*state parliamentary action*)?"
14. Point of Order
"I rise to a point of order." When the Chair asks you to state your point of order, you may say, "the Chair was out of order (*in a specific parliamentary action*)."

ASCLS Strategy Map

Our Unique Critical Objective

ASCLS exists to advance the expertise of clinical laboratory professionals who, as integral members of interprofessional healthcare teams, deliver quality, consumer-focused, outcomes-oriented clinical laboratory services through all phases of the testing process to prevent, diagnose, monitor and treat disease.

Strategic Pillars

Community

ASCLS is a community that supports current and future laboratory professionals as they advance in the profession and it advocates on behalf of the profession for the good of the public and holds the profession accountable to a Code of Ethics.

Through its governance structure, ASCLS members coordinate efforts to achieve their profession's goals and provide the resources to support those efforts. Through membership the Society develops resources via dues and the development/monetization of programs and assets (e.g. intellectual property).

ASCLS provides a structure for the profession to collaborate with other professions or for the membership to collaborate with other stakeholder groups within the profession.

The Society is a mutual support structure for those working to advance the profession and the Society.

Programs:

- Sponsorship of NAACLS and BOC
- Medical Laboratory Professionals Week
- Career Center
- Mentorship Program
- Leadership Development (Knowledge, see below)
- Leadership Academy
- Annual Meeting (Knowledge, see below)

Knowledge

ASCLS defines appropriate professional knowledge (BOK) and develops and delivers educational programming to assure the profession possesses that knowledge (ELC through CM).

Within the context of life-long learning, ASCLS prepares laboratory professionals to fully participate in and lead in an interdisciplinary and dynamic healthcare environment by expanding scientific knowledge and clinical laboratory skills.

ASCLS instills in laboratory professionals the skills to lead/take management/leadership positions within and outside the laboratory and prepares laboratory professionals to understand and speak the

languages of quality with other professionals with whom they interface (nursing, pharmacy, and medicine).

P.A.C.E., collaboratively with hundreds of providers, assures high quality opportunities for life-long learning are available specifically for laboratory professionals.

ASCLS utilizes a variety of modes and forms to meet the needs of the widest-possible number of laboratory professionals, including virtual and live meetings, and other innovative ways, both for credit and to simply deliver knowledge.

Programs:

- Body of Knowledge
- Entry Level Curriculum
- P.A.C.E.
- Clinical Laboratory Science
- Research Grants (E&R)
- Scientific Assemblies
- Live and virtual education programs (Annual Meeting, CLEC, Webinars, LMS)

Advocacy

As an advocate, ASCLS will actively shape the environment for laboratory professionals to maximize the efficacy of their efforts on positive patient outcomes. Volunteer leadership defines how the Society aims to shape that environment.

In collaboration with other like-minded stakeholders, ASCLS will ensure the public policy environment (both legislative and regulatory) is conducive to laboratory professionals working fully within their scope of practice and working to expand that scope of practice where it will improve patient outcomes. This includes pressing for high standards that include state licensure and stronger rules on certification.

How a profession is perceived by patients, other healthcare providers and policy-makers impacts the capacity for laboratory professionals to achieve their desired purpose, to themselves, to other healthcare providers, and the public. ASCLS will actively shape public perceptions of laboratory professionals and their contributions to the healthcare system.

Programs:

- Legislative Symposium
- Direct lobbying of Congress
- Engagement with regulatory agencies
- Support for constituent society work in states
- Promotion of the profession

Operational Excellence

Operations is not a strategic pillar, but it is a critical foundation of the Society's ability to successfully address the strategic pillars. To be successful, ASCLS operations will:

- Have appropriate financial resources and human resources to meet the Society's needs.
- Optimize effectiveness of volunteer leadership and the volunteer (grass roots) workforce. This means that membership will have the proper training, direction and tools to successfully carry out their charges.
- Deploy technology and platforms (infrastructure) that function to the needs of the Society, are integrated, increase effectiveness, and provide correct information.
- Maintain an integrated marketing and communications infrastructure that includes printed publications, electronic communication, online communities, web presence, and social media positions to achieve desired outcomes.

