

ASCLS Committee Charges 2019-2020

General Charges to all Committees and Forums:

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

Abstract and Proposal Review Committee Charges

Chair: Stacey Robinson

Vice Chair: Rachel Morris

Board Liaison: Terese Abreu

Staff Liaison: Melanie Giusti

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

Annual Meeting Steering Committee Charges

Chair: Lynne Williams

Vice Chair: Josh Pulido

Past-Chair: Jillene Collins

Board Liaison: Cindy Johnson

Staff Liaison: Melanie Giusti

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

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

Ascending Professional Forum Charges

Chair:

Vice Chair:

Board Liaison: Elizabeth LeFors

Staff Liaison: Andrea Hickey

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

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

Awards Committee Charges

Chair: Suzanne Campbell

Vice Chair: Scott Aikey

Board Liaison: Region VIII Director

Staff Liaison: Julia O'Donnell

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

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

Body of Knowledge Committee Charges

Chair: Janice Conway-Klaassen

Vice Chair: Susan Stalewski

Board Liaison: Janelle Chiasera

Staff Liaison: Melanie Giusti

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

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

Bylaws Committee Charges

Chair: Shannon Billings

Vice Chair: Mary Gourley

Board Liaison: Kim Von Ahsen

Staff Liaison: Jim Flanigan

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

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

Clinical Laboratory Educators Conference Steering Committee

Chair: Dana Bostic

Vice Chair: Hassan Aziz

Past-Chair: Candy Grayson

ASCLS EVP: Jim Flanigan

Staff Liaison: Melanie Giusti

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

Developing Professionals Forum Charges

Chair:

Vice Chair:

Board Liaison: Elizabeth LeFors

Staff Liaison: Andrea Hickey

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

Diversity Advocacy Council:**Chair:** James March Mistler**Vice Chair:** Miles Tompkins**Board Liaison:** Kim Von Ahsen**Staff Liaison:** Andrea Hickey

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

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

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

Coordinates activities related to establishing DCLS programs.

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

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

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

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

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

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

1. Create a process to mentor state GAC representatives.

Leadership Academy Committee Charges

Chair: Suzanne Butch

Vice Chair:

Board Liaison: Janelle Chiasera

Staff Liaison: Jim Flanigan

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

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

Leadership Development Committee Charges

Chair: Kathy Doig

Vice Chair: Carol Rentas

Board Liaison: Jean Bauer

Staff Liaison: Jim Flanigan

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

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

Marketing and Communications Committee Charges

Chair: Rebecca Rogers

Vice Chair: Brandy Greenhill

Board Liaison: Secretary/Treasurer

Staff Liaison: Julia O'Donnell

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

Membership Committee Charges

Chair: Melissa Dumolin

Vice Chair – Member Services: Cherika Robertson

Vice Chair – Member Recruitment: Brooke Solberg

Board Liaison: Jean Bauer

Staff Liaison: Andrea Hickey

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

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

Mentorship Committee Charges

Chair: Heather McLaughlin

Vice Chair: Kelcey Harper

Board Liaison: Kristen Croom

Staff Liaison: Andrea Hickey

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

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

Professional Acknowledgment for Continuing Education P.A.C.E.® Committee Charges

Chair: Julie Bayer-Vile

Vice Chair: Katie Franz

Board Liaison: Beth Warning

Staff Liaison: Andrea Hickey

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

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

Patient Safety Committee Charges

Chair: Stacy Walz

Vice Chair: Brandy Gunsolus

Board Liaison: Kristen Croom

Staff Liaison: Jim Flanigan

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

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

Political Action Committee Charges

Chair:

Vice Chair:

Board Liaison: Beth Warning

Staff Liaison: Jim Flanigan

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

Product Development Committee Charges

Chair: Samantha Treutel

Vice Chair: Michelle Campbell

Board Liaison: Region I Director

Staff Liaison: Andrea Hickey

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

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

Promotion of the Profession Committee Charges

Chair: Alice Hawley

Vice Chair: Jonathan Stanford

Board Liaison: Region I Director

Staff Liaison: Julia O'Donnell

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

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

Scientific Assembly Coordinator Charges

Coordinator: Susan Stalewski

Vice-Coordinator: Elizabeth Dahlgren

Board Liaison: Kim Von Ahsen

Staff Liaison: Melanie Giusti

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

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