

AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE - WASHINGTON

AFFILIATE OF THE

AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE

**HANDBOOK FOR THE
OFFICERS AND COMMITTEES**

FIRST EDITION 1964

REVISED 1973

REVISED 1980

REVISED 1989

REVISED 1994

REVISED 2001

REVISED 2011

TABLE OF CONTENTS

	Page
Contents	
ASCLS-WA Mission Statement	1
Strategic Plan	1
ASCLS Mission Statement	1
Vision Statement	1
Code of Ethics	2
Pledge to the Profession	2
ASCLS-WA and District Society Charters	3
ASCLS-WA District Society Boundaries	4
ASCLS-WA Society Presidents	5
Governance Overview	
ASCLS-WA Board of Directors	7
Purpose	7
Composition	7
Committees	7
Duties	8
House of Delegates	
ASCLS-WA Representation	9
ASCLS Representation	10
ASCLS-WA Board of Directors Position Descriptions	
President	11
President-elect	14
Secretary	17
Treasurer	19
Board Liaison	22
Seminar Board Liaison	23
District Society President/Representative	25
ASCLS-WA Committees – Active	
Overview and general information	27
Awards	29
Constitution and Bylaws	32
Finance	34
Legislative/Government Affairs	36
Membership Development	37
Nominations and Elections	40
P.A.C.E. Administrator	42
Publications/LabOratory	
Scholarship	44
ASCLS-WA Committees - Inactive (no descriptions available)	
Career Recruitment and Vocational Guidance	
Personnel Relations	
Public and Professional Relations	
Scientific Assembly	
Student Delegate Advisor	
Student Delegate	
Student Delegate Application	

ASCLS-WA MISSION STATEMENT

The mission of the American Society for Clinical Laboratory Science - Washington (ASCLS-WA) is to be the primary source for clinical laboratory science education, information and advocacy in Washington State.

ASCLS-WA STRATEGIC PLAN

- § Assure education for laboratorians so that quality health care may be provided at all clinical laboratory sites in this state.
- § Monitor, evaluate, and act upon legislation that affects our profession on a national and state level; and continue to pursue personnel licensure.
- § Explore resources to support our licensure efforts and increase our membership through more district activities.
- § Increase unity among laboratorians in the legislative arena, in career recruitment, and to reach common goals for professional recognition.

ASCLS MISSION STATEMENT

The mission of the American Society for Clinical Laboratory Science (ASCLS) is to promote the profession of clinical laboratory science and provide beneficial services to those who practice it. To enable its members to provide quality services for all customers, the society is committed to the continuous quest for excellence in all its activities.

ASCLS VISION STATEMENT

The American Society for Clinical Laboratory Science (ASCLS), as the preeminent organization for clinical laboratory science practitioners, provides dynamic leadership and vigorously promotes all aspects of clinical laboratory science practice, education and management to ensure excellent, accessible cost-effective laboratory services for the consumers of health care.

ASCLS CODE OF ETHICS

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 judgement 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 Colleagues 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 care professionals with the primary objective 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 others
- § Uphold and maintain the dignity and respect of our profession
- § Seek to establish cooperative and respectful working relationships with other health professionals
- § Contribute to the general well being of the community.

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

**AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE – WASHINGTON
(ASCLS-WA)**

Washington was the 37th State to receive a Charter from the American Society for Clinical Laboratory Science (formerly American Society for Medical Technology). The charter was issued in 1948. The Articles of Incorporation were issued by Earl Coe, Secretary of State of Washington, on March 30, 1948.

DISTRICT SOCIETIES

DISTRICT	YEAR CHARTERED
TACOMA/OLYMPIA	1951
SEATTLE	1951
SPOKANE	1949
NORTH CENTRAL	1951
NORTH PUGET SOUND	1970
SOUTHWEST	1972
COLUMBIA BASIN	1977

DISTRICT BOUNDARIES

Columbia Basin District

Includes the geographical area bounded on the West by a line drawn from the Dalles, Oregon, north to the Canadian-United States border and to include only that part which is south of Cle Elum; on the North by a line drawn from Ritzville west through Cle Elum to intersect with the western boundary; on the East by a line drawn from Ritzville south through Dayton to the Washington-Oregon border; on the South by the Washington-Oregon border.

North Central District

Includes the geographical area bounded on the West by a line drawn from the Dalles, Oregon north to the Canadian-United States border to include only that part which is north of Cle Elum; on the North by the Canadian-United States border; on the East by a line drawn from Grand Forks, B.C., south to Ritzville; on the South by a line drawn from Ritzville west through Cle Elum to intersect with the western boundary.

North Puget Sound District

Includes the geographical area bounded on the West by the Pacific Ocean; on the North by the Canadian-United States border; on the East by the line drawn from the Dalles, Oregon, north to the Canadian-United States Border; on the South by the line drawn from Kalaloch, Washington, due east until it intersects the previously mentioned eastern boundary line, but not to include any of King County.

Seattle District

Includes the geographical area contained in King County.

Southwest District

Includes the geographical area bounded on the West by the Pacific Ocean; on the North by a line drawn from Westport, Washington, due east until it intersects the Eastern boundary; on the East by a line drawn from the Dalles, Oregon, north to the Canadian-United States border; on the South by the Washington-Oregon border.

Spokane District

Includes the geographical area bounded on the West by a line drawn from Grand Forks, B.C., south to Ritzville south through Dayton, Washington to the Washington-Oregon border; on the North by the Canadian-United States border; on the East by the Washington-Idaho border; on the South by the Washington-Oregon border, Ritzville is to be included in this area.

Tacoma/Olympia District

Includes the geographical area bounded on the West by the Pacific Ocean; on the North by a line drawn from Kalaloch, Washington, due east until it intersects the Eastern boundary, but not, to include any of King County; on the East by a line drawn from the Dalles, Oregon, north to the Canadian-United States border; on the South by a line drawn from Westport, Washington, due east until it intersects the Eastern boundary.

SOCIETY PRESIDENTS

PAST PRESIDENTS	YEAR SERVED	CONVENTION SITE
Neva Lyness Johns	1948-49	
Eugene Schneider	1949-50	
Winogene McIntyre	1950-51	
Ruth M. Church	1951-52	Fall:Seattle
		Spring:Wenatchee
Jacqueline Bahrenburg	1952-53	Fall:Yakima
		Spring:Tacoma
Lucille F. Larson	1953-54	Fall:Seattle
		Spring:Spokane
Verna L. Williams	1954-55	Olympia
Warren Brown	1955-56	Richland
Bernice Fallis	1956-57	Tacoma
Frances Fitzpatrick	1957-58	Spokane
Jean Anderson	1958-59	Seattle
Bonnie Eyrich	1959-60	Wenatchee
Marion McMartin	1960-61	Bellingham
Carol Pinneo	1961-62	Spokane
Esther Misterek	1962-63	Tacoma
MaryBelle Harvey Thompson	1963-64	Seattle
Dolores Sherman	1964-65	Wenatchee
Patricia Wood	1965-66	Spokane
Joe Bacchi	1966-67	Tacoma
Kathryn Flohr	1967-68	Seattle
Ruth Bradley	1968-69	Spokane
Margaret Sprause	1969-70	Union
Joan Carlson	1970-71	Seattle
Rosalee McGourin	1971-72	Spokane
Ivan Budd	1972-73	Seattle
Miriam Williams	1973-74	Yakima
Arnold Fox	1974-75	Tacoma
Esther Klevin	1975-76	Vancouver
Marilyn Lloyd	1976-77	Spokane
Mary Nolan	1977-78	Vancouver
Beryl Burgoyne	1978-79	Tacoma
Thelma Mosebar	1979-80	Seattle
Mary Anne Aspinwall	1980-81	Spokane
Brenda Kochis	1981-82	Seattle
Yvette Jorgenson	1982-83	Portland
Leonard Kargacin	1983-84	Seattle
Cheryl Pierce	1984-85	Spokane
Dana Duzan	1985-86	Tri-Cities
Cathy Smalley	1986-87	Seattle
Sue Miller	1987-88	Everett
Gail Apley	1988-89	Spokane
Wayne Ketchersid	1989-90	Olympia

Sandy Porter	1990-91	Seattle
Donna Reinbold	1991-92	Kennewick
Sharon Morey	1992-93	Spokane
W. Dan Miller	1993-94	Everett
Rhonda Pikelnny	1994-95	Bellevue
Shirley Krehbiel	1995-96	Olympia
Greg Metzger	1996-97	Spokane
Don Kuhn	1997-98	Yakima
Greg Metzger	1998-99	Everett
Linda Brinkley Breiwick	1999-00	Seattle
Debbie Wall	2000-01	Spokane
Joyce Behrens	2001-02	Everett
Patty Bound	2002-03	Pasco
Margie Vaccaro	2003-04	Vancouver
Glenlee James	2004-05	Spokane
Carol Anderson	2005-06	Seattle
Molly Morse	2006-07	Kennewick
Mary-Helen Carroll	2007-08	Lynnwood
Mary-Helen Carroll	2008-09	Spokane
Molly Morse	2009-10	Lynnwood
Donna Reinbold	2010-11	Vancouver
Marianne Strnad	2011-12	

ASCLS-WA BOARD OF DIRECTORS

PURPOSE

The purpose of the Board of Directors is to represent ASCLS-WA when the ASCLS-WA House of Delegates is not in session.

QUALIFICATIONS

Only active members are eligible to serve on the Board of Directors.

COMPOSITION

Voting members of the Board:

President*

Immediate Past President*

President-Elect*

Secretary*

Treasurer*

Board Liaisons, if utilized (3 members at large selected by President to serve as committee liaisons)

Seminar Board Liaison

District Society Presidents/Representative (if a district society president is not an active ASCLS-WA member, the district society is empowered to elect an active ASCLS-WA member to represent them on the Board of Directors.)

***Executive Board of Directors**

Standing Committees:

Awards

Career Recruitment (not currently active)

Children's Miracle Network (CMN)

Constitution and Bylaws

Finance

Legislative

Membership Development

P.A.C.E.

