Table of Contents

ASCLS Mission, Beliefs, and Core Values ........................................................................................................ 4
Code of Ethics of the American Society for Clinical Laboratory Science ............................................... 5
ACLS Constituent Societies and District Societies .................................................................................. 8
ACLS Regions ................................................................................................................................................. 8
ACLS Board and Office Directory 2017-2018 ............................................................................................ 12
2017-2018 Appointed Committee Leadership ......................................................................................... 13
Guidelines for Persons Acting on Behalf of ASCLS ................................................................................. 16
ACLS Documents ......................................................................................................................................... 17
ACLS Position Papers ............................................................................................................................... 18
Board Reports (see examples on next pages) ............................................................................................ 18
Board Report Example ............................................................................................................................... 20
House of Delegates Report Example ........................................................................................................ 21
Membership Benefits .................................................................................................................................. 25
Clinical Laboratory Science ....................................................................................................................... 25
Continuing Education ............................................................................................................................... 25
Government Relations ............................................................................................................................. 25
ACLS Annual Meeting and Exposition ...................................................................................................... 25
Publications .................................................................................................................................................. 25
Professional Affairs .................................................................................................................................... 26
Education and Research ............................................................................................................................. 26
ACLS Committees and Special Interest Groups ..................................................................................... 26
Awards ......................................................................................................................................................... 26
Regional, Constituent Societies, and Local Societies .............................................................................. 26
Insurance .................................................................................................................................................... 26
Web Site Access ......................................................................................................................................... 26
Medical Laboratory Professionals Week .................................................................................................... 27
ACLS Education and Research Fund .......................................................................................................... 27
Alpha Mu Tau Fraternity ............................................................................................................................. 27
Role and Responsibilities of the Constituent Society President ................................................................ 28
ACLS Calendar ............................................................................................................................................. 29
Leadership Directory- President Responsibilities: Submit constituent society leadership roster by June 1, 2017 to the ASCLS Office and current ASCLS President-Elect. Submit roster even if not complete and send updates as needed. Roster information should Include: ................................................................. 29
Name............................................................................................................................................................ 29
Communication: Keep copies of all official communication in electronic President’s file to be given to President-Elect at end of the year.................................................................................................................. 29
- Copy constituent society President-Elect on all official communication to President, Board of Directors, ASCLS Chairs .......................................................................................................................... 29
- Notify constituent society leadership regarding Leadership Postings .................................................. 29
• Circulate updates from RD and/or ASCLS President to constituent society leadership ................. 29

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 ................................................................. 29

Annual Meeting ........................................................................................................................................ 30
A Guide to Parliamentary Procedures ....................................................................................................... 32
Parliamentary Procedures ..........................................................................................................................33

ASCLS Committee Chair Responsibilities ...............................................................................................35
ASCLS Committee/Forum Charges 2016-2017 .....................................................................................35
Annual Meeting Steering Committee Charges .......................................................................................37
Awards Committee Charges .....................................................................................................................37
Body of Knowledge Committee Charges ................................................................................................38
Bylaws Committee Charges .....................................................................................................................38
Doctorate in Clinical Laboratory Sciences Committee Charges ...........................................................39
Education and Research Fund Board of Trustees Charges ..................................................................39
Government Affairs Committee Charges ................................................................................................40
Leadership Academy Committee Charges ............................................................................................40
Leadership Development Committee Charges .......................................................................................41
Membership Committee Charges ...........................................................................................................42
Mentorship Committee Charges ............................................................................................................42
New Professionals New Members Forum Charges .................................................................................43
P.A.C.E.® Committee Charges ................................................................................................................43
Patient Safety Committee Charges ..........................................................................................................43
Political Action Committee Charges ........................................................................................................44
Product Development Committee Charges .............................................................................................44
Promotion of the Profession Committee Charges ..................................................................................45
Scientific Assembly Charges ...................................................................................................................45
Student Forum Charges ............................................................................................................................46
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.
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 Delegates

- House Affairs Committees
  - Credentials
  - Elections
  - Minutes
  - Sergeant-at-Arms

ASCLS Board of Directors

- Executive Office
  - Executive Vice President
  - Office Staff

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

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

Elected Committees
- Judicial Nominations

Society Councils/Forums
- Diversity Advocacy Council
- Student Forum
- New Professional and New Member 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
- BOC
- CCCLW
- CLSI
- HPN
- IFBLS
- TJC
- NAACLS
ASCLS Organization Chart Executive Office

EXECUTIVE VICE PRESIDENT
Jim Flanigan

Meetings Management
Pam Magnani
VJ Meetings

Government Affairs Consultant
Patrick Cooney
The Federal Group

Financial Consultants and Webmaster
Neosystems
Pixel Print Graphics

Director of Professional Development and Project Management
Karrie Hovis

Director of Membership Services and P.A.C.E.®
Andrea Hickey
**ACLS 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.

