

American Society for Clinical Laboratory Science
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SCIENTIFIC ASSEMBLIES

Handbook

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June 2014, June 2015, June 2016

The purpose of this Handbook is to outline the duties and responsibilities of the American Society for Clinical Laboratory Science (ASCLS) National and State Scientific Assemblies (SA). Included in this Handbook are position responsibilities, committee activities, policies and procedures.

Refer to the **Table of Contents** area for **specific descriptions** and the **Appendices** for **additional information**. Contact the SA Coordinator for the most recent information.

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Purpose, Composition, Goals, & Participation

Responsible and Reports to: ASCLS Board of Directors

Purpose: The members of the Scientific Assemblies, with direction from the ASCLS Board of Directors, may develop and review written and electronic publications, examinations, continuing education programs and presentations.

Composition: The Scientific Assemblies will be composed of the following Positions:

1. Scientific Assemblies Coordinator – or- Co-Coordinators
2. SA Chair(s)
3. SA Vice-Chair(s)

The individual Scientific Assemblies include the following specialties that represent the clinical laboratory sciences:

1. Chemistry/Urinalysis
2. Microbiology/Public Health
3. Laboratory Administration/Industry/Consulting/Quality Assurance and Accreditation
4. Immunology/Immunochemistry
5. Hematology/Hemostasis
6. Generalist
7. Education
8. Phlebotomy
9. Molecular Diagnostics
10. Informatics
11. Point of Care

Goals:

The Scientific Assemblies offer its members opportunities for professional, scientific and personal growth through goals that include but are not limited to:

1. Provide expertise within a technical area of the clinical laboratory sciences.
2. Provide opportunities for continuing education in the various clinical laboratory sciences.
3. Serve as a resource for basic education in the clinical laboratory sciences.

4. Identify specific needs for professional and scientific advancement. Provide input, as requested, for the development of laboratory standards in the clinical laboratory sciences.
5. Establish and maintain a communication system that effectively coordinates the endeavors of the Scientific Assembly at the national, regional and state levels.
6. Identify talent/volunteers for scientific and professional needs.
7. Promote the scientific interests of ASCLS and the Scientific Assemblies to ASCLS members.

Participation by ASCLS Members in Scientific Assemblies:

If joining ASCLS via paper application, students and new members of ASCLS may designate up to two (2) of the individual Scientific Assemblies in which they would like to participate on their initial application. Once their application has been processed, these members can elect to join additional Scientific Assemblies by accessing their member account online.

If joining ASCLS via online application, students and new members of ASCLS may designate any of the individual Scientific Assemblies in which they would like to participate on their initial application.

After initial membership, members may change or add SA Member Communities using the link provided on the Scientific Assembly webpage on the ASCLS website.

<http://www.ascls.org/ascls-leadership/scientific-assemblies>

Committee Position Descriptions, Responsibilities, Duties

Scientific Assemblies Coordinator: Professional or emeritus members who have demonstrated an interest in furthering the goals of the Scientific Assemblies and who have demonstrated exceptional communication skills in working with various groups are eligible for appointment.

Responsible and Reports to: ASCLS Board of Directors

Terms of Office: The Coordinator is recommended by the President-Elect as Chair of the Appointments Committee with approval of the Board for a one (1) year term. The SA Chairs and Vice-Chairs are elected by their respective SA to serve two years each as Vice-Chair and Chair.

Responsibilities & Duties:

1. Communicates on a routine basis with each SA Chair. Responds to all communications in a timely manner.
2. Submits articles for *ASCLS Today* and editorials for the Clinical Laboratory Science Journal as needed.
3. Attends all relevant sessions of the Scientific Assemblies at the Annual Meeting.
4. Communicates as necessary with the Executive Office on business of the Scientific Assemblies.
5. Submits activity reports of each Scientific Assembly for the Board of Directors meetings and House of Delegates.
6. Coordinates the activities and functions of the Scientific Assemblies to accomplish strategic charges and goals. Establishes deadlines for reports and projects. Serves as the spokesperson for the Scientific Assemblies.
7. Ensures that all appropriate SA Chairs and vice-Chairs have access to pertinent documents, handbooks, agendas, etc.
8. Chairs SA business meetings at the Annual Meeting.
9. Works closely with the Annual Meeting Steering Committee (AMSC) and Abstract and Proposal Review Committee (APRC) as requested in planning for the ASCLS Annual Meeting.