Public and Professional Development (not currently active)

Publications/LabOratory

Scholarship

Scientific Assembly (not currently active)

Administration

Biochemistry/Ligand Immunoassay/Urinalysis

Consultants

Cytology

Education

Hematology/Hemostasis

Histology

Immunology/Immunohematology

Industry

Inspector/Surveyor

Microbiology

Phlebotomy
Student Delegate Advisor (not currently active)
Student Forum (not currently active)
Student Delegate Selection (not currently active)

Special Committees:

Any other committee ordered by the House of Delegates or the Board

DUTIES AND FUNCTIONS

- A. The Board of Directors is vested with the properties, control, management of all affairs and funds of ASCLS-WA, and has power and authority to do and perform all acts and functions not inconsistent with the Constitution and Bylaws or with any action taken by the ASCLS-WA House of Delegates.
- B. When the House of Delegates is not in session, the Board of Directors acts on matters that require immediate attention. A report of all such matters and action taken shall be made to the next session of the ASCLS-WA House of Delegates.
- C. A quorum consisting of one-third of the voting members of the Board of Directors shall be present for business to be conducted.
- D. The Board of Directors designates which officers shall be remunerated and the amount of such remuneration and shall refund necessary expenses incurred by officers and members of committees in the service of the Society.
- E. The committee chairs are appointed by the President and report to the Board directly or through the Board Liaison designated by the President. Written reports are made at the Board Meetings and to the House of Delegates at its Annual Spring Business meeting.
- F. The President, who presides at the Annual Spring Business meeting, serves as the Chair of the ASCLS-WA Delegation to the ASCLS House of Delegates.

MEETINGS

It has been the practice to hold three Board meetings per year including one held immediately before the ASCLS-WA Annual Meeting. The time and place of these meetings is left to the discretion of the President. The President, or any other officer of this Society, may call meetings of this Board, provided proper notice stating purpose and place of the meeting is made to the respective members, prior to such meetings.

ASCLS-WA HOUSE OF DELEGATES

REPRESENTATION

According to Article VIII of the ASCLS-WA Bylaws the membership of the House of Delegates consists of the Board of Directors and the delegates elected by the District Societies. Active, emeritus and student members can serve as delegates to the ASCLS-WA House. Each District Society may elect one delegate and one alternate for every ten active members. The computation is made from the list of active and emeritus members thirty days before the opening day of the ASCLS-WA Annual Meeting. A District Society that exceeds 125 members may send one delegate for every twenty active members above 125. Each District Society may send at least one delegate and one student delegate.

The members of the ASCLS-WA Board of Directors are not included in the quota of delegates of their district society.

The following table may be used to determine the number of delegates from a given district:

ACTIVE AND EMERITUS MEMBERS	DELEGATES	ALTERNATES
1-14	1	1
15-24	2	2
25-34	3	3
35-44	4	4
45-54	5	5
55-64	6	6
65-74	7	7
75-84	8	8
85-94	9	9
94-104	10	10
105-114	11	11
115-124	12	12
125-144	13	13
125-164	14	14
165-184	15	15

The Secretary of each district society is to send a list of delegates and alternates from their society, with addresses and ASCLS membership numbers, to the Secretary of ASCLS-WA two weeks before the Annual Meeting.

If less than the quota of delegates and alternates from the district society are present, then the district president or another officer from that district society may choose from eligible active members present to fill the quota. If necessary, the President of ASCLS-WA may name these delegates.

A quorum of the House of Delegates is a majority of its accredited members present at the House of Delegates Annual or Spring Meeting. The accredited members of the House of Delegates consists of the Board of Directors and the delegates elected by the District Societies.

ASCLS HOUSE OF DELEGATES

REPRESENTATION

According to Article IX of the ASCLS-WA Bylaws the President and the President-Elect are members of the President's Council of ASCLS. Since our meeting is held before the annual meeting of ASCLS, these are actually the immediate Past-President and the newly installed President.

The society is entitled to four (4) delegates [the current President and President-elect (incoming President for the next year), one (1) new professional delegate, and one (1) student delegate] **plus** one (1) delegate per each 50 professional and emeritus members or major fraction thereof as of thirty days prior to the ASCLS Convention.

Each district society of this Society shall select delegates and alternates according to the following table. In the event that a district society does not have the allotted number of elected delegates, the ASCLS-WA President shall appoint delegates for the duly elected alternates of the other district societies.

ACTIVE AND EMERITUS MEMBERS	DELEGATES	ALTERNATES
36-75	1	1
76-125	2	2
126-175	3	3
176-225	4	4
226-275	5	5
276-325	6	6
326-375	7	7
376-425	8	8
426-475	9	9
476-525	10	10
526-575	11	11

The total number of delegates is exclusive of the ASCLS officers, members of the ASCLS Board of Directors, and members of the President's Council having residence in the State of Washington. Therefore, in addition to the allotted delegates, ASCLS-WA is entitled to representation by the President or alternate, President-Elect or alternate and one student delegate or alternate. The President-Elect-Elect is automatically one of the delegates.

If the combined number of delegates and alternates present at the ASCLS Annual Meeting is less than the quota allowed, the ASCLS-WA President, or in his/her absence, another officer of ASCLS-WA shall fill the quota from eligible active or emeritus members of ASCLS-WA present at the meeting. When necessary, the President of ASCLS will name these delegates. Delegates will be credentialed according to current ASCLS policy.

NOTE: Delegates are expected to attend the House of Delegates and other appropriate meetings or functions assigned by the State President.

OFFICE OF THE PRESIDENT

TERM OF OFFICE

The President serves for one year. The term begins from the adjournment of the ASCLS National House of Delegates meeting of one year to the adjournment of the following ASCLS National House of Delegates meeting.

QUALIFICATIONS

The President must have served as President-Elect the Proceeding year. Only Professional I or Professional II active members and emeritus members who have been in this Society at least one year and are in good standing are eligible to hold office or to serve on the Board of Directors. The President-Elect must have served on the Board of Directors for at least one year. One who no longer qualifies as an active or emeritus member forfeits any office held in this Society.

DUTIES

The President is the chief executive of the American Society for Clinical Laboratory Science - Washington. The President's duties are to:

A. Meetings

1. Preside at all meetings of the Board of Directors and House of Delegates.
2. Establish dates of the interim (generally 3 per year) and any special Board of Directors meetings needed
 - i. Summer Board Meeting – held at a time during the summer convenient for current ASCLS-WA leadership. This meeting is sometimes called the ASCLS-WA Leadership Conference.
 - ii. Fall Board Meeting – held in conjunction with the Northwest Medical Laboratory Symposium
 - iii. Winter Board Meeting – held in January or February in different location of the state than the Spring Meeting
 - iv. ASCLS-WA House of Delegates – held in conjunction with the Spring Meeting
3. Prepare agendas for all such meetings.
 - i. Supply the necessary information to all Board Members and Committee Chairs.
 - ii. The Notices should be sent at least three weeks prior to the meeting.
4. Establish Interim Meeting and Annual Meeting report deadlines for ASCLS-WA Officers, Board Liaisons (if positions are utilized), and committee chairs.
 - i. Reports are to be submitted to the Secretary for duplication and distribution at the meetings.
 - ii. The report deadline should be chosen in consultation with the Secretary.
 - iii. Any ASCLS-WA officer or committee chair not meeting the deadline is responsible for bring the requested number of copies of the report to the meetings

B. Reports

1. Make a complete report of the yearly activities of the Society, in writing, at the ASCLS-WA Annual Meeting.

C. Appointments

1. Appoint the chairs of the standing committees, special committees, and sections of the Scientific Assembly (if Scientific Assembly is active). Refer to the specific committee for the duration of the term of the appointment.
 - i. It is important to always include new members as committee chairs or on committees so they can be mentored. It is recommended that members not get “locked” into positions by always doing the same job. This discourages “new blood” and discourages different viewpoints and mentoring.

2. It is recommended that appointments be made prior to the Annual Meeting and should be made within one month after installation.
 3. Make sure that appointees understand and are agreeable to the responsibilities of the position they are to assume.
 4. Make certain all appointees have a copy of the ASCLS-WA Leadership Handbook or appropriate sections.
 5. A form supplied by ASCLS is to be completed and returned immediately upon receipt listing the officers, committee chairs, and district society presidents. It is imperative that ASCLS receive this information as soon as it is available so that State and National Directories can be made up and distributed.
- D. Leadership Directory
1. Make up address and telephone lists of all officers and appointed ASCLS-WA representatives to distribute within the State and to publish in LabOratory.
- E. LabOratory
1. Prepare and submit an item for each issue of LabOratory.
- F. Region IX Council
1. Reports to the Region IX Director.
 2. Represent ASCLS-WA on the Region IX Council
 3. Attend all Region IX Council meetings or send a designated representative.
- G. ASCLS House of Delegates
1. Furnish the ASCLS Credentials Committee with a list of names, addresses and ASCLS numbers for the delegates and President's Council attending the National Meeting. A form will be provided by the ASCLS Credentials Committee.
 2. With the President-Elect, or alternate, represent ASCLS-WA on the ASCLS President's Council and attend all meetings recommended for the President's Council.
- H. District Society Meetings
1. Be available to attend district society meetings or send a designated representative.
- I. President's File
1. Keep materials received from previous President in order.
 2. Add reports, newsletters, correspondence, Bylaws, etc. as indicated.
 3. Deliver to successor no later than one month after the expiration of the term of office.
- J. Correspondence
1. Send copies of all official correspondence to the President-Elect.
 2. Send copies of all correspondence with National or Region IX to the Region IX Director.
- K. Other Duties
1. Perform all duties customary and necessary to the office
 2. Answer all mail
 3. Ascertain that all officers, chairs and committees are functioning properly
 4. Perform tasks assigned by the Board of Directors or the House of Delegates
 5. Review Leadership mailings in a timely manner and answer all ASCLS requests for action.
 6. Distribute information pertinent to ASCLS-WA members from the leadership mailings or any other source.
 7. Assist the President-Elect to plan and conduct the Summer Leadership Conference
 8. One month after the expiration of the term, the President shall deliver to the successor all Society properties.
 9. Check Spring Seminar guidelines and NWMLS guidelines for tasks pertinent to these meetings, when in Washington state.