**ACLS 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.

<table>
<thead>
<tr>
<th>Region I</th>
<th>Region II</th>
<th>Region III</th>
<th>Region IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Connecticut</td>
<td>Delaware</td>
<td>Alabama</td>
<td>Indiana</td>
</tr>
<tr>
<td>Maine</td>
<td>District of Columbia</td>
<td>Florida</td>
<td>Michigan</td>
</tr>
<tr>
<td>Vermont</td>
<td>Maryland</td>
<td>Georgia</td>
<td>Kentucky</td>
</tr>
<tr>
<td>New York</td>
<td>New Jersey</td>
<td>Mississippi</td>
<td>Ohio</td>
</tr>
<tr>
<td>Central New England:</td>
<td>Pennsylvania</td>
<td>North Carolina</td>
<td></td>
</tr>
<tr>
<td>New Hampshire</td>
<td>Virginia</td>
<td>Puerto Rico</td>
<td></td>
</tr>
<tr>
<td>Massachusetts</td>
<td>West Virginia</td>
<td>South Carolina</td>
<td></td>
</tr>
<tr>
<td>Rhode Island</td>
<td></td>
<td>Tennessee</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Region V</th>
<th>Region VI</th>
<th>Region VII</th>
<th>Region VIII</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minnesota</td>
<td>Illinois</td>
<td>Arkansas</td>
<td>Colorado</td>
</tr>
<tr>
<td>North Dakota</td>
<td>Iowa</td>
<td>Louisiana</td>
<td>Idaho</td>
</tr>
<tr>
<td>South Dakota</td>
<td>Kansas</td>
<td>New Mexico</td>
<td>Montana</td>
</tr>
<tr>
<td>Wisconsin</td>
<td>Missouri</td>
<td>Oklahoma</td>
<td>Utah</td>
</tr>
<tr>
<td></td>
<td>Nebraska</td>
<td>Texas</td>
<td>Wyoming</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Region IX</th>
<th>Region X</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alaska</td>
<td>Arizona/Nevada</td>
</tr>
<tr>
<td>Oregon</td>
<td>California</td>
</tr>
<tr>
<td>Washington</td>
<td>Hawaii</td>
</tr>
<tr>
<td>EVENT</td>
<td>DATE</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>-------------------------------------------</td>
</tr>
<tr>
<td><strong>Annual Meeting Steering Committee Meeting: Chicago, Illinois</strong></td>
<td><strong>September 15 – 16, 2017</strong></td>
</tr>
<tr>
<td>Swissotel</td>
<td></td>
</tr>
<tr>
<td><strong>Executive Committee Meeting: Chicago, Illinois</strong></td>
<td><strong>September 16 – 17, 2017</strong></td>
</tr>
<tr>
<td>Swissotel</td>
<td></td>
</tr>
<tr>
<td>Fall Board Reports due:</td>
<td></td>
</tr>
<tr>
<td>State Submissions to Regional Directors and Committees</td>
<td><strong>October 6, 2017</strong></td>
</tr>
<tr>
<td><em>Send to: Regional Director</em></td>
<td></td>
</tr>
<tr>
<td>Fall Board Reports due:</td>
<td></td>
</tr>
<tr>
<td>Regions, National Committees, Affiliated Organizations</td>
<td><strong>October 13, 2017</strong></td>
</tr>
<tr>
<td><em>Send to: Board Liaison, National Office and President</em></td>
<td></td>
</tr>
<tr>
<td><strong>Board of Directors Fall Meeting- Conference Call (TENTATIVE)</strong></td>
<td><strong>November 3, 2017</strong></td>
</tr>
<tr>
<td>Recommendations/Volunteers for ASCLS Committee and other Appointments:</td>
<td></td>
</tr>
<tr>
<td>Nominations for ASCLS Elected Positions</td>
<td><strong>January 15, 2018</strong></td>
</tr>
<tr>
<td><em>Send to: Nominations Chair</em></td>
<td></td>
</tr>
<tr>
<td>Omicron Sigma Nominations due</td>
<td><strong>February 1, 2018</strong></td>
</tr>
<tr>
<td></td>
<td>National Office and President</td>
</tr>
<tr>
<td></td>
<td>Regional Office and President</td>
</tr>
<tr>
<td></td>
<td>States</td>
</tr>
<tr>
<td>Interim Board Reports due:</td>
<td><strong>February 17, 2018</strong></td>
</tr>
<tr>
<td>State Submissions to Regional Directors</td>
<td></td>
</tr>
<tr>
<td><em>Send to: Regional Director</em></td>
<td></td>
</tr>
<tr>
<td>Interim Board Reports due:</td>
<td><strong>February 24, 2018</strong></td>
</tr>
<tr>
<td>Regions, National Committees, Affiliate Organizations</td>
<td></td>
</tr>
<tr>
<td><em>Send to: Board Liaison, National Office and President</em></td>
<td></td>
</tr>
<tr>
<td><strong>Clinical Laboratory Educators’ Conference: Houston, TX</strong></td>
<td><strong>February 22 – 24, 2018</strong></td>
</tr>
<tr>
<td>Board of Directors Interim Meeting &amp; Planning Day</td>
<td><strong>March 17 – 18, 2018</strong></td>
</tr>
<tr>
<td><strong>Hilton Old Town Alexandria (Finance Committee 3/16)</strong></td>
<td></td>
</tr>
<tr>
<td>Legislative Symposium: Alexandria, VA &amp; Washington, DC</td>
<td><strong>March 19 – 20, 2018</strong></td>
</tr>
<tr>
<td>National Medical Laboratory Professionals Week</td>
<td><strong>April 22-28, 2018</strong></td>
</tr>
<tr>
<td>Keys to the Future Nominations</td>
<td><strong>May 1, 2018</strong></td>
</tr>
<tr>
<td>State and National Committee Rosters due</td>
<td><strong>June 1, 2018</strong></td>
</tr>
<tr>
<td><em>Send to: President-Elect and National Office</em></td>
<td></td>
</tr>
<tr>
<td>Annual Reports for Board Meeting due</td>
<td><strong>June 30, 2018</strong></td>
</tr>
<tr>
<td>State Submissions to Regional Directors</td>
<td></td>
</tr>
<tr>
<td><em>Send to: Regional Directors</em></td>
<td></td>
</tr>
<tr>
<td>Annual Reports for Board and House of Delegates due</td>
<td><strong>July 7, 2018</strong></td>
</tr>
<tr>
<td>States, Regions, National Committees, Affiliated Organizations</td>
<td></td>
</tr>
<tr>
<td><em>Send to: Board Liaison, National Office and President</em></td>
<td></td>
</tr>
<tr>
<td><strong>Board of Directors: Chicago, Illinois</strong></td>
<td><strong>July 29, 2018</strong></td>
</tr>
<tr>
<td><strong>86th ASCLS Annual Meeting: Chicago, Illinois</strong></td>
<td><strong>July 30-August 2, 2018</strong></td>
</tr>
</tbody>
</table>
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 Susie Zanto, Chair, at LaboratorySolutionZ@gmail.com

Award Deadlines for State/Local Leadership

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 15</td>
<td>Lifetime Achievement Award</td>
</tr>
<tr>
<td></td>
<td>New Professional Leadership Award</td>
</tr>
<tr>
<td></td>
<td>Student Forum Leadership Award</td>
</tr>
<tr>
<td></td>
<td>Scientific Research Award</td>
</tr>
<tr>
<td></td>
<td>Theriot Award (Media and Equipment Development)</td>
</tr>
<tr>
<td></td>
<td>Constituent Society Publications (Print, Web-based)</td>
</tr>
<tr>
<td></td>
<td>Constituent Society Website</td>
</tr>
<tr>
<td>March 1</td>
<td>Constituent Society Omicron Sigma Award</td>
</tr>
<tr>
<td></td>
<td>(8 awards for first 400 members, 1 more for each additional 50)</td>
</tr>
<tr>
<td>April 30</td>
<td>Keys to the Future</td>
</tr>
<tr>
<td>June 1</td>
<td>Constituent Society Member of the Year Recognition</td>
</tr>
<tr>
<td>May 31</td>
<td>Constituent Society Membership Awards (no application needed)</td>
</tr>
<tr>
<td>June 10</td>
<td>Promotion of the Profession Committee Fundraising Competition</td>
</tr>
</tbody>
</table>

Scholarships and Grants Deadlines

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Scholarship or Grant</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 1</td>
<td>Alpha Mu Tau Fraternity Scholarships</td>
</tr>
<tr>
<td></td>
<td>Education and Research Fund Grants and Scholarships</td>
</tr>
<tr>
<td></td>
<td>Diversity Advocacy Council Scholarships</td>
</tr>
</tbody>
</table>

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
# ASCLS Board and Office Directory 2017-2018

| **PRESIDENT** | Deb Rodahl  
St. Paul, MN  
612-849-9220 (cell)  
drodahl@healtheast.org  
drodahl@outlook.org  
*use both emails |
| --- | --- |
| **PRESIDENT-ELECT** | Roslyn McQueen  
Saginaw, MI  
989-798-1304 (cell)  
Rmcque1@hurleymc.com |
| **PAST-PRESIDENT** | Suzanne Campbell  
Liberal, KS  
580-528-1028(cell)  
suzanne.campbell@sccc.edu*  
suzanne.campbell@hotmail.com*  
*Use both emails |
| **SECRETARY/TREASURER** | Cindy Johnson  
St Cloud, MN  
320-251-2700 ext. 57312 (work)  
johnsonci@centracare.com |
| **DIRECTOR REGION I** | Maddie Josephs  
Rumford, RI  
401-965-0696 (cell)  
mjosephs@ccri.edu |
| **DIRECTOR REGION II** | Nadine Fydryszewski  
Middletown, NJ  
908-804-7959(cell)  
fydrysna@shp.rutgers.edu |
| **DIRECTOR REGION III** | Janelle Chiasera  
Birmingham, AL  
205-623-7149(cell)  
chiasera@uab.edu |
| **DIRECTOR REGION IV** | Elizabeth (Beth) Warning  
Independence, KY  
859-446-2886 (cell)  
beth.warning@gmail.com |
| **DIRECTOR REGION V** | Patricia “Pat” Tille  
Sioux Falls, SD  
605-360-1952(cell)  
patille@live.com |
| **DIRECTOR REGION VI** | Kim Von Ahsen  
Des Moines, Iowa  
515-371-1262(cell)  
director@ascls-regionvi.org  
km.vonaahsen@ascls-ia-org |
| **DIRECTOR REGION VII** | Claude Rector  
Helena, AR  
870-818-2432  
rector@pccua.edu |
| **DIRECTOR REGION VIII** | Holly Weinberg  
Superior, MT  
208-350-9684 (cell)  
roho281@aol.com |
| **DIRECTOR REGION IX** | Terese Abreu (20)  
Toppenish, WA  
(509) 865-8642 (Internal Ext. 2336)  
Abreu_T@heritage.edu |
| **DIRECTOR REGION X** | Kristen Croom (20)  
Honolulu, HI  
808-489-3893  
kcroom80@gmail.com |
| **NPNM FORUM DIRECTOR** | Karen Larson  
Apple Valley, MN  
763-221-0114  
klarso42@fairview.org |
| **STUDENT FORUM DIRECTOR** | Maria Rodriguez  
Bozeman, MT  
marilurodriguez.96@gmail.com |
| **ASCLS EXECUTIVE DIRECTOR** | Jim Flanigan  
571-748-3746  
jimf@ascls.org |
| **ASCLS DIRECTOR FOR MEMBERSHIP SERVICES AND P.A.C.E.®** | Andrea Hickey  
571-748-3776  
andreah@ascls.org |
| **ASCLS Legislative Consultant** | Patrick Cooney |
| **ASCLS TODAY EDITOR** | Cheryl Caskey, Editor  
318-681-4531  
crcaskey@att.net |

