



## **ASCLS-UTAH Job Descriptions for Positions**

### **President Elect – Elect**

1. This is an elected position. Term of office is one year.
2. Attend all meetings and serve as a voting member of ASCLS-UTAH Board of Directors.
3. Serve on the Spring Seminar Committee. Assist President-elect to oversee and ensure that all the Spring Seminar functions and activities are planned and scheduled on a timely and cost effective basis.
4. Familiarize self with activities and duties to be assumed as President – Elect of ASCLS-UTAH.
5. In the absence of the President and President-Elect perform the duties of and with the same authority as the President. The next year assumes the job of President and the next year a member of the board as the past president.
6. Become familiar with activities of various committees.
7. Stimulate contact and communication with other health care organizations.
8. Write and submit a column per issue of *The Reference Point*.

### **Secretary**

1. This is an elected position. Term of office is two year.
2. The secretary shall act as secretary at all meetings of the board of directors and general membership and keep or cause to be kept in permanent form a record of all minutes taken at such meetings

### **Treasurer**

1. This is an elected position. Term of office is two years.
2. Keep record of all ASCLS-UTAH financial transactions, including receipts of dues from ASCLS, deposits of monies into ASCLS-UTAH accounts, and payment of all bills upon approval of the President.
3. Provide financial statements at each Board meeting and the Spring Seminar annual general meeting. Provide reimbursement forms and monies as approved by the President for member expenditures pertaining to approved functions and activities.
4. File IRS forms as needed.
5. Maintain adequate and accurate records in case of state or federal audit of finances.
6. Forward all records to the ASCLS-UTAH file at the conclusion of term of office.

### **Board Member at Large**

1. This is an elected position. Two are elected annually. Term of office is three years.
2. Attend and serve as a voting member at all ASCLS-UTAH meetings.
3. Responsible for soliciting and representing membership concerns on all topics pertaining to ASCLS-UTAH.
4. Work and consult with the President.
5. Act as a chair or liaison to committees and activities as the assigned by the President.



6. Write and submit one article or column per year to *The Reference Point*.

### Nominations Committee

1. Consists of five members elected to one year term of office. A chair is appointed based on the majority of votes received, the highest number of points received or by the Board from one of the elected members.
2. Responsible for preparing a **slate of eligible candidates** for the positions to be filled.
  - a. Provide active members with an official list of active or emeritus members eligible for nominations office at least **30 days** prior to election or **60 days** prior to Spring Seminar.
  - b. Request nominations for ASCLS-UTAH open positions including President-Elect-Elect-annually, Recording Secretary and Treasurers – biannually, Board –at –Large where two are elected annually for three year terms; and Nominations Committee where five are elected annually.
  - c. Request nominations for ASCLS-UTAH Awards in coordination with the Awards chair.
  - d. **Compile and screen nominees**, this includes a query of the nominee’s motivation, interest, and time commitment. Desire to serve, eligibility, and agreement to perform the duties for which they may be elected. A member may only run for one position during an election. Nominees must be active or emeritus members at the time of the election and must have been a member of the organization for a minimum of 12 consecutive months immediately prior to the election.
  - e. Present slate of nominations to the **Board of Directors** prior to the creation of the ballot.
3. Responsible for the conduction annual elections at least **30 days** prior to the Spring Seminar. Feb meeting.
  - a. Prepare and email or mail **instructions, ballots, and run-off ballots** when necessary. Voting instructions should direct the members to rate the nominees as to first choice, second choice, etc., when several nominees are considered as for Board-at-Large or Nominations committee. Winners are elected by a simple majority of he ballots received by the stated deadline using email or mail-in ballot or using web page ballot.
  - b. Run-off balloting is needed when there is a tie or no simple majority is reached. A simple majority is the person with the most votes (not necessarily 51%). Using the point system, if three nominees are considered, first choice equals three points, second choice equals two points, and third choice equals one point. The point system is adjusted based on the total number of nominees. The point system should result in fewer situations where a run – off Balloting is needed.
4. Tally and announce election results at the **Spring Seminar and the Reference Point**.
5. Email or Mail a **written verification** to all newly **elected members** with a job description included and date and location of the next Board of Director’s meeting.
6. Email or Mail a **written verification** to all **non-elected nominees** to thank them for their willingness to serve and the date and location of the next Board of Director’s meeting to encourage service to the non-elective positions.
7. The Chair of nominations committee coordinates all activities of all the Committee and is ultimately responsible for meeting established deadlines.