The office of President is an important position and the individual chosen needs to be an open-minded, creative leader accepting new challenges and devising ways in which to improve and expand the Society and the role we play in laboratory medicine.

OFFICE OF THE PRESIDENT TIME COMMITMENT EXPECTATIONS:

Month	Activity with President-elect	Approximate Time Commitment
May	Plan Leadership Conference / Summer Board Meeting to be held in Summer/early Fall	4 hours planning 8 hours meeting + travel
June / July	Appoint Committee Chairs and Board Liaisons	3 hours
August	Update Leadership Directory	1 hours
September	Prepare agenda for Fall Board Meeting & send to Secretary for mailing Prepare ASCLS-WA report for Region IX Council Meeting	1 hour 1 hour
October	Fall Board Meeting at NWMLS Region IX Council Meeting	2 hours + travel 2 hours
November	Act on action items from Fall Board Meeting	2 hours
December	Prepare agenda for Winter Board Meeting to be held in January or February & send to Secretary for mailing	1 hour
January/February	Winter Board Meeting Prepare report for Region IX Council Meeting Region IX Council Meeting Submit award nominations to ASCLS Write letter for nomination for ASCLS Member of the Year	8 hours + travel 1 hour 8 hours + travel 1 hour 1 hour
March	Prepare agenda for Spring Board Meeting and Annual House of Delegates Meeting and send to Secretary for mailing	2 hours
April	Spring Meeting Board Meeting and House of Delegates	4 hours + travel
May	Act on action items from meetings	2 hours
June	Prepare ASCLS-WA yearly report for ASCLS House of Delegates	1 hour
July-August	Assist President-Elect with Leadership Conference Get President's File in order and pass on to new President	4 hours 2 hours

OFFICE OF THE PRESIDENT-ELECT

TERM OF OFFICE

The President-Elect serves for one year and automatically assumes the office of President in the event of a vacancy of the President's position. If the President-Elect is needed to fill a vacancy for the office of President, s/he will still be come President for the year for which they were originally elected.

QUALIFICATIONS

The President-Elect must have been an active member in good standing for at least one year prior to taking office, and should have served on the Board of Directors for one year. Only Professional I or Professional II active members and emeritus members who have been in this Society at least one year and are in good standing are eligible to hold office or to serve on the Board of Directors.

DUTIES

The President-Elect duties are to:

- A. Assume the presidential responsibilities if, for any reason, the President cannot perform their duties.
- B. Work closely with the President so continuity can be maintained from one year to the next.
- C. Meetings
 1. Attend all meetings of the Board of Directors and House of Delegates.
 - i. Summer Board Meeting – held at a time during the summer convenient for current ASCLS-WA leadership. This meeting is sometimes called the ASCLS-WA Leadership Conference.
 - ii. Fall Board Meeting – held in conjunction with the Northwest Medical Laboratory Symposium
 - iii. Winter Board Meeting – held in January or February in different location of the state than the Spring Meeting
 - iv. ASCLS-WA House of Delegates – held in conjunction with the Spring Meeting
- D. Appointments
 1. Make certain all appointees have a copy of the ASCLS-WA Leadership Handbook or appropriate sections.
 2. Unofficially appoint the chairs of the standing committees, special committees, and sections of the Scientific Assembly (if Scientific Assembly is active) for the following year. Refer to the specific committee for the duration of the term of the appointment.
 - i. It is important to always include new members as committee chairs or on committees so they can be mentored. It is recommended that members not get “locked” into positions by always doing the same job. This discourages “new blood” and discourages different viewpoints and mentoring.
 3. Make sure that appointees understand and are agreeable to the responsibilities of the position they are to assume the following year.
 4. Make certain that all appointees work with the current chair of the committee that they will lead the following year.
- E. Region IX Council
 1. Represent ASCLS-WA on the Region IX Council.
 2. Will serve as an office on the Region IX Council.
 3. Attend all Region IX Council meetings.
- F. ASCLS House of Delegates
 1. With the President, or alternate, represent ASCLS-WA on the ASCLS President's Council and attend all meetings recommended for the President's Council.
- G. District Society Meetings
 1. Be available to attend district society meetings.

H. ASCLS-WA Leadership Seminar

1. Determine the date of the Leadership Seminar after consulting with the ASCLS-WA Board. This meeting is generally held in the Summer (see meetings above).
2. Plan the agenda for Leadership Seminar
3. May be asked to plan a Leadership session for the ASCLS-WA Spring Meeting.

I. Finance Committee

1. The President-Elect acts as the Chair of this committee.
2. Members of this committee consist of the current President, President-Elect, Treasurer, and may include the Past-President.
3. The President-Elect prepares the budget for the year s/he will serve as President
4. Present the proposed budget at the Winter Board Meeting.
5. The proposed budget is adopted at the Spring Board Meeting/ASCLS-WA House of Delegates

J. Other Duties

1. Act as the liaison for the District Presidents
 - i. Correspond with the District Presidents to establish good communication and to offer assistance and ideas.
 - ii. Urge each District President to write District reports respecting the deadlines established by the ASCLS-WA and Secretary or to send a representative if s/he is unable to attend.
 - iii. Urge each District President to attend all ASCLS-WA Board Meeting and the House of Delegates.
2. Perform tasks assigned by the President, Board of Directors, or the House of Delegates

K. The office of President-Elect is meant to be a year for preparation to take over the President's position for following year. Since this position, and that of the President, involved conducting many formal meetings, a good working knowledge of Robert's Rules for Handling Meetings is essential.

TIME COMMITMENT EXPECTATIONS – see following page

OFFICE OF THE PRESIDENT-ELECT TIME COMMITMENT EXPECTATIONS:

Month	Activity with President	Approximate Time Commitment
May	Plan Leadership Conference / Summer Board Meeting to be held in Summer/early Fall	4 hours planning 8 hours meeting + travel
June / July	Appoint Committee Chairs and Board Liaisons for upcoming year	2-3 hours
August	Update Leadership Directory	1 hours
September	Assist President in preparation of agenda for Fall Board Meeting	1 hour
October	Fall Board Meeting at NWMLS Region IX Council Meeting	2 hours + travel 2 hours
November	Act on action items from Fall Board Meeting, if needed	Varies with assignments
December	Assist President in preparation of agenda for Winter Board Meeting to be held in January or February	1 hour
January/February	Winter Board Meeting Region IX Council Meeting	8 hours + travel 8 hours + travel
March	Assist President in preparation of agenda for Spring Board Meeting and Annual House of Delegates Meeting	1 hours
April	Spring Meeting Board Meeting and House of Delegates	4 hours + travel
May	Act on action items from meetings, if needed	Varies with assignments
June/July/August	Implement plans for Leadership Conference Get President's File in order for upcoming year	2 hours

OFFICE OF THE SECRETARY

TERM OF OFFICE

The Secretary is elected for one year, but may be re-elected for another year. The maximum term is for two consecutive years. The term may be extended at the discretion of the Executive Board of Directors and the willingness of the person to continue in the position. Care should be taken that members not get “locked” into positions by always doing the same job. If someone new is interested in serving as Secretary, the new person should be given the opportunity to serve.

QUALIFICATIONS

The Secretary must be an active member in good standing of this Society for at least one year prior to election of this office. Only Professional I or Professional II active members and emeritus members who have been in this Society at least one year and are in good standing are eligible to hold office or to serve on the Board of Directors.

DUTIES

The duties of the Secretary are:

- A. Meetings
 1. Attend all meetings of the Board of Directors and House of Delegates.
 - i. Summer Board Meeting – held at a time during the summer convenient for current ASCLS-WA leadership. This meeting is sometimes called the ASCLS-WA Leadership Conference.
 - ii. Fall Board Meeting – held in conjunction with the Northwest Medical Laboratory Symposium
 - iii. Winter Board Meeting – held in January or February in different location of the state than the Spring Meeting
 - iv. ASCLS-WA House of Delegates – held in conjunction with the Spring Meeting
- B. Record the minutes at all of the official meetings of ASCLS-WA.
 1. Distribute copies of the minutes of the meetings to all Board members and Committee Chairs within one month of these meetings.
 2. The “unofficial” copy of the minutes from the previous meeting will be presented for approval at the next Board Meeting or House of Delegates, whichever the case may be.
 3. Once the minutes are approved as read or as correct at the meeting, one copy of the “official” minutes will be kept in the Secretary’s File and the President’s File. Copies of all reports presented at the Board Meetings or House of Delegates are to be attached to the “official” minutes.
 4. Copy all reports submitted by the Board of Directors, or Committee Chairs as directed by the President.
- C. Perform other secretarial duties as directed by the ASCLS-WA President or Board of Directors, i.e., writing special letters, ordering and keeping stationery supplies.
- D. In the event of the simultaneous absence or removal of the President and President-Elect during their terms of office, by death, resignation, or total disability, the Secretary will become President for the remainder of their terms of office.
- E. Furnish the ASCLS-WA Nominations and Elections Committee a complete list of delegates from the District Societies two hours before the opening of the ASCLS-WA House of Delegates.
- F. Official ruling documents of this society must be filed with the ASCLS Executive Office within two weeks of adoption or amendment. This includes:
 5. Article of Incorporation
 6. Bylaws

- G. Deliver to the successor, all Society properties in his/her possession including the Secretary's File within one month after the expiration of their term of office.
- H. The official copies of the minutes are the records of the business of ASCLS-WA and must be kept in perpetuity.