**American Society for Clinical Laboratory Science (ASCLS)**  
1861 International Drive, Suite 200  
McLean, VA 22102  
571-748-3770 (p)  
571-354-7575 (fax)
## 2017-2018 Appointed Committee Leadership

### Abstract and Proposal Review Committee (APRC)

<table>
<thead>
<tr>
<th>Chair: Linda Gorman</th>
<th>Vice-Chair: Stacey Robinson</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:Lsgorm0@uky.edu">Lsgorm0@uky.edu</a></td>
<td><a href="mailto:Staceylynrobinson@gmail.com">Staceylynrobinson@gmail.com</a></td>
</tr>
</tbody>
</table>

### Annual Meeting Steering Committee (AMSC)

<table>
<thead>
<tr>
<th>Chair: Michelle Butina</th>
<th>Vice-Chair: Jillene Collins</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:michelle.butina@uky.edu">michelle.butina@uky.edu</a></td>
<td><a href="mailto:jillenecollins@earthlink.net">jillenecollins@earthlink.net</a></td>
</tr>
</tbody>
</table>

### Awards Committee

<table>
<thead>
<tr>
<th>Chair: Susie Zanto</th>
<th>Vice Chair: Gilma Roncancio-Weemer</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:laboratorysolutionz@gmail.com">laboratorysolutionz@gmail.com</a></td>
<td><a href="mailto:Gilma.Roncancio-Weemer@hshs.org">Gilma.Roncancio-Weemer@hshs.org</a></td>
</tr>
</tbody>
</table>

### Body of Knowledge (BOK) Committee

<table>
<thead>
<tr>
<th>Chair: Janice Conway-Klaassen</th>
<th>Vice-Chair: Susan Stalewski</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:jconwayk@umn.edu">jconwayk@umn.edu</a></td>
<td><a href="mailto:sstalews@uwm.edu">sstalews@uwm.edu</a></td>
</tr>
</tbody>
</table>

### Bylaws Committee

<table>
<thead>
<tr>
<th>Chair: Beckie Hetrick</th>
<th>Vice-Chair: Barbara Snyderman (20)</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:bhetrick@hotmail.com">bhetrick@hotmail.com</a></td>
<td><a href="mailto:barbarasnyderman@gmail.com">barbarasnyderman@gmail.com</a></td>
</tr>
</tbody>
</table>

### Diversity Advocacy Council

<table>
<thead>
<tr>
<th>Chair: Jonathan Gusilatar</th>
<th>Vice-Chair: Wayne Wilson</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:jr.gusilatar@gmail.com">jr.gusilatar@gmail.com</a></td>
<td><a href="mailto:wilsondw@archildrens.org">wilsondw@archildrens.org</a></td>
</tr>
</tbody>
</table>

### Doctorate of Clinical Laboratory Science (DCLS)

<table>
<thead>
<tr>
<th>Chair: Renee Hodgkins</th>
<th>Vice-Chair: Brandy Gunsolus</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:hodgkins1109@live.com">hodgkins1109@live.com</a></td>
<td><a href="mailto:brandy.gunsolus@gmail.com">brandy.gunsolus@gmail.com</a></td>
</tr>
</tbody>
</table>

### Education and Research Fund (E & R) Board

<table>
<thead>
<tr>
<th>Chair: Louann W. Lawrence</th>
<th>Vice-Chair: Lisa Hochstein</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:llawre97@yahoo.com">llawre97@yahoo.com</a></td>
<td><a href="mailto:hochstel@stjohns.edu">hochstel@stjohns.edu</a></td>
</tr>
</tbody>
</table>
### Government Affairs Committee (GAC)

<table>
<thead>
<tr>
<th>Chair: Linda Goossen</th>
<th>Vice-Chair: Annette Bednar</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:goossen925@gmail.com">goossen925@gmail.com</a></td>
<td><a href="mailto:abednar@astate.edu">abednar@astate.edu</a></td>
</tr>
</tbody>
</table>

### Leadership Academy Committee (LAC)

<table>
<thead>
<tr>
<th>Chair: Angela Darby</th>
<th>Vice-Chair: Mallory Janquart</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:aphillips78@yahoo.com">aphillips78@yahoo.com</a></td>
<td><a href="mailto:mrsjanquart@gmail.com">mrsjanquart@gmail.com</a></td>
</tr>
</tbody>
</table>

### Leadership Development Committee (LDC)

<table>
<thead>
<tr>
<th>Chair: Stacey Robinson</th>
<th>Vice-Chair: Buffy Kelly</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:Staceylynrobinson@gmail.com">Staceylynrobinson@gmail.com</a></td>
<td><a href="mailto:buffykelley4@yahoo.com">buffykelley4@yahoo.com</a></td>
</tr>
</tbody>
</table>

### Membership Committee

<table>
<thead>
<tr>
<th>Chair: Roxanne Alter</th>
<th>Vice-Chair Member Services: Lucy Wang</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:ralter@unmc.edu">ralter@unmc.edu</a></td>
<td><a href="mailto:lwang.asclsnj@gmail.com">lwang.asclsnj@gmail.com</a></td>
</tr>
<tr>
<td></td>
<td>Vice Chair Member Recruitment: Leslie Martineau</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:lmartineau@chartercare.org">lmartineau@chartercare.org</a></td>
</tr>
</tbody>
</table>

### Mentorship Committee

<table>
<thead>
<tr>
<th>Chair:</th>
<th>Vice-Chair:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### New Professional New Member Forum

<table>
<thead>
<tr>
<th>Chair: Kelcey Harper</th>
<th>Vice-Chair: Elizabeth LeFors</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:kelcey.harper9@gmail.com">kelcey.harper9@gmail.com</a></td>
<td><a href="mailto:libba429@gmail.com">libba429@gmail.com</a></td>
</tr>
</tbody>
</table>

### P.A.C.E. Committee

<table>
<thead>
<tr>
<th>Chair: Brenda Kochis</th>
<th>Vice-Chair: Abra Elkins</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:BrenKoch@comcast.net">BrenKoch@comcast.net</a></td>
<td><a href="mailto:aelkins@hsc.wvu.edu">aelkins@hsc.wvu.edu</a></td>
</tr>
</tbody>
</table>

### Patient Safety Committee (PSC)

<table>
<thead>
<tr>
<th>Chair: Cathy Otto</th>
<th>Vice-Chair: Lezlee Koch</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:cathgolfer@msn.com">cathgolfer@msn.com</a></td>
<td><a href="mailto:lezleek@sio.midco.net">lezleek@sio.midco.net</a></td>
</tr>
</tbody>
</table>