Committee Chair Responsibilities

1. Communicates on a regular basis with all committee members to keep them aware of committee progress.
2. Copies Board Liaison with all communication.
3. Relays pertinent Leadership posting information to committee members in a timely manner.
4. Assures that each committee member has a copy of committee SOP's, position description, goals and strategies, names/addresses of other committee members, etc.
5. Reviews ASCLS calendar in order to meet all stated deadlines. Meets deadlines on other materials distributed throughout the year.
6. Follow up with committee members to see that tasks are being accomplished and to assist them when needed.
7. Copies report to Board of Directors to Board Liaison and talks with Liaison shortly before the meeting so that the Liaison can effectively communicate issues to the Board.
8. Submits report to the House of Delegates for Annual Meeting, which summarizes committee activity throughout the year.
9. Chairs the committee meeting at Annual Meeting the year he/she is incoming Chair. The Chair attends the meeting with the out-going Chair, if possible, to provide for continuity of action.
10. Mentors Vice-Chair in committee function and assigns appropriate tasks.
11. At the request of the President, may represent the interests of ASCLS in the specific committee area of expertise.
12. Ensures that the committee accomplishes strategies delineated in the strategic plan.
13. Notifies board liaison, region director, and President of inactive members.
14. Responds to all requests for information in a timely manner.

Vice Chair Responsibilities

1. Assists the Chair and completes responsibilities as delegated.
2. Attends all meetings of the committee.

General Charges to all ASCLS Committees and Forums

1. By August 1, use the ASCLS Strategy Map and charges listed below, identify and prioritize committee goals. Create a work plan including assignments, committee members assigned to the activity and timeline to accomplish the specific charges.
2. Identify and forward to the Board of Directors (BOD) any emerging, strategic opportunities and threats for consideration.
3. All committee/forum members and Board Liaisons should be involved in activities and projects. Regularly scheduled conference calls or teleconferencing (ZOOM) sessions should be utilized to facilitate the completion of committee charges. Invite state representatives to your meeting as applicable. Ongoing email/telephone/teleconferencing contact is important since our opportunities to interact in person are minimal.
4. Organize a training session conference call/teleconferencing session to orient new members to the Committee and apprise them of the current status of Committee activities, charges, and work plans.
5. Assign mentors for Developing and Ascending Professional members and develop mechanisms for their mentorship.
6. Inform the President and Staff Liaison about any Committee member not actively participating in Committee activities. Copy the Board Liaison on all communications.
7. Please provide regular / monthly updates to the ASCLS President. This can be provided as an informal e-mail report of any highlights or challenges.
8. Utilize ASCLS communication systems/methods to communicate and promote activities, solicit input, and request resources/assistance (ASCLS Today, ASCLS Member Forum and Communities, ASCLS hosted mailing lists, ASCLS social media, etc.)
9. Adhere to the due dates noted on the ASCLS calendar. Every Committee/Forum is required to submit a written report using the ASCLS Report template. Ensure submission for each ASCLS Board Meeting (fall teleconference meeting; interim meeting; annual meeting) and the House of Delegates regarding committee/forum goals, charges and activities. Copies of the report are sent to the Board Liaison, ASCLS President, and the ASCLS Executive Vice President via electronic submission.
10. Submit articles to promote the mission of the committee via most appropriate media e.g. ASCLS Today, ASCLS Membership Forum/Communities, and social media. The number will be determined based on relevance to the committee's activities.
11. Review and revise (as needed) committee handbooks, resources, and manuals. Ensure the most current editions are posted on the ASCLS website, and promote their availability.

Create opportunities/activities for members to engage in efforts that are necessary for ASCLS to advance as a national model for inclusive excellence

Abstract and Proposal Review Committee Charges**Chair:** Stacey Robinson**Vice Chair:** Rachel Morris**Board Liaison:** Terese Abreu**Staff Liaison:** Melanie Giusti

Assists the Annual Meeting Steering Committee with recommendations of topics and speakers for the Annual Meeting. Review and implement policies and procedures for submitting and evaluating abstracts, papers, posters, and case presentations for the ASCLS Annual Meeting.