OFFICE OF THE SECRETARY TIME COMMITMENT EXPECTATIONS:

Month	Activity	Approximate Time Commitment
May		
June / July		
August		
September	Type minutes and mail	3 hours
October	Fall Board Meeting	3 hours
November	Type up and mail minutes	3 hours
December		
January	Winter Board Meeting Minutes	3 hours
February	Type up and mail Minutes	3 hours
March		
April	Spring Meeting Minutes	3 hours
May	Type up Minutes / Mail	3 hours
June		
July-August	Summer Board Meeting	3 hours

OFFICE OF THE TREASURER

TERM OF OFFICE

The Treasurer is elected for a term of two years. The person may be re-elected, but may not serve in this office for more than six consecutive years. The term may be extended at the discretion of the Executive Board of Directors and the willingness of the person to continue in the position. Care should be taken that members not get “locked” into positions by always doing the same job. If someone new is interested in serving as Secretary, the new person should be given the opportunity to serve.

QUALIFICATIONS

The Treasurer must be an active (Professional I or Professional II active members) and emeritus member in good standing of this Society for at least one year prior to election to this office.

DUTIES

The duties of the Treasurer include:

A. Meetings

1. Attend all meetings of the Board of Directors and House of Delegates.
 - i. Summer Board Meeting – held at a time during the summer convenient for current ASCLS-WA leadership. This meeting is sometimes called the ASCLS-WA Leadership Conference.
 - ii. Fall Board Meeting – held in conjunction with the Northwest Medical Laboratory Symposium
 - iii. Winter Board Meeting – held in January or February in different location of the state than the Spring Meeting
 - iv. ASCLS-WA House of Delegates – held in conjunction with the Spring Meeting
2. Submit a financial statement for each ASCLS-WA Board Meeting and for the House of Delegates.
 - i. Supply the necessary information to all Board Members and Committee Chairs.
 - ii. The Notices should be sent at least three weeks prior to the meeting.

B. Board Year is defined as the period August 1 through July 31.

C. Other Duties

1. Notify the Secretary of State for Washington of the name and address change for Non-Profit Corporation mailings, and notify the Bonding Insurance Broker of same within 1 month of assuming the duties of office.
2. Serve as a member of the Finance Committee.
3. Pay only vouchers authorized by the ASCLS-WA Board of Directors for that year, except for checks authorized especially by the President or the Board.
4. Understand receipts versus disbursements in order to advise the Board of Directors of the feasibility of new projects.
5. Bill for services rendered under the direction of the Boards of Directors or the President.
6. Maintain a running tally of scholarship and student delegate funds for record purposes, keeping the respective committee chairs apprised of funds available.
7. Assure that two authorized signatures appear on the checks of the Society for amounts over \$500.00. Authorized signatures include the President, Treasurer, and one Board Member (preferable living in the same city as the Treasurer).

D. Monthly

1. Arrange reconciliation of bank statements by a member of the Society who is not authorized to sign checks.
2. Forward ASCLS membership updates of the Membership Development Committee Chair.

E. Annually

1. Acquire bank signature authorization cards at the beginning of each organization year, so that the current ASCLS-WA President, Treasurer, and one authorized Board Members may have the accounts in their proper names.
 2. Notify all ASCLS-WA Committee Chairs by August 31, of the total expenditures of their respective committees during the previous board year.
 3. Complete Form L-3-Employer of Lobbyist Annual Report and File with the Washington State Public Disclosure Commission February 28. (This is in the event that ASCLS-WA employs a lobbyist).
 4. File the Non-profit Corporation Annual Report and fee with the Washington Secretary of State by March 1.
 5. Update the Group Exemption Status with the IRS before April 30.
 6. Request and maintain on file from each District Society:
 - i. A copy of the District's Final Financial Record for the board year.
 - ii. Verification of review of the District's financial records for that year.
 - iii. These records are to be on file with the ASCLS-WA Treasurer within two months of the closure of the board year.
 7. Have the ASCLS-WA financial records reviewed, including signed verification of this procedure, within two months of the closure of the board year by a committee approved by the ASCLS-WA President from the membership.
 8. File Form 990 or 990EZ-Organizations Exempt from Income Tax with the IRS on or before December 15.
 9. Review tax laws by contacting the IRS regarding any changes that may affect the organization.
 10. Remind the active District Society Representatives to file the 990N form with the IRS on a yearly basis. The ASCLS-WA Treasurer will file the 990N form for the inactive District Societies.
- F. When appropriate
1. Sign Form L-1-Lobbyist Registration when a new lobbyist is employed or a lobbyist contract is renewed or revised.
 2. Renew Bonding Insurance prior to April 21 at three-year intervals, for a sum of money appropriate for the Society.
 3. File a copy of the ASCLS-WA Constitution/Bylaws/SOP with the IRS following any revision of these documents.
 4. Update the Treasurer's Manual when appropriate so that a smooth transition may occur when a new Treasurer is installed.
- G. Deliver to successor, within one month following expiration of term of office, all Society properties in his/her possession.

OFFICE OF THE TREASURER TIME COMMITMENT EXPECTATIONS:

Month	Activity	Approximate Time Commitment
May		
June / July		
August		
September		
October		
November		
December		
January		
February		
March		
April		
May		
June		
July-August		

BOARD LIAISON

POSITION

A Board Member appointed by the president who will act as a liaison between the Board and designated Committee Chairs.

QUALIFICATIONS

An active member of the Society in good standing who has been appointed to the Board of Directors by the President to be a Board Member-At-Large.

DUTIES

The Board Liaison's duties are to:

- A. Meetings
 1. Attend all meetings of the Board of Directors and House of Delegates.
 - i. Summer Board Meeting – held at a time during the summer convenient for current ASCLS-WA leadership. This meeting is sometimes called the ASCLS-WA Leadership Conference.
 - ii. Fall Board Meeting – held in conjunction with the Northwest Medical Laboratory Symposium
 - iii. Winter Board Meeting – held in January or February in different location of the state than the Spring Meeting
 - iv. ASCLS-WA House of Delegates – held in conjunction with the Spring Meeting
- B. Communicate with the Committee Chairs assigned to him/her by the President.
 1. Offer assistance and ideas.
 2. Urge Committee Chair to write committee goals and objectives for the coming year which will be used to evaluate progress throughout the year.
 3. Make sure the Committee Chair has report deadlines
 4. Communicate with the Committee Chair(s) not present at the Board Meetings, any actions or decisions taken at the meeting which affect the Committee.
 5. to establish good communications and to offer assistance and ideas, as reported.
- C. Committee Reports
 1. Collect reports from each Committee Chair in time for the Board Meetings and House of Delegates according to the deadlines established by the President.
 2. Present the Committee reports to the Board Meetings and House of Delegates for Committee Chairs not in attendance.
 3. Present Committee motions and suggestions to the Board in the absence of the Committee Chair.
 4. Inquire, in turn, of each Committee Chair present as to whether or not there are additions or corrections to their report.

TIME COMMITMENT EXPECTATIONS:

Month	Activity	Approximate Time Commitment
Month prior to meetings	Remind your committee chairs that reports are due for Board Meetings and House of Delegates	½ hour
Month of Board Meetings and House of Delegates	Attend meetings and coordinate reports of your committees; report for those committee chairs not present	4-8 hours per meeting + travel

SEMINAR BOARD LIAISON

Purpose: The annual ASCLS-Washington Spring Seminar and the Northwest Medical Laboratory Symposium (NWMLS), held in Washington in the odd numbered years, are the primary continuing education events sponsored by ASCLS-WA. As such, the planning for these meetings must be done several years in advance in order to secure adequate hotel space. The Seminar Board Liaison will oversee that the planning for these meetings.

The Seminar Board Liaison is considered a voting member of the ASCLS-WA Board of Directors and is funded to attend all meetings.

NOTE: The Seminar Board Liaison is NOT responsible for planning the meeting itself. Their role is just to insure that the planning process is in place and keep the ASCLS-WA President and the Board of Directors apprised on the planning process. The ASCLS-WA President will appoint a General Chair for the meetings that are being planned by a statewide committee.

Duties: The duties of the Seminar Board Liaison shall include:

Spring Seminar:

1. The Spring Seminars will be rotated on the following schedule:
 - Spokane District Society
 - Seattle District Society
 - *Central Washington (Columbia Basin and North Central District Societies)
 - North Puget Sound District Society
 - *Southwest Washington District Society
 - *These district societies have small membership so the Spring Seminar Planning Committee will have state-wide representation.*
2. The Seminar Board Liaison will work with the ASCLS-WA President to insure that the Spring Seminars are being planned according to the following schedule:
 - 5 years out: Advise the district society president/representative that the Spring Seminar is scheduled to be held in their district in 5 years
 - 4 years out: Remind the district society president/representative to appoint someone to start looking for available adequate hotel or other suitable space in their district
 - 3 years out: Remind the district society president/representative to insure that the location for the meeting has been selected and to seek volunteers to act as the General Chairperson for the meeting.
 - 2 years out: Remind the district society president/representative to be sure that the contract has been signed for the meeting hotel/location, selected a general chairperson, and is actively looking for volunteers for the program committee, registration committee, and other committees as are deemed necessary.

- 1 year out: Remind the district society president/representative to be sure that an active seminar committee for the meeting is in place including program committee, registration committee, finance committee, hospitality committee.
3. For the meeting scheduled in Central or Southwest Washington, the Seminar Board Liaison will remind the ASCLS-WA President that the Spring Seminar will be held in these areas. The President will solicit volunteers through a state-wide appeal. The ASCLS-WA President will appoint a General Chairperson for the meeting and provide them with a list of volunteers. The schedule will proceed as in #2 above.
 4. The Seminar Board Liaison will provide updates of the future Spring Seminars and NWMLS at each meeting of the ASCLS-WA Board of Directors. It is up to the ASCLS-WA President to take appropriate action when the seminar planning process is not on schedule.

Northwest Medical Laboratory Symposium (NWMLS):

The NWMLS is held in Washington during the odd numbered years. The Seminar Board Liaison will remind the ASCLS-WA President to solicit volunteers willing to act as the general chairperson for the NWMLS 2 years in advance of the meeting. The names are to be submitted to the Region IX Director. The general chair will be selected by the Region IX Director from the nominations received.