### Political Action Committee (PAC) Board

<table>
<thead>
<tr>
<th>Chair: Linda Hickok</th>
<th>Vice-Chair: Stephanie Rink</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:LJHickok@h-allc.com">LJHickok@h-allc.com</a></td>
<td><a href="mailto:stephanie.rink@outlook.com">stephanie.rink@outlook.com</a></td>
</tr>
<tr>
<td>Committee Name</td>
<td>Chair</td>
</tr>
<tr>
<td>----------------------------------------------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td><strong>Product Development Committee</strong></td>
<td><strong>Chair: Lindsey Davenport-Landry</strong></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:kidavenport@gmail.com">kidavenport@gmail.com</a></td>
</tr>
<tr>
<td><strong>Promotion of the Profession Committee (PPC)</strong></td>
<td><strong>Chair: Michelle Moy</strong></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Michellemoy1991@yahoo.com">Michellemoy1991@yahoo.com</a></td>
</tr>
<tr>
<td><strong>Scientific Assemblies</strong></td>
<td><strong>Coordinator: Susan Stalewski</strong></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:sstablews@uwm.edu">sstablews@uwm.edu</a></td>
</tr>
<tr>
<td><strong>Student Forum</strong></td>
<td><strong>Chair: Maria Rodriguez</strong></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:marilurodriguez.96@gmail.com">marilurodriguez.96@gmail.com</a></td>
</tr>
<tr>
<td><strong>CLS Journal</strong></td>
<td><strong>Editor-in-chief: Dr. Perry Scanlan</strong></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:scanlanp@apsu.edu">scanlanp@apsu.edu</a></td>
</tr>
<tr>
<td><strong>ASCLS Today</strong></td>
<td><strong>Editor: Cheryl Caskey</strong></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:crcaskey@att.net">crcaskey@att.net</a></td>
</tr>
</tbody>
</table>

*For leadership of elected committees, forums, regional councils, and constituent societies, go to the ASCLS Website at [www.ascls.org](http://www.ascls.org) and go to <About Us> and then <Leadership > then <Leadership Directories >
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 of appropriate staff to assist you in resolution 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

Board Reports
(see examples 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. 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. Recalling the function of the Board and the vast number of activities that ASCLS is involved in, 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 concerns and/or Requests for Action (phrased in the form of a motion).
Activities of the Committee or Affiliated Organizations

The AMSC has been in constant email communication with the meetings management staff in order to finalize the program and events related to the Annual Meeting. A conference call was also held on June 1 to discuss updates to the preliminary program (which was mailed in April), meeting evaluation survey and next year’s session proposal survey.

Committee members have also written articles promoting the Annual Meeting for ASCLS Today.

Registration numbers are on track and are similar to last year’s numbers. The room block at the Omni Hotel sold out so the ASCLS office worked to secure additional rooms at a second hotel, Pendry San Diego.

The Host Society Representative has been hard at work, collaborating with local ASCLS members and students from UC San Diego, on fun things to do while in San Diego. The Host Society table will be at the Registration Desk area. Attendees will be able to find the following information and events at the table:

1. Brochures and sight-seeing information
2. Coupons and discounts from local businesses
3. Restaurant recommendations
4. Group activities

The deadline to submit ideas for the 2018 ASCLS Annual Meeting is August 11, 2017. The AMSC will be meeting September 14 – 16 in Chicago, IL to evaluate the 2017 Annual Meeting and begin planning the 2018 Annual Meeting.

Thank you to the entire AMSC committee, as well as the APRC and SA Chairs, for their assistance in making this a successful Annual Meeting yet again.

Items of Concern: None

Request for Action: None
House of Delegates Report Example
Note that this report cannot include any “Concerns” or “Request for Action”.

<table>
<thead>
<tr>
<th>REPORT TO:</th>
<th>House of Delegates</th>
</tr>
</thead>
<tbody>
<tr>
<td>REPORT OF:</td>
<td>The Joint Commission PTAC</td>
</tr>
<tr>
<td>SUBMITTED FOR:</td>
<td>2017 House of Delegates Annual Meeting</td>
</tr>
<tr>
<td>PREPARED BY:</td>
<td>K. Lindsey Davenport-Landry</td>
</tr>
<tr>
<td>DATE:</td>
<td>6.16.17</td>
</tr>
</tbody>
</table>

Activities of the Committee or Affiliated Organizations

I. There have not been meetings of PTAC in the second half of the year.
II. Correspondence from The Joint Commission Professional and Advisory Committee for Laboratory Accreditation on May 31, 2017 states:

“As you know from discussions at meetings of the Standards and Survey Procedures Committee last year, The Joint Commission Board of Commissioners has been engaged in a comprehensive review of its governance structure and processes through the application of governance best practices that allow for the most meaningful engagement with key stakeholders. This resulted in the transition of the development, review, and approval of accreditation standards (as well as other key areas including accreditation and performance measurement) from activities conducted by Joint Commission Board committees to management functions with Board oversight.

Also as part of that review, advisory groups that were previously overseen directly by the Board, including the PTACs, now report to management.

In light of the decision of the Board to change this advisory reporting structure, Joint Commission leadership is charged in 2017 with developing a plan for how the PTAC advisory processes will function under this new structure. We expect that this process will result in different outcomes for different accreditation programs, based on the advisory needs in each area.

While Joint Commission management thoughtfully develops a new engagement process, it is necessary to place official PTAC calls on hold at this time. To allow for focus on this important transition, PTAC membership renewals, scheduled for 2017, will also be put on hold until further notice. Current representatives, alternates, and liaisons will remain in place at this time. Direct all questions about membership issues to myself at the contact information provided below.

We will continue to keep you informed as this plan develops. Thank you for your continued relationship with The Joint Commission.”
ASCLS APPOINTED COMMITTEE DESCRIPTIONS
Updated (6/17)

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.

New Professional New Member Forum: Provides a forum where new professional and new members 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 to meet those needs and wants whenever possible. 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: (Participants are 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.

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.

**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
- Joint Commission Liaison Network Forum
- Joint Commission Professional and Technical Advisory Committee
- 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.
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](http://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](http://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. As of August 2012, there are 292 active, 149 emeritus members, and 3 honorary members. The organization meets annually at the ASCLS Annual Meeting and Exhibition.

For more information about Alpha Mu Tau scholarships, look at [www.ascls.org](http://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 knowledgeable 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](http://www.ascls.org) in the Community Calendar under the Participate tab.
  - Send Karrie Hovis ([karrieh@ascls.org](mailto:karrieh@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)
   o Awards included in February 15, 2017 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
     ▪ Student Forum Leadership Award
     ▪ Theriot Creativity Award
   o Awards with a March 1st deadline
     ▪ Omicron Sigma (state) March 1, 2017
   o Awards with a May 1st deadline
     ▪ Keys to the Future nominations deadline

Leadership Directory- President Responsibilities: Submit constituent society leadership roster by June 1, 2017 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 website 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
2. A list of members who have joined or renewed accompanies every state dues check sent to the Constituent Treasurer quarterly.

3. **Emeritus Membership**
   - Refer to ASCLS Bylaws for qualifications
   - Recognizes continuous long-term commitment to ASCLS, profession

4. **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 any one 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 Seminar (listed in annual meeting program)
   - 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 State President’s Seminar (listed in annual meeting program for outgoing presidents)
   - 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
     - 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
- Make sure delegates know to bring membership card, registration form, and wear badge at meetings

- 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:
   - reading 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.

2. **To Second**
   You need not be recognized by the Chair. Simply say, "I second it." 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.

3. **Postpone Indefinitely**
   "I move to postpone the consideration of this question indefinitely." This kills the motion.

4. **Postpone Definitely**
   "I move to postpone the consideration of this motion until (specific a date and time)."