Annual Meeting Steering Committee Charges**Chair:** Lynne Williams**Vice Chair:** Josh Pulido**Past-Chair:** Jillene Collins**Board Liaison:** Cindy Johnson**Staff Liaison:** Melanie Giusti

Plans scientific sessions and workshops for the Annual Meeting in cooperation with the Abstract and Proposal Review Committee, Board of Directors, and staff.

1. Evaluate the effectiveness of collaborations with other professional societies
2. Develop new and creative venues for our vendor partners and meeting attendees to interact during the annual meeting.
3. Develop long-range plans for the ASCLS Annual Meeting.

Ascending Professional Forum Charges**Chair:** Maria Rodriguez**Vice Chair:** Jessica Lawless**Board Liaison:** Elizabeth LeFors**Staff Liaison:** Andrea Hickey

Provides a forum where new professional and new members can clarify the needs and wants of the newest generation and new members within our profession and communicate them to the Board of Directors for consideration and implementation to meet those needs and wants whenever possible.

1. Develop strategies to assess the needs of Ascending Professionals.
2. Develop strategies with Developing Professional Forum to increase the conversion of students to Ascending Professionals.

Awards Committee Charges**Chair:** Suzanne Campbell**Vice Chair:** Scott Aikey**Board Liaison:** Stephanie Mihane**Staff Liaison:** Julia O'Donnell

Coordinates all activities on publication, description, nomination, selection and presentation of Societal awards.

1. Continue to improve the online submission process.
2. Work with Marketing and Communications committee to actively promote award opportunities.

Body of Knowledge Committee Charges**Chair:** Janice Conway-Klaassen**Vice Chair:** Susan Stalewski**Board Liaison:** Janelle Chiasera**Staff Liaison:** Melanie Giusti

Responsible for the Body of Knowledge (BOK) review process including but not limited to accepting, reviewing, collating, and integrating comments/changes to the BOK document. The committee will determine if the changes are substantive or minor and refer to House of Delegates as necessary.

1. Explore the need for development of a BOK for a PhD in CLS.
2. Consider making a motion to revise the SOP's to give more leeway in how the various sections of the BOK are reviewed/revise every 5-6 years. This could be based on a schedule the committee manages and is not specifically defined in the SOP's.

Bylaws Committee Charges**Chair:** Shannon Billings**Vice Chair:** Mary Gourley**Board Liaison:** Kim Von Ahsen**Staff Liaison:** Jim Flanigan

Reviews proposed changes to the ASCLS Bylaws, prepares amendments for consideration. Reviews, advises and approves appropriate proposed amendments to the Bylaws of ASCLS constituent societies.

1. Develop a procedure to receive and review SOP changes submitted by Policy and Procedures Committee for congruence with the ASCLS Bylaws, and forward suggested ASCLS Bylaws changes to the ASCLS Board of Directors for approval.
2. Create a uniform policy regarding posting Bylaws and related documents at the state level website, Community groups. Identify problems/issues for constituent societies related to the process and procedure for developing / revising Bylaws and SOPs.
3. Review the current Bylaws regarding society dissolution, and draft revisions as needed

Clinical Laboratory Educators Conference Steering Committee**Chair:** Dana Bostic**Vice Chair:** Hassan Aziz**Past-Chair:** Candy Grayson**Board Liaison:** Cindy Johnson**ASCLS EVP:** Jim Flanigan**Staff Liaison:** Melanie Giusti

The Committee serves to develop short and long-term plans for the Clinical Laboratory Educators Conference (CLEC) consistent with the ASCLS Strategic Plan, creates the educational program, and provides direction and oversight to the abstract and program submission process.

Developing Professionals Forum Charges**Chair:** Eykka Gundlach**Vice Chair:** James Hollowell**Board Liaison:** Elizabeth LeFors**Staff Liaison:** Andrea Hickey

The Developing Professionals Forum shall coordinate the involvement and interest of students of clinical laboratory science in this Society.