DISTRICT SOCIETY PRESIDENT/REPRESENTATIVE

TERM OF OFFICE

The District Society President/Representative serves as a member of the ASCLS-WA Board for the time that s/he presides as District President. The length of term of the District Society President/Representative may vary with the District's Bylaws.

QUALIFICATIONS

The District Society President/Representative must be an active member (Professional I or II) in good standing of the Society for at least one year prior to election to this office.

DUTIES

The District Society President/Representative duties are to:

- A. The District Society President/Representative has a dual function as a ASCLS-WA Board Member and as Representative of the District.
- B. ASCLS-WA Meetings
 1. Attend all meetings of the Board of Directors and House of Delegates.
 - i. Summer Board Meeting – held at a time during the summer convenient for current ASCLS-WA leadership. This meeting is sometimes called the ASCLS-WA Leadership Conference.
 - ii. Fall Board Meeting – held in conjunction with the Northwest Medical Laboratory Symposium
 - iii. Winter Board Meeting – held in January or February in different location of the state than the Spring Meeting
 - iv. ASCLS-WA House of Delegates – held in conjunction with the Spring Meeting
 2. Submit a financial statement for each ASCLS-WA Board Meeting and for the House of Delegates.
 - i. Supply the necessary information to all Board Members and Committee Chairs.
 - ii. The Notices should be sent at least three weeks prior to the meeting.
- C. At the State Board s/he represents the concerns of the district to the Board and reports back to the District members the actions taken by the Board.
- D. Submit a list of officers and appointed officials of the District to the Board.
- E. Prepare an article for each edition of LabOratory concerning activities within the District. (May delegate to others).
- F. In the District s/he presides at all meetings, and, if unable to attend, appoints another District officer to preside.
- G. Prepares the agenda, establishes meeting dates and times, and has notices of meetings sent to District members.
- H. Appoints District Committee Chair(s) as are active in the District (this will vary by District).
- I. Performs all usual and customary duties of a District Society President.
- J. Makes a report for all ASCLS-WA Board Meeting and an annual report to the ASCLS-WA House of Delegates.
- K. Sends copies of all official correspondence to the President and the President-Elect.
- L. May publish a District newsletter to update members on all district events. (May delegate to others).
- M. Select delegates to the ASCLS Annual Meeting in March (ASCLS-WA President will let you know of the number of delegates from your District).
- N. Delivers all properties of the Society to successor within one month after the expiration of his/her term of office.

DISTRICT SOCIETY PRESIDENT/REPRESENTATIVE TIME COMMITMENT EXPECTATIONS:

Month	Activity	Approximate Time Commitment
May	District Board Meeting / election of Officers	
June / July / August	Audit District Treasurer's Books; Prepare report for Summer Board Meeting; Attend ASCLS-WA Summer Board Meeting / Leadership Conference	2 hours ½ hour 8 hours if attending
September	Prepare report for ASCLS-WA Fall Board Meeting	1/2 hour
October	Fall Board Meeting at NWMLS Region IX Council Meeting	2 hours 2 hours
November		
December		
January	Prepare report for Winter Board Meeting; Winter Board Meeting	½ hour 8 hours if attending
February		
March	Prepare report for Winter Board Meeting; Select District delegates to ASCLS Annual Meeting (ASCLS-WA President will let you know of the number of delegates for your District)	
April	Spring Meeting Board Meeting and House of Delegates	4 hours
May	Transfer updated records to incoming President	

COMMITTEES

COMMITTEE SELECTION

The ASCLS-WA President-Elect should begin to work at setting up the standing committees shortly after being elected. The standing committees should be officially put into place at the beginning of their term as President. Although the majority of committee appointments are made in the Spring, the President appoints further special committees as directed by the Board of Directors throughout the year, or by the House of Delegates.

COMMITTEE COMPOSITION AND TERM

- Only ACTIVE ASCLS members may be appointed as chair of any of the committees.
- No member may serve for more than three consecutive years as chair of the same committee, unless the appointment is approved by a majority vote of the Board of Directors and the person is willing to serve a longer term. Care should be taken that members not get “locked” into positions by always doing the same job. This discourages “new blood” and discourages different viewpoints and mentoring. If someone new is interested in being the committee chair, the new person should be given the opportunity to serve.
- Ideally, each standing committee shall be composed of at least three members.
- Suggestion: It is desirable that each committee member be appointed for a three-year term. Each year the President would appoint the chair of the committee from the remaining two individuals on the committee. The President would also appoint a new member to the committee for a three-year term. The President must, however, confirm the willingness of each member to serve on the committee for the coming year.

STANDING COMMITTEES

- Awards
- Children’s Miracle Network
- Constitution and Bylaws
- Finance
- Legislation/ Government Liaison
- Membership Development
- Nominations
- P.A.C.E.
- Publications
- Scholarship
- Student Activities

SPECIAL COMMITTEES (may be appointed as necessary)

Career Recruitment and Vocational Guidance

Personnel Relations

Public and Professional Relations

Scientific Assembly

FUNDING OF COMMITTEE ACTIVITIES

If funds for any proposed project, beyond those provided in the current ASCLS-WA budget are anticipated, the chair, or a committee member authorized by the chair, requests the additional funds at a Board Meeting.

COMMITTEE REPORTS / CORRESPONDENCE / RESPONSIBILITIES

- A written report is to be presented at each ASCLS-WA Board Meeting as well as an annual report to be presented at the ASCLS-WA House of Delegates. The President will issue a deadline for these reports to be sent to the Secretary for duplication. If the report is not in on time, the chair is responsible for having the requested number of copies ready for distribution at the Annual Meeting. One copy is to be filed in the Committee workbook.
- Copies of all correspondence should be sent to the President and the President-Elect. All correspondence on ASCLS-WA Letterhead must reflect the opinions of the Society; otherwise personal stationery must be used.
- Within one month after the end of their term, the chair of each committee shall give all Society properties and correspondence to the incoming chair so that a smooth transition may occur.

AWARDS COMMITTEE

DONNA: Should we list current ASCLS-WA awards like member of the year, president’s awards, certificates of merit (are there others) so they are defined??

PURPOSE

This committee shall inform all members of this society of the awards that are given each year and the methods of nominating someone for the Member of the Year Award. It is their responsibility to receive and process all nominations for awards, except those mailed directly to the ASCLS Executive Office. ASCLS-WA awards include Member of the Year, President’s Awards, and Certificates of Merit. ASCLS national awards include ASCLS Member of the Year, Omicron Sigma, and Keys to the Future.

DUTIES

The duties of the Chair of the Awards Committee are:

- A. Consult with the ASCLS-WA Board of Directors at the fall meeting to determine if the society wishes to participate in the ASCLS Awards Program. Proceed to do so as directed by the President or the Board of Directors.
- B. The ASCLS Awards Program is published annually in the ASCLS Today newsletter and on the ASCLS website. Work with the ASCLS-WA President to decide how to solicit nominations for these awards from the ASCLS-WA Board of Directors and District Society representatives.
- C. ASCLS-WA Member of the Year Award

A list of the ASCLS-WA Member of the Year should be kept in the records of the Awards Committee and in this document.

- 1. The ASCLS-WA Member of the Year Award is designed to honor a ASCLS-WA member who has made an outstanding contribution to the field of clinical laboratory science. The award shall be made annually when there are sufficiently deserving candidates, and except under very unusual conditions, shall not be awarded to the same person more than once in five years. It shall be presented during the ASCLS-WA House of Delegates.
- 2. Place a notice in LabOratory (in the fall issue) and the ASCLS-WA website that nominations are being accepted for the ASCLS-WA Member of the Year Award.
- 3. The nominations for this award may be recommended by any individual member, and shall be submitted to the ASCLS-WA Awards Committee on forms provided by the Committee. The nominee need not be a member of the constituent society submitting the nomination.
- 4. Nomination forms shall be distributed to the District Presidents or contact person on or before November 1. Completed forms shall be submitted to the Awards Committee at least two months before the ASCLS-WA House of Delegates.
- 5. In order to qualify for this award, the nominee shall meet the following requirements:
 - i. Be an active member of ASCLS-WA.
 - ii. Has been an active member of ASCLS-WA for three years and a member of ASCLS for five years immediately preceding nomination.
 - iii. Has contributed generously time and talents to the furtherance of the profession and its related specialties through service at the district and state levels. Service at the national level shall also be taken into consideration.
- 6. The nomination forms will be evaluated by this committee Points for evaluation of candidates will be distributed in the following manner:
 - i. Officer of District Society.....10
 - ii. Officer of ASCLS-WA.....15
 - iii. Officer of ASCLS.....15
 - iv. District Committee Chair.....5

- v. ASCLS-WA Committee Chair.....10
- vi. ASCLS Committee Chair.....10
- vii. Publication.(published articles).....5
- viii. Community Service.....1 to 5
- ix. District Committee Member.....4
- x. ASCLS-WA Committee Member.....5
- xi. ASCLS Committee Member.....5
- xii. Special Medical Technology Honors.....5 to 10 (Alpha Mu Tau, District Member of the Year)
- xiii. Special Service to Medical Technology.....5 to 10
- xiv. Delegate to ASCLS-WA.....10
- xv. Delegate to ASCLS.....10

These points are to be awarded per year of service.

- 7. After consultation with the ASCLS-WA President, select the award recipient. Purchase a gift for presentation at the ASCLS-WA House of Delegates along with the traveling plaque to the recipient to be hung at his/her work place. Obtain the Member of the Year plaque from the previous year's winner and have it engraved for the current winner.
 - 8. Encourage the ASCLS-WA President to send a letter to the recipient's employer notifying them of this award.
- D. Written report to be given at the ASCLS-WA House of Delegates.
- 1. The ASCLS-WA President shall issue a deadline for the report to be sent to the ASCLS-WA Secretary for duplication.
 - 2. If the report is not in on time, the chair is responsible for having the requested number of copies ready for distribution at the House of Delegates.
 - 3. One copy is to be filed in the Committee Handbook.
- E. Send copies of all official correspondence to the ASCLS-WA President and President-Elect.