5. **Amend**
   - "I move to amend the resolution 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 resolution you wish to change.
   - You may also move to amend an amendment in the same fashion explained above.

6. **Limit Debate**
   "I move to limit debate on this resolution to (a specific time length)." Another way of limiting debate is, "I move to limit debate on this resolution 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 this 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 resolution 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." You must say 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 assembly?"
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 (in a specific 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)"

---

**Strategic Map: 2017-2018**

**Unique Critical Objective:**
Actively engages and prepares medical laboratory professionals to transform healthcare by implementing strategies and actions to invigorate and grow ASCLS

---

1. **Marketing**
   1. Build the ASCLS brand for laboratorians positioned around the concept of a professional family.

2. **Membership**
   1. Demonstrate the value of ASCLS to all key stakeholders.
   2. Grow number of members & membership revenue
   4. Fully utilize the influential position of laboratory science educator to promote ASCLS and profession

---

3. **Org Efficiency and Internal Commun**
   1. Identify and share best practices and implement strategies for Revitalization of Constituent Societies
   2. Ensure a strong culture of mentorship and integrate into CE programs.
   3. Foster systems that support a culture of accountability
   4. Address base of currently active volunteers who may drop away
   5. Increase Diversity

---

4. **Advocacy and Professional Promo**
   1. Work with partner organizations to maximize efforts on federal legislative and regulatory advocacy
   2. Define the role of laboratorians to meet demands within the evolving healthcare environment. Promote advanced roles.
   3. Expand and strengthen the role of laboratorians as advocates of patient centered services.
   4. Increase visibility and recognition of the valuable role laboratorians play in healthcare
   5. Support efforts for state licensure from national level.

---

5. **Collaboration**
   1. Expand CE
   2. Strengthen the ties between ASCLS and other laboratory organizations.
   3. Work inter-professionally to improve diagnosis, treatment, prevention, and patient safety.
   4. Take full advantage of ASCLS role sponsoring NAACLS and the BOC.
   5. Develop, support and maintain educational activities on leadership and mentorship

---

6. **Education**
   1. Leadership dvlp and succession planning in ASCLS
   2. Promote professional dvlp beyond CE
   3. Facilitate a culture of lifelong learning along a continuum of education that supports career advancement.
   4. Develop, support and maintain educational activities on leadership and mentorship
ASCLS Committee Chair Responsibilities

1. Chair the committee meeting at Annual Meeting the year he/she is in-coming Chair. The out-going Chair attends the meeting with in-coming Chair to provide for continuity of action.

2. Establish committee goals and timelines to accomplish strategic charges, and report progress to the ASCLS Board by means of a formal report to the Board Liaison and ASCLS President by stated deadlines on the ASCLS calendar. Talk with Board Liaison shortly before the BOD meeting so that the Liaison can effectively communicate issues to the Board.

3. Communicate needs for financial resources to Board Liaison and include specific requests for funding in “Requests for Action” section of Board reports.

4. Have a succession plan for assuming the Chair responsibilities. Mentor Vice-Chair or Co-chair in committee functions and delegate appropriate responsibilities.

5. Communicate on a regular basis with all committee members to keep activities moving toward accomplishment of goals by established timelines. Follow up with committee members to see that tasks are being accomplished and to assist them when needed. Copy Board Liaison with all communication.

6. Relay pertinent information from the ASCLS emails and website to committee members in a timely manner.

7. Submit report to the House of Delegates for the Annual Meeting, which summarizes committee activity throughout the year.

8. Ensure that each committee member has a copy of committee SOP's, position description, goals and strategies, names/addresses of other committee members, etc.

9. At the request of the President, may represent the interests of ASCLS in the specific committee area of expertise.

Vice Chair/Co-Chair Responsibilities

1. Assist the Chair and completes responsibilities as delegated.

2. Participate in all meetings of the committee.

3. Appointed from the members of the committee for a one (1) year term. Vice-Chair does not automatically succeed the Chair, unless specified in the ASCLS Standard Operating Procedures.

ASCLS Committee/Forum Charges 2016-2017

General Charges to all Committees and Forums:

1. Before October 1: Using the ASCLS Strategy Map, identify committee goals and create an action plan complete with assignments and timelines to accomplish specific charges. This action plan will be maintained at the ASCLS National Office, be provided to succeeding Committee/Forum Chairs, and serve as the source document for yearly updating providing continuity from year-to-year.

2. Involve all committee/forum members and Board Liaisons in activities and projects and communicate with them on a regular basis (at least monthly). Regularly scheduled conference calls should be used to facilitate the completion of committee charges. Ongoing email and telephone contact is important in our organization since our opportunities to interact in person are minimal. Inform the President and ASCLS Office if Committee members are not actively participating in Committee activities. Copy your Board and Staff Liaisons on all communications.
3. Update the ASCLS President and ASCLS Office by the 1st day of each month with an informal e-mail report of activities either accomplished by the Committee or Forum, or projects that are in progress.

4. Appropriately utilize ASCLS communication vehicles to communicate and promote activities and to solicit input or request resources/assistance (ASCLS Today, ASCLS Member Communities, ASCLS hosted mailing lists, ASCLS social media, etc.)

5. Assign mentors for student and new professional members. Develop mechanisms for mentorship of these members.

6. Submit formal reports for each ASCLS Board Meeting (fall conference call; interim; annual) regarding committee/forum goals, charges and activities to the Board Liaison, ASCLS President and the ASCLS Office.

7. Organize a training session / conference call to orient new members to the Committee, bringing them up to speed on Committee activities, charges, and action plans.

8. Review and revise (as needed) all committee handbooks, resources, and manuals. Ensure the most current editions are posted on the ASCLS website, and promote their availability.

9. Provide input to the President-elect regarding individuals that desire to act as special advisors to committees.

Abstract and Proposal Review Committee Charges
Chair: Linda Gorman                                   Board Liaison: Elizabeth Warning
Vice Chair: Stacey Robinson            Staff Liaison: Karrie Hovis

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.

1. Promote the submission of annual meeting program proposals by collaborating with the ASCLS Scientific Assembly and other committees as appropriate to identify speakers and program content. Consider priority topics as noted on the strategy map. Program content should address diversity of the membership. Establish timelines to ensure adequate time to encourage submission of proposals

2. Provide a mandatory training session (most likely by conference call) for abstract reviewers detailing the abstract review process and tips for critiquing abstracts.

3. Review and rate program proposals prior to the Annual Meeting Steering Committee meeting to provide input into a well-balanced advanced-level program with a variety of sessions that are appealing to young professionals as well as seasoned attendees

4. Review abstracts for the annual meeting and submit those accepted to the Director of Professional Development and Project Management by the established deadline.

5. Coordinate and promote the annual poster competition at the Annual Meeting

6. Refer potential authors identified through the abstract review process to the Clinical Laboratory Science Editor-in-Chief and ASCLS Today Editor for possible publication.

7. Refer potential authors identified through the abstract review process who may be interested in new product development to the Product Development Committee or the Committee on Educational Programs and Initiatives (CEPI), a subcommittee of the Education Scientific Assembly.

8. Utilize the ASCLS Today Newsletter and Community Forums to promote abstract and poster submissions.

9. Evaluate the process of Annual Meeting poster abstract, oral research and case study presentation submission and evaluation to determine if improvements can be made to eliminate barriers to submissions.
10. Review chair selection process and make recommendations for change, if needed.