Diversity Advocacy Council:**Chair:** Miles Tompkins**Vice Chair:** Kelcey Harper**Board Liaison:** Kim Von Ahsen**Staff Liaison:** Andrea Hickey

To advocate the advancement of the ASCLS definition of diversity. To promote inclusivity, communication, and cooperation among Medical Laboratory Professionals, and to promote and encourage a social and fraternal atmosphere for members.

1. Develop recommendations for the mentorship committee to consider when building mentor/mentee partnerships assuring support for those from diverse backgrounds.

Doctorate in Clinical Laboratory Sciences Committee Charges**Chair:** Renee Hodgkins**Vice Chair:** Lindsey Davenport-Landry**Board Liaison:** Claude Rector**Staff Liaison:** Jim Flanigan

Coordinates activities related to establishing DCLS programs.

1. Develop a request for proposal for distribution to appropriate certification on the development of a DCLS certification.
2. Develop recommendations for the education and research fund board of directors to support priority to funding projects related to the return on investment of DCLS professionals
3. Plan for the DCLS Futures Conference - Fall 2020

Education and Research Fund Board of Trustees Charges**Chair:** Louann Lawrence**Vice Chair:** Barbara Snyderman**Board Liaison:** Nadine Fydryszewski**Staff Liaison:** Jim Flanigan

Supports scholarly activity dealing with the clinical laboratory profession and provides undergraduate/graduate scholarships. ASCLS acknowledges the work that the E&R does for the profession, and the following are suggestions for consideration.

1. Identify new methods to increase donations to the E&R Fund from members and industry partners.
2. Develop a plan for funding new scholarships (i.e. DCLS).

Government Affairs Committee Charges**Chair:** Annette Bednar**Vice Chair:** Stephanie Noblit**Board Liaison:** Claude Rector**Staff Liaison:** Jim Flanigan

Assists ASCLS in achieving objectives of influencing the formulation of appropriate public (governmental) policy on health care issues vital to the profession and the public.

1. Create a process to mentor state GAC representatives.

Leadership Academy Committee Charges

Chair: Suzanne Butch

Vice Chair: Lindsey Davenport-Landry

Board Liaison: Janelle Chiasera

Staff Liaison: Jim Flanigan

The purpose of the committee is to develop and implement the curriculum and activities for an intensive year-long experience in leadership issues facing rising leaders within ASCLS.

1. Participate with Leadership Academy Taskforce and appropriate workgroups, i.e. Curriculum Development Workgroup, to re-invent the Leadership Academy.
2. Develop and implement an ongoing process of systematic review of the leadership academy.
3. Develop a document and/or marketing piece highlighting program success (advancement of academy graduates, feedback regarding return on investment of the academy in their new job role, etc.).

Leadership Development Committee Charges

Chair: Kathy Doig

Vice Chair: Carol Rentas

Board Liaison: Jean Bauer

Staff Liaison: Jim Flanigan

Responsible for increasing state and regional “activity” in leadership development and orienting new leaders and ensuring they have all written information necessary to succeed in their roles

1. Develop a plan for on-line leadership development resources for constituent societies. The modules would constitute a cohesive and customizable leadership training that could address basic leadership skills, management skills, and ASCLS generic (e.g. history) and position-specific information.
2. Develop ways to demonstrate the return on investment for membership/activity in ASCLS: how involvement can translate into the development of leadership skills that can be used to advance in the workplace.

Marketing and Communications Committee Charges

Chair: Rebecca Rogers

Vice Chair: Brandy Greenhill

Board Liaison: Kyle Riding

Staff Liaison: Julia O'Donnell

1. Educate stakeholders about the various communications tools offered by ASCLS.
2. Develop and implement a comprehensive marketing and communication strategy that leverages multiple platforms including professional networks.
3. Assess the ASCLS brand within the clinical laboratory industry and identify ways to enhance brand recognition, awareness, and recall.

Membership Committee Charges**Chair:** Melissa Dumolin**Vice Chair – Member Services:** Cherika Robertson**Vice Chair – Member Recruitment:** Brooke Solberg**Board Liaison:** Jean Bauer**Staff Liaison:** Andrea Hickey

Responsible for recruiting new members into ASCLS. Responsible for the retention of members and reactivation of lapsed members.