10. As necessary, delegates review of the *ASCLS Scientific Assemblies Handbook* and updates as necessary.
11. Maintains copies of all correspondence. All files related to the administration of the Scientific Assemblies are to be transferred to the in-coming Coordinator as soon as possible after the Annual Meeting.
12. Reviews nominations for the Scientific Assembly Bio-Rad Professional Achievement Award in conjunction with the SC Co-coordinator and SA Selection Committee as needed. The ASCLS Awards Committee reserves the right to withhold the award for a SA Section for the current year if nominees do not meet the award requirements.

Scientific Assembly Section Chair:

Responsible and Reports to: Scientific Assemblies Coordinator

Responsibilities & Duties:

1. Serves as a communication liaison between the ASCLS National Scientific Assembly and its members including the individual State SA Chair(s).
2. Communicates with the Scientific Assemblies Coordinator on issues as needed. Communicates to State SA Chairs regarding goals objectives and activities of the National SA. Forwards copies of all correspondence, including program announcements, newsletters, and articles as appropriate to Scientific Assemblies Coordinator, SA Vice-Chair and State SA Chairs.
3. Coordinates the submission of articles for the SA column in *ASCLS Today* and other publications as requested.
4. Solicits input from State SA Chairs for National SA activities.
5. Submits a list of all members having been elected or appointed to an office in the SA to the SA Coordinator prior to the end of the Annual Meeting.
6. Responds to all correspondence and requests for assistance in a timely manner.
7. Attends all relevant sessions of the Scientific Assemblies at the Annual Meeting

including the business meeting of the Scientific Assemblies. Chairs the section SA's business meeting.

8. Appoints committees and task forces as required to carry out the SA's activities. All committees and task forces are responsible to the SA Chair(s). Recommendations for possible committees for each SA can be found under "Activities, SOPs, Guidelines" section of the handbook. The names/information for each committee member should be sent to the Scientific Assemblies coordinator and SA vice-Chair.
9. Meets the deadlines established by the SA Coordinator. Sends reminders to any section committee Chairs involved.
10. Submits written annual report of SA activities to the Scientific Assemblies Coordinator.
11. Assists in soliciting ideas for possible program topics for the annual meeting program. Assists the Annual Meeting Steering Committee (AMSC) and Abstract and Proposal Review Committee (APRC) in planning for the Annual meeting as requested. A speaker proposal form is available through the AMSC and is distributed electronically.
12. Encourages members of their SA to submit abstracts to be presented at the ASCLS Annual Meeting either as a presented paper, a poster or a case study.
13. Along with APRC and AMSC, participates in review and ranking of proposals for the Annual Meeting within their Scientific Discipline.
14. Monitors activity on the online Member Community. Welcomes new members as they join the specified Community. Participates and encourages discussion within the Community.
15. Becomes involved or solicits members to engage in opportunities presented through ASCLS Committees or Task Forces which require 'content experts' for input or review.
16. Provides input as requested by the SA coordinator for the development of laboratory standards in the scientific disciplines, the educational and administrative areas (legislative, accreditation, certification, PRO, OSHA, licensure, quality control, personnel standards, etc.), and other areas of special interest.

17. Serves as a mentor to the SA Vice-Chair. Transfers all files and records related to the administration of the SA to the in-coming Chair as soon as possible after the Annual Meeting.

18. If there are no volunteers for *ASCLS Today* articles, awards, forum web monitors, or the abstract review process, the SA Chair becomes responsible for these activities.

Education Scientific Assembly (ESA) Chair

Responsible and Reports to: Scientific Assemblies Coordinator

Responsibilities & Duties: In addition to above SA Chair Responsibilities and Duties, the ESA Chair will:

1. Annual meeting:

- Elect Vice Chair (even year)
- Write Agenda/Chair annual business meeting
- Review CLEC proposals for CLEC Planning Committee and submit to CLEC Chair
- Attend CLEC program planning meeting at the Annual Meeting
- Appoint and chair CLEC abstract review committee by Oct 1
- Chair CLEC poster and technology abstract review committee and coordinate activities of the review committee
- Monitor progress of ESA committees
- Moderate member submitted papers session at annual meeting
- Present awards to the winners of the undergraduate poster and student paper competitions.