**Annual Meeting Steering Committee Charges**

**Chair:** Michelle Butina  
**Vice Chair:** Jillene Collins  
**Board Liaison:** Deb Rodahl  
**Staff Liaison:** Jim Flanigan

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

1. In Collaboration with APRC, review and rate program proposals prior to the Annual Meeting Steering Committee meeting to provide input into a well-balanced advanced-level program with a variety of sessions that are appealing to young professionals as well as seasoned attendees. Program proposals should reflect diversity of the membership.
2. Monitor the format of the Annual Meeting and make suggestions for changes to maximize cost and efficiency for meeting attendees.
3. Review past meeting evaluations and suggest changes to enhance meeting attendance and increase program appeal.
4. Develop the Annual Meeting program ensuring that advanced sessions representing the latest scientific information are included in the program, and sessions are appealing to young professionals as well as seasoned attendees.
5. Explore alternate presentation styles and events to add variety to the national meeting program.
6. Promote the Annual Meeting
   a. Write articles for ASCLS Today
   b. Utilize the membership forum and communities
   c. Explore alternate mechanisms for promotion, including the use of social media
7. Work with ASCLS Staff to identify session moderators.
8. Evaluate the process for soliciting and selecting proposals for the Annual Meeting and make recommendations for streamlining the process.

**Awards Committee Charges**

**Chair:** Susie Zanto  
**Vice-Chair:** Gilma Roncancio-Weemer  
**Board Liaison:** Maddie Josephs  
**Staff Liaison:** Jim Flanigan

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

1. Publicize the availability of and criteria for awards in the ASCLS membership forum and communities as well as in ASCLS Today and via social media.
2. Simplify the Awards nomination submission process utilizing current/emerging technology.
3. Develop a communication schedule and communicate with constituent society Awards Chairs and Presidents regarding available awards and deadlines for submission of nominations. Utilize the constituent society mailing lists and member communities throughout the year to maintain everyone’s awareness of the awards.
4. Work closely with AMTF and E&R to increase awareness of the award opportunities for students (associate degree, undergraduate and graduate).
5. Plan, coordinate, and conduct the Industry and Members Awards ceremonies at the annual meeting.
6. Monitor award submissions and report award submission data to the ASCLS Board of Directors at the Interim Board Meeting and the Annual Board Meeting.
7. Compile a list of past award recipients and post to the Awards website. Resources are previous Awards Committee files and ASCLS archive files.
Body of Knowledge Committee Charges
Chair: Janice Conway-Klaassen       Board Liaison: Pat Tille
Vice Chair: Susan Stalewski       Staff Liaison: Karrie Hovis
Responsible for the BOK review process including but not limited to: accepting, reviewing, collating, and integrating comments/changes into the BOK document. The committee will determine if the changes are substantive or minor and refer to House of Delegates as necessary.

1. Develop time-table for review and update of Body of Knowledge per the schedule below.
   a. Year 1: Immunology/Immunohematology, General Practice, and Molecular
   b. Year 2: Microbiology and Administration
   c. Year 3: Chemistry, and Renal/UA
   d. Year 4: Hematology, Education, and Phlebotomy
   e. Year 5: Integration of BOK changes into Entry Level Curriculum

2. Utilize the ASCLS Membership Forum and Communities to engage members in the review process

3. Promote discussions at in-person venues including state / regional meetings, CLEC, as well as at the National Meeting

4. Establish a process and deadline for review and update within the ASCLS year, culminating with House of Delegate approval at the annual meeting.

5. Partner with SA in consideration of developing a BOK of master and advanced level certification.

Bylaws Committee Charges
Chair: Beckie Hetrick       Board Liaison: Claude Rector
Vice Chair: Barbara Snyderman       Staff Liaison: Jim Flanigan
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.

1. Obtain contact information for each constituent society Bylaws Chair (or President, if no Bylaws Chair is appointed) at the beginning of each fiscal year.

2. Ensure that a current electronic copy of each constituent society’s Bylaws is on file at the ASCLS office by September 1st

3. Communicate with the constituent society Presidents and/or Bylaws Chairs and provide resources for assistance as needed

4. Identify major problems/issues for constituent societies related to the process or procedures for developing / revising Bylaws and SOPs. Develop forms or printed materials that can be used to assist Bylaws chairs and/or committees with these issues

5. Forward suggested ASCLS Bylaws changes to the ASCLS Board of Directors after reviewing for congruence with ASCLS SOPs.

6. Develop a procedure to receive and review any SOP changes passed by the Board of Directors for congruence with the ASCLS Bylaws.

7. Incorporate all final Bylaw and/or SOP revisions into the official document and submit the final Bylaws-SOP document to National office for posting on ASCLS Website by June 30th, or within 90...
days after Bylaws approval by the ASCLS House of Delegates. Communicate to the ASCLS Board and Judicial Committee when revised document is posted.

8. Communicate with constituent society Bylaw Chairs about Bylaw amendments that may affect constituent societies and require Bylaw amendments to society documents

9. Review policy and procedure draft regarding society dissolution

10. Create a uniform policy regarding posting bylaws and related document

Diversity Advocacy Council:
Chair: Wayne Wilson       Board Liaison: Pat Tille
Vice Chair:              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. Appoint DCLS Representatives to the following committees. Notify the ASCSL President-Elect of these appointments:
   • APRC
   • Membership

2. Increase awareness of the ASCLS definition of diversity

3. Develop mentorship strategy for the DAC

4. Is there a way to recognize different levels of practice in our definition diversity (Phlebotomy)?

Doctorate in Clinical Laboratory Sciences Committee Charges
Chair: Renee Hodgkins       Board Liaison: Nadine Fydryszewski
Vice Chair: Brandy Gonsolus     Staff Liaison: Jim Flanigan

Coordinates activities related to establishing DCLS programs.

1. Ensure there is certification for the new DCLS professionals

2. Identify potential institutions for DCLS programs and assist in establishing a means for DCLS Programs to share resources including courses and faculty.

3. Provide input and expertise for the development of educational and professional standards (professional responsibilities, Body of Knowledge, curriculum and practice models, etc)

4. Maintain ongoing communication with applicable accreditation and certification boards regarding DCLS Standards and facilitate the consistent interpretation of these standards globally.

5. Collaborate with healthcare professionals who support the concept of the DCLS to address issues regarding DCLS programs and employers.

6. Facilitate and maintain standardization and certification of the DCLS through support for task analysis, continuing evaluation of formal educational and applied clinical competencies, and identification of and collaboration with appropriate federally-approved certification boards.

7. Seek resources for financial assistance for DCLS students through scholarships, residency stipend models, or other means from professional, private, and public sectors.

8. Collaborate intra- and inter-professionally to market DCLS practitioners throughout the healthcare industry and to the public.

9. Explore reimbursement for DCLS services and legal issues related to DCLS practice.

Education and Research Fund Board of Trustees Charges
Chair: Louann Lawrence       Board Liaison: Holly Weinberg
Supports scholarly activity dealing with the clinical laboratory profession and provides undergraduate/graduate scholarships.

1. Appoint a trustee to serve on the Awards Committee and to coordinate promotional activities of E&R and Awards, including presentation of E&R awards at the ASCLS Annual Meeting.
2. Identify new methods to increase donations to the Fund from members and industry partners.
3. Advertise and promote grants and scholarships in ASCLS Today, Clinical Laboratory Science, ADVANCE, the ASCLS website, and social media.
4. Provide scholarship information to all MLS/CLS and MLT/CLT programs. Coordinate with the ESA and utilize the constituent society and educators mailing lists to raise awareness of opportunities.
5. Continue to update focus areas targeted for research and funding by E&R and identify ways to encourage additional research in the areas of evidenced based practice, outcomes, patient safety, medical errors, and the advanced practice model.
6. Evaluate the process for selecting grants, scholarships, and professional achievement awards to determine if any improvements should be made to the process.
7. Develop a proposed annual budget to be approved at the annual face-to-face meeting. Develop a plan for funding new scholarships (i.e. DCLS).
8. Evaluate and recommend changes to ensure scholarships are granted where the greatest needs exist.