AWARDS COMMITTEE TIME COMMITMENT EXPECTATIONS:

Month	Activity	Approximate Time Commitment
May		
June / July		
August	Article for LabOratory or notice on the ASCLS-WA website regarding the ASCLS-WA Member of the Year	½ hour
September	Write to District Presidents or contact person regarding the Awards Program	1 hour
	Prepare report for Fall Board Meeting	½ hour
October	Fall Board Meeting: submit written report; request nominee for ASCLS Member of the Year; check with ASCLS-WA Board regarding participation in ASCLS Awards Program; request nominations for ASCLS-WA Member of the Year Award	2 hours if attending meeting

November	Send ASCLS Member of the Year nomination forms to ASCLS	
December	Check with ASCLS-WA President regarding ASCLS Awards Program information from Leadership Mailing	¼ hour
	Prepare report for Winter Board Meeting	½ hour
January	Winter Board Meeting: submit written report	8 hours if attending
February	Completed nomination forms for ASCLS-WA Member of the Year due	
March	Prepare report for Spring Board Meeting Purchase gift and engrave plaque for ASCLS-WA Member of the Year	½ hour
April	Spring Board Meeting: prepare Certificates of Merit for ASCLS-WA President; have ASCLS-WA Member of the Year gift and plaque to be given at the House of Delegates	
May		
June		
July-August	Prepare report for Summer Board Meeting Transfer updated records to incoming chair	

CONSTITUTION AND BYLAWS COMMITTEE

PURPOSE

The purpose of this committee is to review and examine any proposed amendments to the Constitution and/or Bylaws of ASCLS, ASCLS-WA, and District Societies. After examination for correctness of intent and content this committee submits the proposed amendments to the Board and the House of Delegates and if approved, makes the necessary changes in the Constitution and/or Bylaws and assures that appropriate agencies or individuals are notified.

DUTIES

The duties of the Constitution and Bylaws Committee include:

- A. Proposed amendments to the Constitution and/or Bylaws of ASCLS.
 1. Prepare proposed amendments to the Constitution and Bylaws of ASCLS as directed by the Board of Directors or the ASCLS-WA House of Delegates.
 2. Present the proposed amendments to the Board of Directors for approval at the Winter Board meeting.
 3. Submit copies to the Chair of the ASCLS Constitution and Bylaws Committee as prescribed by the ASCLS Standard Operating Procedures.
- B. Proposed amendments to the ASCLS-WA Constitution and Bylaws.
 1. The ASCLS-WA Constitution and Bylaws Committee is responsible for incorporating in the ASCLS-WA Bylaws such changes as are necessary to conform to the Bylaws of ASCLS.
 2. Amendments to the Articles of Incorporation and/or to the Bylaws may be proposed by:
 - i. A District Society
 - ii. An active member
 - iii. The Board of Directors
 - iv. The ASCLS-WA House of Delegates
 - v. The Constitution and Bylaws Committee, if they are merely changes to put the document in order so as not to conflict with the current ASCLS Bylaws.
 3. Examine all proposed amendments to the Constitution and/or Bylaws. Changes in the proposed amendment shall be made as necessary to put them in proper form without altering their intent.
 4. Submit the proposed amendments to the ASCLS-WA Board of Directors at the Winter Board Meeting. Proposed Bylaw changes require a majority approval and proposed changes in the Constitution require a 2/3 approval of the Board to be considered for further action.
 5. Send four copies to the chair of the ASCLS Constitution and Bylaws Committee in the manner prescribed by the ASCLS Standard Operating Procedures.
 6. Notify membership of the proposed amendments to the Bylaws at least 30 days prior to the ASCLS-WA Annual Meeting. Proposed Constitutional amendments require at least 30 days, but not more than 50 days notification.
- C. Examination of all proposed amendments to the Constitution and Bylaws of District Societies.
 1. This committee is responsible for insuring that all Constitutions and Bylaws of the District Societies are kept in harmony with those of ASCLS.
 2. Upon approval of such amendments by this committee, they may be presented to the members of said district society for vote, or if such amendments are not approved by the ASCLS-WA Constitution and Bylaws Committee, they shall be submitted with a report to the ASCLS-WA Board of Directors. If the amendments are approved by a majority vote of the Board, they may be presented to the members of said district society for vote.
- D. Examination of the proposed Constitution and Bylaws of any group petitioning for a charter from ASCLS-WA.

1. This new Constitution and Bylaws must have the unanimous approval of the Constitution and Bylaws Committee of ASCLS-WA, or in default of the above, the new Constitution and Bylaws can be accepted by a majority vote of the ASCLS-WA Board of Directors.
 2. Prepare and present a report and a recommendation concerning the chartering of the group at the next Annual or Spring Meeting of the ASCLS-WA House of Delegates.
- E. Written report to be given at the ASCLS-WA Annual Meeting.
1. The President will issue a deadline for these reports to be sent to the Secretary for duplication.
 2. If the report is not in on time, the chair is responsible for having the requested number of copies ready for distribution at the Annual Meeting.
 3. One copy is to be filed in the Committee workbook.
- F. Send copies of all official correspondence to the President and the President-Elect.
- G. Notify ASCLS-WA membership of proposed amendments through the ASCLS-WA newsletter LabOratory. If this is not possible, a separate mailing will be made. Within 60 days of approval of amendments, update all Bylaws copies and distribute copies per Bylaws Article XV, Section 3.
- H. Write committee report for the ASCLS-WA Board of Director and House of Delegate meetings

TIME COMMITMENT EXPECTATIONS:

The Constitution and Bylaws are rarely changed; unless some change occurs with ASCLS that necessitates ASCLS-WA to make appropriate revisions it it’s Bylaws. The time estimates below correspond to the “Duties” outlined above. The duties are listed by letter/number listed above.

Duty Citation	Approximate Time Commitment
A	This occurs very rarely
B/3	1-2 hours depending on complexity of the change
B/5	1 hour
B/6	1 hour
C/1	1-2 hours (research may take longer)
G	1 hour
H	1 hour

FINANCE COMMITTEE

The purpose of this committee is to prepare the budget for the ensuing year to be presented to the House of Delegates at each Annual Meeting, and to study ways and means of meeting allotments established in the budget.

COMMITTEE MEMBERS:

Members of the Finance Committee include the ASCLS-WA President Elect who is the chair of this committee, the ASCLS-WA Treasurer, and other members to be appointed by the ASCLS-WA President and/or ASCLS-WA President Elect.

DUTIES:

The duties of the Finance Committee include:

- A. Study the previous years budget and financial statements and contact ASCLS-WA Committee Chairs for updated estimates of committee expenses for the current year, as well as estimates on any proposed committee activities for the following year.
- B. Present the proposed budget for the coming fiscal year to ASCLS-Board of Directors and House of Delegates for approval at the Spring meeting.

ITEMS TO BE CONSIDERED IN BUDGET PREPARATION

Following is a breakdown of the items to be considered in the budget. The list does not cover all items that will need consideration, but does mention those items that occur in every ASCLS-WA budget.

- A. Receipts
 - a. ASCLS-WA Dues Reimbursement
 - b. Traveling Seminar Seed Monies
 - c. Annual Region IX Symposium Profits
 - d. Scholarship Funds
 - e. Account Interest
 - f. Annual State Seminar Profits
 - g. Annual State Seminar Seed Monies
 - h. Mailing Labels
 - i. Operating Expenses for one year--to be held in reserve
- B. Disbursements
 1. Treasurer Expense (to include bonding, tax return fees and audit if needed, postage and supplies)
 2. Secretary Expense (to include stationery, directory, postage and supplies)
 3. Executive Board Expense (to include postage and supplies)
 4. Committees
 5. Student Activity Fund
 6. Traveling Seminar Seed Monies
 7. Postal Permit
 8. State Newsletter
 9. Mailing Labels
 10. Leadership Conference
 11. President's Fund
 12. Board Meeting Facilities
 13. Board Travel
 14. President's Pin
 15. Scholarship Funds
 16. Annual National Meeting (to include President's Council, ASCLS-WA Delegates and Student Delegate)

- 17. District Dues Reimbursement
- 18. Region IX Dues
- 19. PACE Provider Number

FINANCE COMMITTEE TIME COMMITMENT EXPECTATIONS:

Month	Activity	Approximate Time Commitment
December/January	Prepare Budget for following year	2 hours

LEGISLATIVE / GOVERNMENT AFFAIRS COMMITTEE

PURPOSE

Develop and execute a legislative plan of action for Washington State legislation and regulation impacting the profession and/or workplace if it is deemed necessary by the ASCLS-WA Board of Directors.

DUTIES

May be in conjunction and coordination with the ASCLS-WA lobbyist, if one is retained.

- A. Work closely with the ASCLS-WA Board of Directors in formulating policy statements and/or action alerts on specific legislative issues.
- B. Track, monitor, review and evaluate legislation affecting the clinical laboratory in the Washington State Legislature and the Congress.
- C. Communicate to the Executive Board, in a timely manner, any legislative or rules activity having an impact on the clinical laboratory and to provide copies of proposed legislation/rules if requested.
- D. Write or call selected legislators/staff, present testimony, attend committee meetings and public hearings on issues of concern and organize and/or initiate such responses by members in consultation with the ASCLS-WA President and the Board of Directors.
- E. Maintain close contact with other laboratory-related groups or agencies such as the Clinical Laboratory Advisory Council (CLAC), Department of Health (DOH), Department of Labor and Industries (DLI), LASSA, CLMA, Washington State Hospital Association, etc.
- F. Cultivate legislative awareness in ASCLS-WA membership by providing legislative workshops, surveys, etc.
- G. Communicate Legislative Committee activities/issues to the general membership by submitting pertinent articles for the ASCLS-WA website.
- H. Serve as a liaison to the ASCLS Government Affairs Committee (GAC) for making calls or corresponding with Senators or Representatives when asked to do so.
- I. Attendance at ASCLS Legislative Day is recommended.