2. CLEC meeting

- Chair ESA meeting
- Work with CEPI Committee to submit ESA sponsored CLEC session by proposal deadline (varies)
- Introduce BOC and NAACLS speakers
- Get agenda and minutes of July meeting to ASCLS Director of Professional Development and Project Management by end of January
- Solicit nominations for ESA Vice Chair position (even year)

Clinical Laboratory Investigations (CLI) Case Studies Series Editor in Chief

Responsible and Reports to: Scientific Assemblies Coordinator, SA Chairs and Director of Professional Development and Project Management

Purpose: The basic function of the Editor(s)-in-Chief is to develop a schedule of quarterly case studies, communicate with assigned authors to achieve deadlines, appoint reviewers from solicited members of the SA, and review and/or coordinate the review of submitted case studies.

Term of Office: The term begins each January and ends in December of the same calendar year. The Editor(s) may be reappointed without term limits.

Qualifications: The appointee(s) should be a member of the Society, an active member of the Scientific Assembly, have authored peer reviewed publications, be known to complete projects within established deadlines, be able to communicate effectively, and have resources for word processing, emailing and telephoning. The SA Chairs, in consultation with the Director of Professional Development and Project Management, will make recommendations from solicited applications for this position.

Responsibilities & Duties:

1. Develops a schedule of cases to be published each quarter (Jan-Mar, Apr-June, July-Sept, Oct-Dec).
2. Works with SA Chairs to establish a pool of reviewers for cases in each discipline area.
3. Works with SA Chairs and Director of Professional Development and Project Management to seek authors.
4. Receives submitted cases from the author or the Director of Professional Development and Project Management, does a preliminary review to determine initial acceptability of the manuscript, and assigns reviewers to each case study.
5. Communicates with authors and reviewers to achieve deadlines for articles.
6. Reviews each case and evaluates reviews provided by the reviewer(s) when elements of the case study or reviews are questionable.
7. Edits case study for accuracy, clarity, and grammar as needed.
8. Submits edited articles to the Director of Professional Development and Project Management. The Director of Professional Development and Project Management will format for publication and seek P.A.C.E.[®] approval.

Scientific Assemblies Vice-Chair

Responsible and Reports to: Scientific Assembly Chair

Qualifications:

Preferred but not required criteria for the election as vice-Chair are as follows:

- Member of the SA for three (3) years prior to nomination
- Served as a State SA Chair or served as a committee Chair or a member of a committee
- Attended at least two (2) of the previous four (4) national SA business meetings

Responsibilities & Duties:

1. Assists the Scientific Assembly (SA) Chair as requested to accomplish strategic charges and goals as outlined in the *ASCLS Scientific Assemblies Handbook*. Meets deadlines for reports and projects. Communicates identified issues to the SA Chair as appropriate.
2. Directs and coordinates the activities and functions of the SA in the absence of the SA Chair.
3. Serves as spokesperson for the SA in the absence of the Chair.
4. Communicates with Scientific Assemblies coordinator, SA Chair, and State SA Chairs as requested.
5. Responds to communications and requests for assistance in a timely manner.
6. Attends all relevant sessions of the SA at the Annual Meeting including the appropriate business meetings of the Scientific Assemblies.
7. Assists in soliciting ideas for possible program topics for the Annual Meeting program.
8. Assists the Annual Meeting Steering Committee (AMSC) and the Abstract and Proposal Review Committee (APRC) in planning for the Annual meeting as requested.
9. Succession to the two (2) year term of SA Chair automatically occurs after two (2) year term as vice-Chair. Exception:
 - When the SA Vice-Chair assumes the office of SA Chair due to a vacancy, the SA Vice-Chair will serve in the office of Chair for the remainder of the two-year term and will then succeed to their regular term as Chair. In such a case, the SA Vice-Chair serving as the Chair may appoint a temporary Vice-

Chair until the next regular election at the SA Annual business meeting during the Annual Meeting.

- In the event of simultaneous vacancy of the offices of SA Chair and Vice-Chair, the Scientific Assemblies coordinator shall appoint a temporary Chair and Vice-Chair in consultation with the ASCLS President. This appointment will last until the next regular annual business meeting of the SA at the Annual Meeting.