1. Develop a process to mentor state membership representatives.
2. Collaborate with States and Regions to develop a new-member on-boarding process, including process for how states are notified of new members.
3. Investigate the feasibility of creating a phlebotomy membership category.

Mentorship Committee Charges**Chair:** Heather McLaughlin**Vice Chair:** Kelcey Harper**Board Liaison:** Kristen Croom**Staff Liaison:** Andrea Hickey

Responsible for promoting and maintaining the Mentorship program. This includes but is not limited to, promoting the program, recruiting participants, providing orientation to both mentors and mentees, and providing and monitoring the mentorship program content

1. Develop, update and promote mentorship resources for ASCLS members using all appropriate forms of communication.
2. Market the mentorship program to new constituent society leaders.

Professional Acknowledgment for Continuing Education P.A.C.E.® Committee Charges**Chair:** Julie Bayer-Vile**Vice Chair:** Katie Franz**Board Liaison:** Beth Warning**Staff Liaison:** Andrea Hickey

Serves to accomplish the goal of the Professional Acknowledgment for Continuing Education (P.A.C.E.®) program which is to create a combined provider approval and education documentation system for creating educational programs for interested allied health professionals.

1. Identify opportunities for new markets for the P.A.C.E.® program.

Patient Safety Committee Charges**Chair:** Stacy Walz**Vice Chair:** Brandy Gunsolus**Board Liaison:** Kristen Croom**Staff Liaison:** Jim Flanigan

Serves to promote member understanding of the laboratory professional's role in patient safety and provides tools, resources, and educational materials to improve safety for all patients served.

1. Evaluate new routes to patient safety committee initiatives such as Test utilization; Choose Wisely; Harmonization; Interdisciplinary approach – develop programs for RNs and MLS; Institute of Medicine (IOM) Report – How can laboratory help improve patient outcomes

Political Action Committee Charges**Chair:** Stephanie Marby**Vice Chair:** Joni Gilstrap**Board Liaison:** Beth Warning**Staff Liaison:** Jim Flanigan

Works with the Government Affairs Committee and Legislative Consultant to monitor legislation at the local, state and federal level related to clinical laboratory issues. Raises funds to support lobbying efforts.

Product Development Committee Charges**Chair:** Samantha Treutel**Vice Chair:** Michelle Campbell**Board Liaison:** Lisa Hochstein**Staff Liaison:** Andrea Hickey

Coordinates the development and maintenance of current publications/products, as well as facilitates the creation of new publications/products.

1. Assist the Director of Membership and P.A.C.E.® in identifying specific topics and authors for development of educational products.
2. Continue to develop educational programs and products in response to new advances in the laboratory profession.

Promotion of the Profession Committee Charges**Chair:** Alice Hawley**Vice Chair:** Jonathan Stanford**Board Liaison:** Lisa Hochstein**Staff Liaison:** Julia O'Donnell

Provides the face for the profession in areas of activity that include public relations, image management, and marketing. It provides resources to improve the image of the Society and the profession.

1. Get the "Bench Connection" up and functioning as a viable product by the Annual Meeting 2020.
2. Work with the Annual Meeting Steering Committee and Marketing and Communications Committee to plan to have a kick-off for the "Bench Connection" at the 2020 Annual Meeting.
3. Embrace the National Science Fair as a PPC project.
4. Explore avenues of future interest
 - a. Possible Media Campaign on the website
 - b. Recruitment video's
 - c. Coop with NAACLS or other school programs to get a data base of scholarships, etc that are available
5. Reorganize the current educational/informational material in an order that will garner attention and interest.

Scientific Assembly Coordinator Charges**Coordinator:** Susan Stalewski**Vice-Coordinator:** Elizabeth Dahlgren**Board Liaison:** Kim Von Ahsen**Staff Liaison:** Melanie Giusti

The Scientific Assembly and the individual Scientific Assemblies will serve to provide expert consultation and technical reviewers for such areas as examinations, conventions, continuing education, etc. in discipline-related areas.

1. Part of our unique critical objective is to be an integral part of the interprofessional team. Develop a plan for how we can show the interprofessional team what we do within each of our disciplines.