Government Affairs Committee Charges
Chair: Linda Goossen                     Board Liaison: Cindy Johnson
Vice Chair: Annette Bednar               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. Collaborate with the ASCLS Executive Vice President and Legislative consultant to continue ongoing communication of legislative and regulatory issues to all members via e-mail updates, ASCLS Website, or other means of communication.
2. Develop and disseminate educational materials, including continuing education that will demonstrate how government and legislative issues impact the clinical laboratory professional, working at all levels of practice.
3. Identify an individual(s) from GAC to work with the ASCLS office staff in planning and support of the 2017 Legislative Symposium. Send name(s) to President and Executive Vice President by September 1, 2016.
4. Write articles for Clinical Laboratory Science and ASCLS Today (in collaboration with the ASCLS Legislative Consultant) as requested. Have at least one of these articles outline the activities and importance of the GAC and the accomplishments.
5. Support the ASCLS staff in the analysis and drafting of responses regarding legislative and regulatory initiatives.
6. Provide more frequent communication by providing monthly updates to member community.
7. Create a process to mentor state representatives.

Leadership Academy Committee Charges
Chair: Angela Darby                     Board Liaison: Kim Van Ahsen
Vice Chair: Mallory Janquart            Staff Liaison: Jim Flanigan
Develops and implements the curriculum and activities for an intensive year-long experience in leadership issues facing rising leaders within ASCLS.

1. Leadership Academy Vice-Chair participates on the Leadership Development committee to facilitate collaboration between the 2 committees
2. Publicize the application process for the next year’s Academy class using ASCLS Today, ASCLS Member Forum / Communities, and social media.
3. Work with the Leadership Academy faculty and Board Liaison to review the implementation of the projects from the previous year’s Academy, suggest appropriate changes for future years in content resource requirements for the Academy and report to the ASCLS Board of Directors on status of implementation of projects.
4. Review and ensure the list and resources of all prior year leadership academy projects are available on the ASCLS website
5. Promote leadership academy website resources via the ASCLS Today, ASCLS Member Forum / Communities, and social media
6. Communicate and collaborate with the Leadership Development Committee to ensure that activities and projects support the overall development process within the society.
7. Consider online training before starting the academy (Basics of ASCLS / History of ASCLS)
8. Identify needs of ASCLS as an organization and ensure this is part of curriculum. Focus on ASCLS needs not just professional development

Leadership Development Committee Charges
Chair: Stacey Robinson Board Liaison: Janelle Chiasera
Vice Chair: Buffy Kelly Staff Liaison: Jim Flanigan

Cultivates members to encourage those individuals who have indicated a talent and interest in serving in a leadership position within ASCLS.

1. Appoint a LDC representative to the Awards Committee.
2. Work with Regional Directors to identify leadership development chairs or contacts in each constituent society. In the absence of a formal position within a constituent society, utilize the President for communication updates
3. Continue to develop and/or update leadership development tools and resources available through ASCLS and publicize their availability using ASCLS Today, ASCLS Member Forum / Communities, and social media.
4. 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.
5. Submit a proposal to present a constituent society leadership development session at the annual meeting and CLEC.
6. Communicate regularly with constituent society and regional leadership development chairs and encourage them to promote leadership activities and resources at their constituent society meetings. Hold at least 3 conference calls with this group during the year
7. Ensure 100% participation of constituent societies with the Keys to the Future (KTF) program.
8. Identify new leaders and/or Keys to the Future winners, and ask constituent society Presidents or Regional Directors to solicit articles about these new leaders. These articles may be used for the “state article” submission for the Regional Directors.
9. Partner with the Leadership Academy Committee in identifying nominees for the Leadership Academy class.
10. Identify states where local leadership is struggling or missing. Utilize suggestions from the Root Cause Task force to support the needs of these societies.

**Membership Committee Charges**

**Chair:** Roxanne Alter  
**Board Liaison:** Holly Weinberg  
**Vice Chair – Member Services:** Lucy Wang  
**Staff Liaison:** Andrea Hickey  
**Vice Chair – Member Recruitment:** Leslie Martineau

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

1. Set your goal and develop action plan to grow membership to 30,000 by 2030
2. Continue to design, implement, develop metrics, and evaluate current membership recruitment campaigns
3. Continue to design, implement, develop metrics, and evaluate current membership retention campaigns.
4. Work with all constituent society Presidents and Regional Directors to identify and appoint membership chairs in each constituent society and region.
5. Communicate membership numbers/trends on a set schedule with constituent society and regional membership chairs and encourage them to promote membership at their constituent society meetings through presentations, networking, and involvement with students and new professionals.
6. Work with the New Professionals and New Members Forum, the Diversity Advocacy Council, and the Student Forum to promote membership campaigns and to attract members reflecting the diversity of the profession.
7. Provide a minimum of two articles for ASCLS Today highlighting services and products available to members.
8. Complete the restructure membership categories. Promote and educate leaders and members utilizing the ASCLS Today, Membership Forum and Communities, Social Media, and with special promotional materials for constituent societies for their in-person educational events.
9. Develop a process to mentor state membership representatives. Invite state chairs to join regular committee conference calls.
10. Evaluate options to ensure we are inclusive of other laboratory practitioners; Phlebotomy, Lab Assistants
11. Work with States and Regions to develop a new-member on-boarding process, including process for how states are notified of new members
12. Evaluate the existing regional structure for the membership committee – is this working? Is the GAC model an option to consider (pros and cons)?

**Mentorship Committee Charges**

**Chair:**  
**Board Liaison:** Kim Van Ahsen  
**Vice Chair:**  
**Staff Liaison:** Andrea Hickey

Responsible for running 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. Work with the Leadership Development Committee, New Professionals and New Members Forum, the Diversity Advocacy Council, and the Student Forum to develop mentorship programs that meet the needs of these members
2. Utilize online training options to prep mentors and mentees
3. Develop / update mentorship resources for ASCLS members and promote using the ASCLS Today, Membership Forum and Communities, and social media
4. Explore functionality of the Higher Logic Mentorship Module
5. Provide a minimum of two articles for ASCLS Today highlighting the program.

New Professionals New Members Forum Charges
Chair: Kelcey Harper  
Vice Chair: Elizabeth LeFors
Board Liaison: Savanah Drake  
Staff Liaison: Andrea Hickey

Provides a forum where new professional and new members 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 to meet those needs and wants whenever possible.
1. Identify ASCLS new members and invite into the forum
2. Track the success rate of new members joining the forum
3. Promote forum activities utilization the ASCLS Today newsletter, Membership Forum and Communities, and Social Media
4. Conduct a focus group of new member needs
5. Create some synergies with Student Forum to help students see the next step available to them in ASCLS

P.A.C.E.® Committee Charges
Chair: Brenda Kochis  
Vice Chair: Abra Elkins
Board Liaison: Terese Abreu  
Staff Liaison: Andrea Hickey

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.
1. Continue to work with the ASCLS P.A.C.E.® Coordinator to maintain a quality assurance system and ensure that the approved activities meet the needs of the profession and the needs of licensure constituent societies.
2. Each P.A.C.E.® member will review submitted program proposals as requested and submit recommendations to the P.A.C.E.® Chair in a timely manner.
3. Identify opportunities for new markets for the P.A.C.E.® program.
4. Review the P.A.C.E.® Manual and update as needed.
5. Communicate rules regarding official P.A.C.E.® and ASCLS revenue implications