Education Scientific Assembly (ESA) Vice - Chair

Responsible and Reports to: ESA Chair

Responsibilities & Duties: In addition to above SA Vice - Chair Responsibilities and Duties, the ESA Vice - Chair will:

1. Designate reviewers for the Student Research and Case Study award as well as the Student Poster Award. Electronic submission is preferred for each, with information available on the ASCLS website.
 - ESA Student Paper Award
 - <http://www.ascls.org/education-scientific-assembly-student-paper-award>
 - ESA Student Poster Award
 - <http://www.ascls.org/annual-meeting-poster-competition>
2. Coordinate review of ESA student award submissions
3. Recruit student poster judges and coordinate judging activities (annual meeting)

Committee on Educational Programs and Initiatives (CEPI), an ESA subcommittee

Responsible and Reports to: ESA Chair

Responsibilities & Duties:

1. Responsibilities
 - a. The Committee on Educational Programs and Initiatives (CEPI) is a standing subcommittee of the Educational Scientific Assembly (ESA) and is comprised of six (6) members elected by the ESA for a term of three (3) years, with two (2) members elected each year. Members may serve for two (2) consecutive terms, and may not serve again unless they have been off the subcommittee for a minimum of one (1) year.
 - b. The Chair of the ESA appoints a member as Chair. The Vice Chair is selected by the Committee, with approval of the ESA Chair. The Chair and Vice-Chair are appointed for a one (1) year term with the Chair

limited to three (3) consecutive terms.

- c. The Committee will select one member to serve as liaison to the Government Affairs Committee. The CEPI-GAC liaison is appointed for a one-year term limited to three (3) consecutive terms.
2. Duties
- a. Monitor and assess the trends in levels of practice and education of practitioners at all levels.
 - b. Develop and deliver annual mentoring and professional development activities in conjunction with the Clinical Laboratory Educators' Conference.
 - c. Assess current trends in educational programs and their effects on career choices in clinical laboratory science. This is to include the updating, development, and implementation of appropriate career recruitment materials and strategies for use with precollege and undergraduate students, as well as graduate students. The Student Forum should be used as a resource as appropriate.

ESA CEPI GAC Liaison

Responsible and Reports to: CEPI Chair

Responsibilities & Duties:

Each year the CEPI will select a member to attend the ASCLS Legislative Symposium to report to the ESA. The purpose is to keep educator's informed of legislative and regulatory issues that affect laboratory education.

- Register for and attend the ASCLS Legislative Symposium in March. The ESA will cover early registration fee, coach airfare, ground transportation and two-night hotel stay. Meals and incidentals, including luggage fees, are not allowable expenses. Receipts must be sent within two weeks of travel to the ESA chair and Director of Professional Development & Project Management. ASCLS Reimbursement and Travel form must be completed and submitted with receipts.
- Provide a written summary of important items to the ESA & CEPI chair by April 1.
- Provide at least 2 postings to the ESA member community (in the Discussion) to update educators on legislation/regulations that affect MLS/MLT education and/or the lab community between end of March to end of April.
- Provide a written and brief oral report at the ESA meeting in July.

Activities, Standard Operating Procedures, and Guidelines

Election Process:

1. The election process for the Chair(s) and Vice-Chair(s) shall occur within the individual SA. The individual SA may elect other positions as are necessary to serve the needs of the SA. The SA may elect a Nominations Committee to coordinate the nomination and election functions.
2. Nominations may be solicited by the SA through notices in *ASCLS Today*, SA newsletters, Member Communities, or other appropriate mechanisms.
3. A brief candidates' presentation may take place at the SA's business meeting prior to the balloting.
4. Voting by written or verbal ballot shall take place at the SA's business meeting at the Annual meeting.