LEGISLATIVE COMMITTEE TIME COMMITMENT EXPECTATIONS:

Activity	Approximate Time Commitment per issue
A	Varies with year
B	1 hour / month
C	Varies with year
D	4 hours / year
E	Varies with year
F	1 hour / month
G	3 hours / month
H	4 hours / year
I	3-4 days/year in March

MEMBERSHIP DEVELOPMENT COMMITTEE (MDC)

PURPOSE

This committee plans ways and means under guidance of and in co operation with the ASCLS MDC and the ASCLS-WA District Societies, to:

1. Maximize membership retention.
2. Increase society membership.
3. Keep mailing address files up to date for all Society Mailings including Lab Oratory.

CHAIRPERSON:

- A. Coordinate and participate in all activities associated with MDC duties.
- B. Write and submit all MDC reports.
- C. Attend all ASCLS-WA Board Meetings; if unable to attend, make sure an informed alternate is present.
- D. Report activities quarterly to the Region IX MDC Chair.
 1. At least two weeks prior to the deadline for reports to the Region IX Director.
 2. Due dates established according to the ASCLS Leadership Calendar.

DUTIES

- A. **RESPOND AND COOPERATE** with requests received from the ASCLS Membership Development Committee and the Region IX Membership Chair.
- B. **ESTABLISH COMMUNICATIONS:**
District Society MDC Chairs <--> State MDC Chair <--> Region IX MDC Chair <--> ASCLS MDC Chair.
- C. **ORGANIZE AND CARRY OUT MEMBERSHIP CAMPAIGN(S).**
 1. * **Recruitment, Renewal, and Retention Campaigns.**
 - a. Look for ways to help keep members in the organization.
 - b. Encourage involvement at State and Local Levels.
 - c. Encourage member feedback about ASCLS/ASCLS-WA.
 - e. Develop ways to get students interested and involved.
 2. Set up goals and objectives for MDC Chair and the MDC.
 - a. Percent membership **increase** that the Committee is aiming for.
 - b. Schedule of **contacts** with members. (May utilize the ASCLS-WA Newsletter.)
 - c. Aim for 100% membership **retention**.
 3. * Reference the ASCLS Membership Development Manual for ideas.
 4. Encourage all ASCLS-WA members to participate in campaigns. (May utilize the ASCLS-WA newsletter and website.)
 5. Coordinate membership drives: ASCLS-WA <--> National <--> Region IX
 6. December still leaves time to give local and state membership drives a push to be in contention for the Constituent Society Membership Awards.
 - a. January numbers are used.
 - b. Greatest percent increase.
 - c. Greatest retention.
- D. **ASCLS-WA MEMBER HANDBOOK (WELCOME PACKET).** Mail to all new ASCLS-WA members.
 1. May include a thank you token i.e. ASCLS-WA pin
 2. ASCLS-WA Welcome Letter (ASCLS-WA President)
 3. Region IX Director Welcome letter.
 4. Contact information for ASCLS-WA, Region IX and ASCLS MDC leadership.
 5. Calendar of events.

6. Map with description of Districts and Regions.
 7. Governmental diagrams. ASCLS, Region IX and ASCLS-WA
 8. Publish updates each fall through ASCLS-WA Newsletter.
 9. ASCLS-WA Scholarship information
- E. **CONSTRUCT FORM LETTERS.** Useful during the year. (Refer to MDC Manual for inspiration.)
1. **Welcome Letter** Send to all new ASCLS-WA members including transfers from out-of-state (in **ASCLS-WA MEMBER HANDBOOK**).
 - a. From ASCLS-WA MDC Chair (May give form letter to Region IX Director, ASCLS-WA President and District Presidents to use as a guide).
 - b. Inform member which District s/he belongs to.
 - c. Inform member which Region s/he belongs to.
 2. **Recruitment letter.** Send to non-members who have attended seminars or non-members in general.
 - a. Highlight benefits of membership.
 3. **Lapsing Members.** Encourage membership renewal.
 - a. Remind of benefits of membership.
 - b. Include short questionnaire as to reasons for not renewing (see example in manual).
 - c. Remind students of First Year Professional (FYP) category. (This could be sent a couple of months before graduation from program.) Consult Student Advisor as to program beginning and ending dates.
 4. **Renewal Letter.** Express appreciation for support.
 - a. Encourage involvement in district society and ASCLS-WA activities.
 5. **Educational Coordinators.** Send a modified recruitment letter. May enlist help from the Student Advisor.
 - a. Include student benefits, activities and material that can be placed on bulletin board.
 - b. Encourage Education Coordinator membership in ASCLS.
- F. **MEMBERSHIP MATERIALS** Keep a good supply on hand to distribute on request or have available at Membership Table at all educational events.
1. Keep materials updated.
 2. Request Meetings packet from National Office at least two months before Meetings.
 3. Membership applications.
 4. Information: ASCLS publications examples and information on insurance, Focus on Learning, etc.
- G. **LAB ORATORY (ASCLS-WA Newsletter) / ASCLS-WA WEBSITE**
1. An article from the Chair or a committee member concerning membership should appear in each issue of the newsletter and be placed on the ASCLS-WA website
 2. Membership application form should be available on the ASCLS-WA website.
 3. An Address Correction Card/Form should be available on the ASCLS-WA website to help update State and National Rosters.
- H. **MEMBERSHIP BOOTH/TABLE.** There should be a membership table at the State and Regional Meetings.
1. Maintain supply of ASCLS information and membership applications.
 2. Update display yearly.
 3. Man this table at least during registration hours, lunch and breaks.
 - a. Suggest an informed professional be available on off hours also, as registrants (those already registered and new registrants) are continually returning to that area during these times.
 4. Recruit volunteers to help. Preferably professionals with knowledge about Society.
- I. **MEMBERSHIP ROSTERS.**

Membership rosters are available on the ASCLS website (<http://www.ascls.org>). Consult with the ASCLS-WA President to receive the password to access the ASCLS membership information for Washington. You can obtain lists of:

1. New Members
2. Current Members
3. Lapsed Members
4. Bad Addresses for both Home and Business
5. Bad Home Addresses
6. Bad Business Addresses
7. **Delegates to National Meetings.**
 - a. The number of delegates allowed per state is calculated using the membership numbers from Final (Spring) Roster.
 - b. Send numbers to the ASCLS-WA President.

J. REPORTS.

1. Submit written report for each State Board Meeting.
 - a. Include MDC goals, objectives, and any requests for action
2. Submit written report to the ASCLS-WA House of Delegates in April.
 - a. A summary of the year’s activities.

K. COPY ALL FORMAL CORRESPONDANCE to the ASCLS-WA President, President Elect and Board Liaison (if other than the latter mentioned.) for membership development.

L. PROVIDE ASCLS-WA TREASURER with data so each district may be reimbursed their portion of the state dues.

1. Tally the number of members per district who have paid State dues.
2. May be discontinued if the ASCLS Executive Office furnishes the data to the Treasurer.
3. Provide on a timely basis. Should be done quarterly.

M. Membership Categories

1. Refer to the ASCLS By-laws and SOP's.
2. Be aware of possible ASCLS Board of Director changes to the membership categories

*** Reference the materials in MDC Handbook/Manual.**

MEMBERSHIP DEVELOPMENT COMMITTEE (MDC) TIME COMMITMENT EXPECTATIONS:

MDC Duties (letters correspond with “Duties” listed above	Approximate Time
A	1 hour / month
B	30 minutes / month
C	1 hour / week
D	2 hours / month
E	1 hour / year
F	1 hour / year
G	1 hour / week
H	3 days / year
I	2 hours / month
J	1 hour / quarter
K	1 hour / year
L	1 hour / year
M	1 hour / year

NOMINATIONS AND ELECTIONS COMMITTEE

PURPOSE

This committee notifies the membership of ASCLS-WA of the vacancies which must be filled by election at the next House of Delegates, solicits and receives nominations for such offices, prepares a slate for such offices and conducts all elections by the House of Delegates of the House of Delegates. Also submits nominations for ASCLS positions as directed by the ASCLS-WA Board of Directors. **NOTE: When contacting members for officer positions, it is best to make the contact in person or by phone call. If the member is not interested in one of the officer positions, ask which committee they would be interested in working on.**

COMPOSITION

- A. This committee shall consist of up to five members.
- B. The Immediate Past-President is automatically the Chair of this committee.
- C. The members are elected by the House of Delegates.
- D. If more than four names are proposed, the House of Delegates shall vote by secret ballot and the four members receiving the highest number of votes shall be the committee.
- E. Only active and emeritus members may serve on the committee.