Patient Safety Committee Charges
Chair: Cathy Otto  
Vice Chair: Lezlee Koch
Board Liaison: Claude Rector  
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. Continue to develop and revalidate existing patient safety tools and resources available through ASCLS and publicize their availability in ASCLS Today, Membership Forum and Communities, and social media as appropriate. During the revalidation, identify articles to support included information, and include that information on the Patient Safety page of the ASCLS website.
2. Coordinate projects with other ASCLS Committees such as Membership Committee, Product Development Committee, Promotion of the Profession Committee, and the Scientific Assembly, as appropriate
3. Design, develop, publish, and distribute new patient safety products as needed
4. Continue to develop and provide patient safety curriculum for faculty to incorporate into the MLS and MLT curricula, coordinating with NAACLS.
5. Support evidence-based research in patient safety and patient safety policies.
6. Identify patient safety research projects and potential collaborators and submit grants to funding agencies (or other funding sources)
7. Work with CDC Laboratory Medicine Best Practices to identify data sources for systematic review and evaluation methods used to conduct reviews of practice effectiveness
8. Strengthen media response to patient safety issues and promote the value of the clinical laboratory profession.
9. Write at least two articles for ASCLS Today highlighting patient safety and the accomplishments and activities of the Committee. (Marketing, Communication)
10. Evaluate new routes to patient safety committee initiatives
   a. Test utilization
   b. Choose Wisely
   c. Harmonization
   d. Interdisciplinary approach – develop programs for RNs and MLS
   e. IOM Report – How can laboratory help improve patient outcomes

**Political Action Committee Charges**

Chair: Linda Hickok
Vice Chair: Stephanie Rink
Board Liaison: Maddie Josephs
Staff Liaison: Jim Flanigan

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.

1. Annually identify a priority for funding support with input from the ASCLS Legislative Consultant
2. Mentor state representatives in the processes and requirements around conducting PAC donation campaigns at the state and regional level
3. Promote resources and activities via the ASCLS Today newsletter, Membership Forum and Communities, and Social Media as appropriate
4. At the beginning of the ASCLS year establish a stretch goal for fundraising and develop action plan to achieve

**Product Development Committee Charges**

Chair: Lindsey Davenport-Landry
Vice Chair: Toula Castillo
Board Liaison: Kristen Croom
Staff Liaison: Karrie Hovis

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

1. Assist the Director of Professional Development and Project Management in identifying specific topics and authors for development of educational products including online courses. Continue to develop educational programs and products in response to new advances in the profession.
2. Continue to develop the APP, identifying APP teams and writers to link users to news and information regarding innovations in our community.
3. Continue to collaborate with other organizations to provide educational opportunities. Consider partnerships outside of the laboratory community, such as other healthcare related professions.
4. Write at least one article for ASCLS Today describing new products, and promote new products through the ASCLS Membership Forum and Communities, as well as social media as appropriate.
5. Collaborate with LDC in creation of educational modules geared to be a resource for constituent societies
6. Establish an ongoing process to identify product needs common to a number of ASCLS committees to prevent overlapping work efforts

Promotion of the Profession Committee Charges
Chair: Michelle Moy          Board Liaison: Elizabeth Warning
Vice Chair: Alice Hawley     Staff Liaison: Karrie Hovis

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. Appoint a PPC representative to the Awards Committee
2. Continue to develop and update promotional tools and resources available through ASCLS and publicize their availability in ASCLS Today, Membership Forum and Communities, and social media as appropriate.
3. Collaborate with other clinical laboratory organizations to demonstrate the value of the profession to ourselves, other healthcare professions and to the public.
4. Promote consumer advocacy among members as a means to demonstrate the value of the clinical laboratory profession to the general public.
5. Utilize the ASCLS blog “The Bench Connection” to share ideas and engage conversations on promoting the profession.
6. Write two articles for ASCLS Today highlighting the activities of the PPC committee.
7. Work with the Director of Professional Development and Project Management to promote ASCLS materials for MLPW and provide resources for members with MLPW activities.
8. Coordinate the Promotion of the Profession Fundraising Competition and coordinate with the Awards Committee on the presentation of awards at the ASCLS Annual Meeting.
9. Develop a fund-raising campaign for an appropriate charitable organization to be held in conjunction with the annual meeting
10. Collaborate with other ASCLS committees/forums and collaborate to assist with and identify endeavors that require promotional activities.
11. Engage ASCLS on other websites ie new MCS Lab science careers. Extend charge to further develop that web site

Scientific Assembly Charges
Chair: Susan Stalewski       Board Liaison: Kristen Croom
Vice Chair: Estelle Ninneman  Staff Liaison: Karrie Hovis

Serves to provide expert consultation and technical reviewers for such areas as examinations, conventions, continuing education, etc. in discipline-related areas.

1. Appoint a SA representative to the Awards Committee
2. Facilitate ways to empower our members to provide clinical laboratory science expertise to the public.
3. Monitor activities of SA sections discussion group/member community. Identify those sections that may require help in strengthening activities and assist them with developing a plan for communicating with and engaging members.
4. Solicit a nominee for the Professional Achievement Award from EACH Scientific Assembly by working with the chairs of each SA and other individuals such as constituent society presidents. Coordinate awards process with the Awards Committee.
5. Identify factors which have led to the lack of nominees and develop approaches to remove obstacles.
6. Work with the Director of Membership to develop a method to welcome each ASCLS member as soon as they sign up for a specific SA section.
7. Ensure that each SA welcomes new ASCLS members to the section. Promote the use of the Online Communities to foster involvement in the SA.
8. Call for middle level education curriculum
9. ESA to reach out to non-members at CLEC to encourage them join
10. Review SA mission
11. Create awareness of SA role

**Individual SA Chairs:**
1. Communicate with SA members on a regular schedule.
2. Welcome each new SA member and first-time attendee to the Annual meeting
3. Identify authors for scientific and technical articles on recent developments in each laboratory discipline to be published in ASCLS Today. At least one article should be submitted for the ASCLS today newsletter by the deadline assigned by the SA Coordinator.
4. Identify methods to increase membership, diversity, and activity in each Scientific Assembly.
5. Identify significant scientific developments and make recommendations on strategies to respond through educational programs (Abstract and Program Proposal Review Committee – APRC) and product development and APP content (Product Development Committee).
6. Work with the APRC to solicit proposals for the Annual Meeting and identify presenters for sessions at the ASCLS Annual Meeting.
7. Provide expert consultation for the Patient Safety Committee, Product Development Committee APP, CDC Laboratory Medicine Best Practices initiative, Clinical and Laboratory Standards Institute, Consumer Information Web Team, Government Affairs, and other Committees/Forums/Organizations that may need technical consultation.

**Student Forum Charges**
Chair: Maria Rodriguez     Board Liaison: Terese Abreu
Vice Chair: Erin Barger     Staff Liaison: Andrea Hickey

The Student Forum shall coordinate the involvement and interest of students of clinical laboratory science in this Society
1. By September 1st: Recommend to the President-Elect a student member to each of the following committees: Bylaws; Awards; Government Affairs Committee, Leadership Development Committee, Membership Committee, Product Development Committee, Patient Safety Committee, Promotion of the Profession Committee. (The ASCLS Board of Directors must approve all appointments).
2. Develop and implement a plan to update graduates’ email addresses to facilitate communication after graduation.
3. Work with the New Professional and New Member Forum and the Membership Committee to develop strategies to increase student memberships, and to convert Student members to First Year Professional Membership.
4. Update documents that ASCLS can provide to campus Medical Laboratory Science clubs.
5. Continue to develop and update student tools and resources available through ASCLS in collaboration with the New Professional and New Member Forum, including the ASCLS Student Guide, and publicize their availability in ASCLS Today, Membership Forum and Communities, and social media as appropriate.

6. Develop additional opportunities for student member involvement in the ASCLS Legislative Symposium and Annual Meeting. (Membership)

7. Prepare an article and submit photos on student activities, topics of interest or concern for three issues of ASCLS Today.

8. Identify and coordinate fundraising activities for Student travel scholarships.

9. Create some synergies with New Member New Professional Forum to help students see the next step in their ASCLS journey.