Meetings:

1. There shall be at least one Scientific Assemblies business meeting during the ASCLS Annual Meeting. The primary purpose of this business meeting is to plan and coordinate activities for all of the SAs for the coming year, and to solve any procedural problems that have occurred.
 - a. The Scientific Assembly Coordinator is responsible for the agenda of the Scientific Assemblies business meeting.
2. The Scientific Assemblies business meeting shall be attended by:
 - a. Scientific Assemblies Coordinator
 - b. SA Chair(s)
 - c. SA Vice-Chair(s)
 - d. Representative from the Annual Meeting Steering Committee
 - e. ASCLS Board Liaison
 - f. ASCLS Staff Liaison
 - g. All interested ASCLS members
3. There shall be an Annual SA business meeting for each SA section during the ASCLS Annual Meeting. The primary purpose of the business meeting is to hold elections, act on requests of the SA and to plan activities for the coming year.
 - a. SA business meetings are scheduled by the Annual Meeting Steering Committee in consultation with the Scientific Assemblies coordinator.
 - b. The SA business meeting shall be open to all members of the SA.
 - c. Attendance sheets from the business meeting are maintained by the SA Chair(s).

- d. SA Chair(s) are responsible for the section SA business meeting agenda.

Committees and/or Assistance on Requests to the Scientific Assembly:

Each SA may form standing committees and/or request volunteers as necessary to serve the needs of the SA. The names of the members appointed to the various committees should be given to the Scientific Assemblies Coordinator at the end of the SA's business meeting during the Annual Meeting. Standard committees may include:

1. Nominations Committee

- a. Members shall be elected at the SA's business meeting at the Annual Meeting to serve a two-year term on the Nominations Committee for that SA.
- b. The Nominations Committee shall elect its own Chair.
- c. The Nominations Committee shall seek nominations for all vacancies and select the nominees to appear on the ballot.
- d. The Nominations Committee shall prepare a ballot to be utilized for the elections at the SA's business meeting.

2. ASCLS Awards Committee Assistance:

- a. As requested by the ASCLS Awards Committee, each Scientific Assembly may assist in identifying deserving nominees for recognized awards and complete awards reviews. The SA Chair(s) will be responsible for assigning volunteers from the SA to assist with these requests. For additional information on awards, refer to ASCLS awards guidelines.
- b. The Scientific Assembly Bio-Rad Professional Achievement Award recognizes outstanding professional achievement of an individual ASCLS member within his or her chosen area of academic, scientific, or vocational interest. Scientific Assembly section chairperson(s) and vice chairperson(s) are not eligible while serving in their position. Each Scientific Assembly section chairperson will serve on the Selection subcommittee along with past ASCLS Scientific Assembly Bio-Rad Professional Achievement award recipients to select the winner. Nominations must be complete, and received before the February 15th deadline. By February 22, the ASCLS SA Chair will provide the subcommittee members with the nomination packets, a copy of the guidelines, voting sheets, and instructions. Subcommittee Members then complete the score sheet and total the scores by March 22. There is no minimum score for an award. However, each committee member should check either Recommend or Do Not Recommend for each nominee. The Scientific Assembly chair will then submit the name of the respective Award recipient to the ASCLS Awards Committee,

awards@ascls.org, by April 15. See ASCLS Awards Committee Nomination Form in the appendix for the scoring rubric.

3. ASCLS Abstract and Proposal Review Committee:
 - a. As requested by the APRC, each SA may assist in soliciting abstracts from the general membership and reviewing abstracts or case studies as requested. The SA Chair(s) will be responsible for soliciting volunteers from the SA to assist with requests. Electronic submission is preferred, with information available at <http://www.ascls.org/ascls-meetings> .
4. ASCLS Web Site
 - a. Each SA will monitor the ASCLS website (www.ascls.org), particularly the Member Community areas.
 5. General Collaboration through ASCLS:
 - a. Throughout the year, special projects may arise which requires collaboration with other ASCLS Committees or Task Forces. The SA members are encouraged to engage in opportunities which require 'content experts' for input or review.

CLSI (Clinical Laboratory and Standards Institute):

The Scientific Assemblies works closely with CLSI on their various publications as sub-committee members, authors and reviewers. SA Chair(s) should maintain a listing of names of SA members who are interested in participating in the various CLSI Standards Review projects.

SA Volunteers/Network:

SA Chair(s), together with the Vice-Chair(s), identify volunteers for activities outlined in the SA volunteer form distributed nationally and at the Annual meeting. All volunteer names should be forwarded to the SA coordinator or ASCLS President - Elect.

The SA Chair should periodically communicate with constituent society SA representatives, and volunteers. Every effort should be made to include volunteers that may not have attended the Annual Meeting in some activity or are new to that SA.