DUTIES

The duties of the Nominations and Elections Committee include:

- A. Solicit from the District societies, or from any active member of ASCLS-WA, names of nominees for offices that will be vacant at the time of the next House of Delegates.
 - a. Submit to the President of each District Society, by January 1, the names of those officers whose terms expire at the close of the next House of Delegates.
 - b. Publish a list of vacancies in the Fall issue of LabOratory and on the ASCLS-WA website.
 - c. Publicize qualifications for offices as printed in this Handbook.
 - d. Instruct those submitting names of nominees that all names must be submitted before February 1.
 - i. Written permission of the nominee must accompany the nomination.
 - ii. Qualifications of the nominee must accompany the nomination.
- B. Prepare and publish a slate of candidates.
 1. Examine qualifications of all nominees.
 2. Since not more than two candidates for each office may appear on the slate, if there are more than two eligible nominees for any office, a ballot of the nominations committee shall determine which two names shall appear on the slate.
 3. The slate, together with the qualifications of the candidates, shall be published and distributed to all active Society members not less than thirty days before the House of Delegates. Contact the LabOratory editor for the deadline.
- C. Conduct elections at the ASCLS-WA House of Delegates.
 1. Present an official list of candidates for each office to the House of Delegates.
 2. Nominations may be made from the floor providing the qualifications and permission of persons nominated is presented in writing to the House of Delegates at the time of the nomination.
 3. Distribute ballots to all authorized delegates as directed by the President.
 4. Tabulate the votes and present the President with a note listing the new officers immediately following the balloting. In the event of a tie, reballotting shall take place following the newly Revised "Robert's Rules of Order".
 5. Dispose of all ballots as directed by the outgoing President.
- D. Secure and submit nominations for ASCLS positions

1. At the Summer or Fall Board meeting, discuss possible nominations to be made for ASCLS offices and positions on Boards.
 2. If it is decided to nominate a ASCLS-WA member, proceed as follows:
 - i. Secure permission of this person.
 - ii. Submit the name of the nominee to the chair of the ASCLS Nominations Committee on the proper form.
 3. If it is decided to nominate someone from another state, proceed as follows:
 - i. Write to the President of that state society informing him/her of the intention to request permission from the individual to submit his/her name.
 - ii. Write to the person being considered, asking permission to submit his/her name.
 - iii. If permission is granted, submit the name to the Chair of the ASCLS Nominations Committee on the proper form.
 4. Observe deadlines for submission of nominations as printed on the ASCLS form.
- E. A written report is to be given at the House of Delegates of ASCLS-WA.
1. The President of ASCLS-WA will issue a deadline for these reports to be sent to the Secretary of ASCLS-WA for duplication.
 2. If the report is not in on time, the chair is responsible for having the requested number of copies ready for distribution at the House of Delegates.
 3. One copy of the report is to be filed in the Committee Handbook.
- F. Send copies of all official correspondence to the President and the President-Elect.

NOMINATIONS AND ELECTIONS COMMITTEE TIME COMMITMENT EXPECTATIONS:

Month	Activity	Approximate Time Commitment
Fall/Winter	Solicit nominees	2 hours total each member

P.A.C.E. ADMINISTRATOR

PURPOSE

The P.A.C.E. Administrator shall have the responsibility of reviewing all continuing education sessions offered in the state of Washington and granting P.A.C.E. approval to appropriate sessions. The P.A.C.E. Administrator shall process all requests for P.A.C.E. approval received from Washington district societies and/or individuals. Documentation of these sessions shall be sent to ASCLS in accordance with P.A.C.E. Procedures and Policies. A copy of the documentation of P.A.C.E. approved sessions shall be maintained for a period of three years in the State of Washington.

DUTIES

The duties of the P.A.C.E. Administrator include:

- A. The P.A.C.E. Administrator shall file an application for Administrator status with the ASCLS P.A.C.E. Committee prior to the program year (January 1).
 1. Application for Administrator status is only required once for each individual.
 2. The individual making application as P.A.C.E. Administrator shall meet the qualifications established by ASCLS.
 3. The P.A.C.E. Administrator shall file an application for provider status at the same time as applying for Administrator status unless the organization has previously been a provider and there is just a change of Administrator.
- B. Renewals for provider status will be received from ASCLS in November of each year.
- C. The Provider Administrator shall establish a mechanism for district societies and/or individuals in the State of Washington to request approval for continuing education sessions.
- D. The Provider Administrator shall establish guidelines to include as follows:
 1. The time frame a request must be received in order to grant approval (generally 30 days),
 2. A mechanism for requesting approval of P.A.C.E. programs,
 3. A format for the program announcement,
 4. Instructions for writing appropriate objectives,
 5. A standard evaluation form for evaluating sessions,
 6. A mechanism for circulating and completing the roster and evaluation summaries,
 7. The mechanism for calculating contact hours, and
 8. Instructions for the return of completed rosters and the program summary.
- E. Upon approving said session(s) the Provider Administrator shall assign a P.A.C.E. number and contact hours. The Provider Administrator shall prepare a roster, evaluation, and evaluation summary forms and send these to the session(s) contact person along with the requested number of P.A.C.E. certificates and P.A.C.E. stickers.
- F. The Provider Administrator shall review all continuing education sessions for appropriateness and assure that the announcement meets ASCLS P.A.C.E. committee standards. The Provider Administrator shall review all Program request and Speaker credential forms for completeness and assure that correctly worded objectives are present. The Provider Administrator shall review the returned roster(s) and each session's evaluation summary.
- G. Quarterly, the ASCLS-WA Provider Administrator shall send a report of all sessions held during that quarter along with the announcements, rosters, and evaluation summaries.

RESPONSIBILITIES

- § The P.A.C.E. Administrator shall submit a report to each ASCLS-WA Board meeting outlining current activities.
- § Any problems noted with sessions submitted for approval will be indicated in that report as well as discussed with the session contact person.
- § At the House of Delegates, a list of all P.A.C.E. approved programs shall be submitted to the President, President-elect and Secretary. The P.A.C.E. year is from January – December, so this report will encompass the preceding year plus information up to April of the current year.
- § The P.A.C.E. Administrator has the right to sit in on any session at no charge to access whether that session is being run in accordance with P.A.C.E. policies and ASCLS-WA guidelines.

P.A.C.E. ADMINISTRATOR TIME COMMITMENT EXPECTATIONS:

Month	Activity	Approximate Time Commitment
May		
June / July		
August	Symposium Sessions PACE	3 hrs
September	Quarterly Report	1 hr
October		
November		
December		
January	Quarterly Report	2 hrs
February	Spring Seminar Sessions PACE	3 hours
March		
April	Quarterly Report	1 hr
May		
June		
July-August	Quarterly Report	2 hr
During the year	Individual Sessions	1 hr for each session generally average 15 individual sessions/year;

SCHOLARSHIP COMMITTEE

PURPOSE

This committee shall publicize and issue available scholarships in Medical Technology for the Northwest Medical Laboratory Symposium and the Washington State Spring Seminar. This committee shall also send applications and information to Education Coordinators in Washington State for their students to apply for the Student Scholarships.

DUTIES

The duties of the Scholarship Committee include:

- A. **STUDENT SCHOLARSHIPS**
 1. Send information and application forms and deadlines to the Program Directors of the Training Programs in Washington State
 2. Interested students must apply by October 1.
 3. There are two scholarships available, \$500 each, to be given depending on need, grades, experience and goals in Medical Technology. The dollar amount and the number of scholarships given may be adjusted by action of the Board of Directors.
 4. Recipients should be chosen and notified by October 15. Checks will be issued as soon as possible after selection. The checks must be signed by the Treasurer of ASCLS-WA.
 5. Scholarships are awarded providing funds are available in the ASCLS-WA treasury.
- B. **SEMINAR SCHOLARSHIPS (Currently called the Don Kuhn and Joyce Behrens Scholarship)**
 1. Publicize the scholarships available in Washington State through the LabOratory newsletter and the ASCLS-WA website including the application form.
 2. Two scholarships are given for the Northwest Medical Laboratory Symposium and two are given for the Spring State Seminar.
 3. Each scholarship is up to \$250. The dollar amount and the number of scholarships given may be adjusted by action of the Board of Directors.
 4. Scholarships are available for persons who are currently members of ASCLS-WA, currently in the work force, who would like to attend either the Fall or Spring seminars.
 - i. The Fall deadline is October 1, to be chosen and notified by the deadline for registering for the Symposium.
 - ii. The funds will be awarded at the conclusion of the NWMLS upon receipt of expenditures not to exceed \$250.
 - iii. In the event of financial need, the money can be awarded at the time of registration to assure every person equal opportunity. The registration fee can also be billed to the State with travel being advanced for attendance.
 - iv. The Spring deadline is March 15, to be chosen and notified before the registration deadline.
 - v. Monies will be awarded at the conclusion of the Spring Seminar, upon receipt of expenditures not to exceed \$250.
 - vi. In the event of financial need, arrangements can be made prior to the seminar. Reimbursement will be made as soon as the expenditure vouchers are received.
 - vii. The check must be signed by the Treasurer of ASCLS-WA. Scholarships are awarded providing funds are available in the ASCLS-WA treasury.
- C. Obtain contributions to the fund through the LabOratory from the district societies and any other available source, e.g. individual donors. Make such checks payable to the American Society for Clinical Laboratory Science - Washington Scholarship Fund, c/o the Treasurer of ASCLS-WA.
- D. A written report is to be given at the Board meetings of ASCLS-WA. One copy is to be filed in the committee handbook.
- E. A written report is to be given at the Annual meeting of ASCLS-WA.

The current copies of the scholarship applications are found on the ASCLS-WA website.

SCHOLARSHIP COMMITTEE TIME COMMITMENT EXPECTATIONS:

Month	Activity	Approximate Time Commitment
April	Submit article to LabOratory listing the Spring Seminar scholarship winners Complete Committee report for Board of Directors Meeting and House of Delegates	1 hour ½ hour
May	Receive, review, and approve expense vouchers from scholarship recipients. Forward approved vouchers to the ASCLS-WA Treasurer for payment	½ hour
August	Set deadline (October 1) for the Student Scholarships and send applications to the Program Directors Set deadline for the NWMLS scholarship. Submit an article and application form to LabOratory. Place in NWMLS program if possible.	1 hour
September	Select committee members for the year Accept NWMLS scholarship applications and distribute to committee members for review. Select recipients of the NWMLS scholarships and notify the winners (include reimbursement guidelines)	1 ½ hours
October	Accept student scholarship application and distribute to committee for review Select recipients of the student scholarships and notify the winners. Send the names to the ASCLS-WA Treasurer for disbursement of funds.	1 ½ hours
November	Receive, review, and approve expense vouchers from the NWMLS scholarship winners. Forward approved vouchers to the ASCLS-WA Treasurer for payment Submit article to LabOratory regarding NWMLS and student scholarship winners	1 hour
January	Set deadline for Spring Seminar Scholarship Submit article to LabOratory and include the application form. Place in Spring Seminar program if possible	½ hour
March	Accept Spring Seminar scholarship applications and distribute to committee for review. Notify recipients (include reimbursement guidelines).	1 hour