Publications:

The SA Chair(s) is responsible for making recommendations as to various publications that should be undertaken by ASCLS. Publications are defined here as including monographs, self-study materials, computer assisted education, manuals, etc. This includes recommendations as to which current publications should be updated and/or discontinued. The SA Chair(s) is responsible for assisting in finding

members that are interested in authoring the recommended publications.

Continuing Education:

Any individual SA that wishes to sponsor a continuing education activity outside of the Annual Meeting place/time is encouraged to do so (e.g. Hematology symposium, and CLEC). Once a location and program Chairperson has been identified, the SA Chair should contact the Scientific Assemblies coordinator for further program development and coordination with the ASCLS office. Events which may require financial support will need prior approval from ASCLS.

Electronic Information Sharing & Communication:

Scientific Assemblies are encouraged to implement communication mechanisms to enhance member benefits and provide timely information from the SAs. These mechanisms allow members to be part of important networking benefits not available through other means.

ASCLS sponsors a member community forum for each Scientific Assembly, as well as email communication lists for other National Committees. For information on how to be part of a SA member community established for your committee or SA, visit <http://www.ascls.org/ascls-leadership/scientific-assemblies>.

State Scientific Assemblies

Purpose, Goals, & Participation:

State Scientific Assembly representatives are usually appointed by the State President or in accordance with state society standard operating procedures. It is recommended that each state appoint a Scientific Assemblies coordinator and a SA Chair(s) and SA Vice-Chair(s) for each active SA.

Responsible and Reports to:

The State SA representatives serve as liaisons between:

- a. the state society and their respective SA members within the state
- b. their respective National SA and their SA within the state.

State SA Coordinator Responsibilities & Duties:

1. Coordinates activities of the Scientific Assemblies on the state level as defined by the state society.
2. Encourages the formation of SAs at the state and local levels.
3. Serves as a consultant to or a member of the state/regional program committees as required.
4. Coordinates activities at the state and local levels to provide effective inter-relationships.
5. Ensures two-way communications between the state and local SAs.
6. Submits reports as requested to the national Scientific Assemblies and State Leadership.
7. Assists the ASCLS national Scientific Assemblies and state activities with special projects as requested by the national SA coordinator or state leadership.
8. Completes the ASCLS SA volunteer form; identifies any state SA volunteers and distributes the SA volunteer form for completion. The state SA volunteer should contact the SA via information found on the ASCLS web site (www.ascls.org).

State SA Chair and Representatives Responsibilities & Duties:

1. Fulfills the duties and responsibilities as defined by the state society and the state SA coordinator.
2. May serve as a consultant to or a member of the state/regional program committees.
3. Coordinates activities of the state and local SAs to provide effective inter-relationships.
4. Ensures two-way communications between the state and local SAs.
5. Submits reports as requested to the respective national Scientific Assembly and state leadership.

Appendix

Calendar of Events/Deadlines

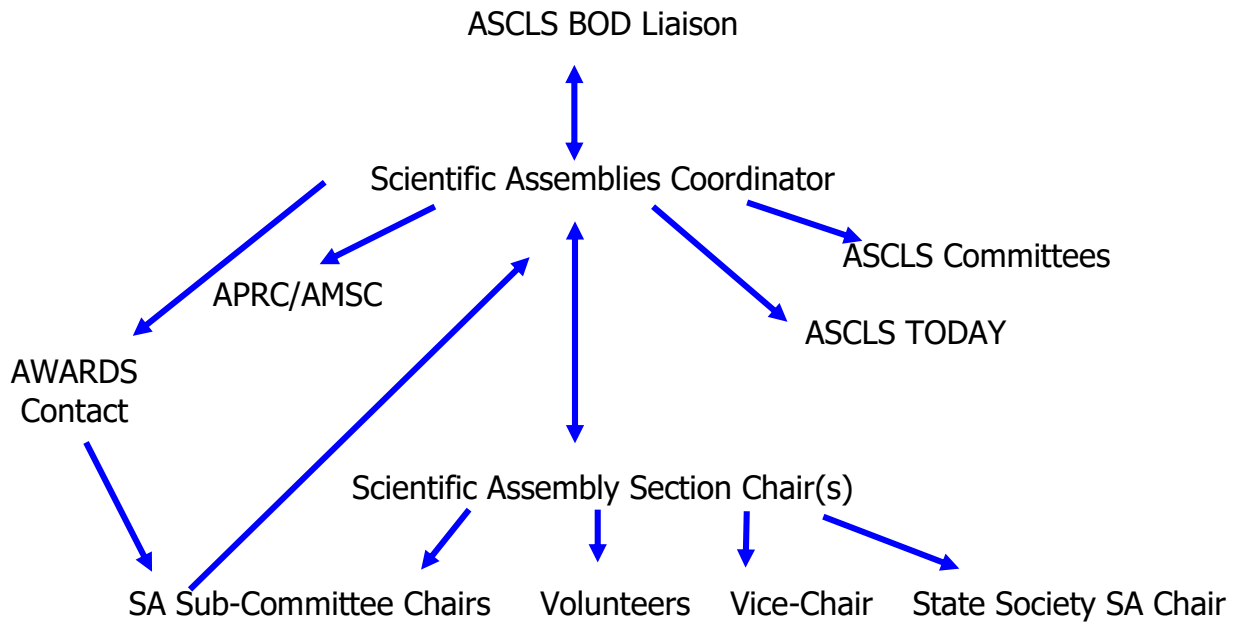
Each year an annual calendar is distributed listing specific dates and timelines.

Example Schedule:

- JULY** Completes the APRC topic/speaker suggestion forms and forwards to designated individual. SA volunteer forms completed and distributed.
- SEPTEMBER** Forwards volunteers and committee Chairs contact information to the SA coordinator or ASCLS office as indicated. Minimally, this includes,
-*ASCLS Today* authors
-Forwards minutes of Annual business meeting to Scientific Assemblies coordinator
- OCTOBER** Fall Board report due to Scientific Assembly Coordinator
- FEBRUARY** Deadline for submission of nominations for the ASCLS Scientific Assembly Bio-Rad Professional Achievement Award, the Theriot Scientific Creativity Award and the Scientific Research Award.
- MARCH** Interim Board report due to Scientific Assembly Coordinator
Legislative Day, Washington, D.C.
- MAY** Deadline for ASCLS budget requests for coming year.
- JUNE** Annual reports due to Scientific Assembly coordinator
- JULY** ASCLS Annual Meeting

Additional requirements/actions as designated by the national office or Board of Directors.

Scientific Assemblies Communication Network



ASCLS Today Sample Submission Schedule

Deadline for Submission	Publication date	Assembly
August 1	September 1	Volunteers
September 1	October 1	Phlebotomy
October 1	November 1 (Nov/Dec issue)	Immunology or Immunoematology
December 1	January	Hematology or Hemostasis
January 1	February 1	Chemistry or UA
February 1	March 1	Microbiology or Public Health
March 1	April 1	Molecular Diagnostics
April 1	May 1	Generalist
May 1	June1 (June/July issue)	Informatics
July 1	August 1	Variable – solicited by SA coordinator
August 1	September 1	Regulatory Affairs, Consultants Quality Management or Industry

- Articles due the first of the month the month prior to publication date.
- Questions relating to topics, article writing, length, etc. may be directed to the publication editor
- SA Coordinator assists the *ASCLS Today* Editor in soliciting and supplying articles per the schedule provided
- Individual SA Chairs should identify an author during the ASCLS Annual meeting whenever possible and provide the authors contact information directly to the SA Coordinator
- Ten articles are to be submitted total for the year

ASCLS Regions

Region I

Connecticut
 Maine
 Central New England
 (Includes: MA/NH/RI)
 New York
 Vermont
 West Virginia

Region II

Delaware
 District of Columbia
 Maryland
 New Jersey
 Pennsylvania
 Virginia
 South Carolina

Region III

Alabama
 Florida
 Georgia
 Mississippi
 North Carolina
 Puerto Rico
 Tennessee

Region IV

Indiana
 Kentucky
 Michigan
 Ohio

Region V

Minnesota
 North Dakota
 South Dakota
 Wisconsin

Region VI

Illinois
 Iowa
 Kansas
 Missouri
 Nebraska

Region VII

Arkansas
 Louisiana
 New Mexico
 Oklahoma
 Texas

Region VIII

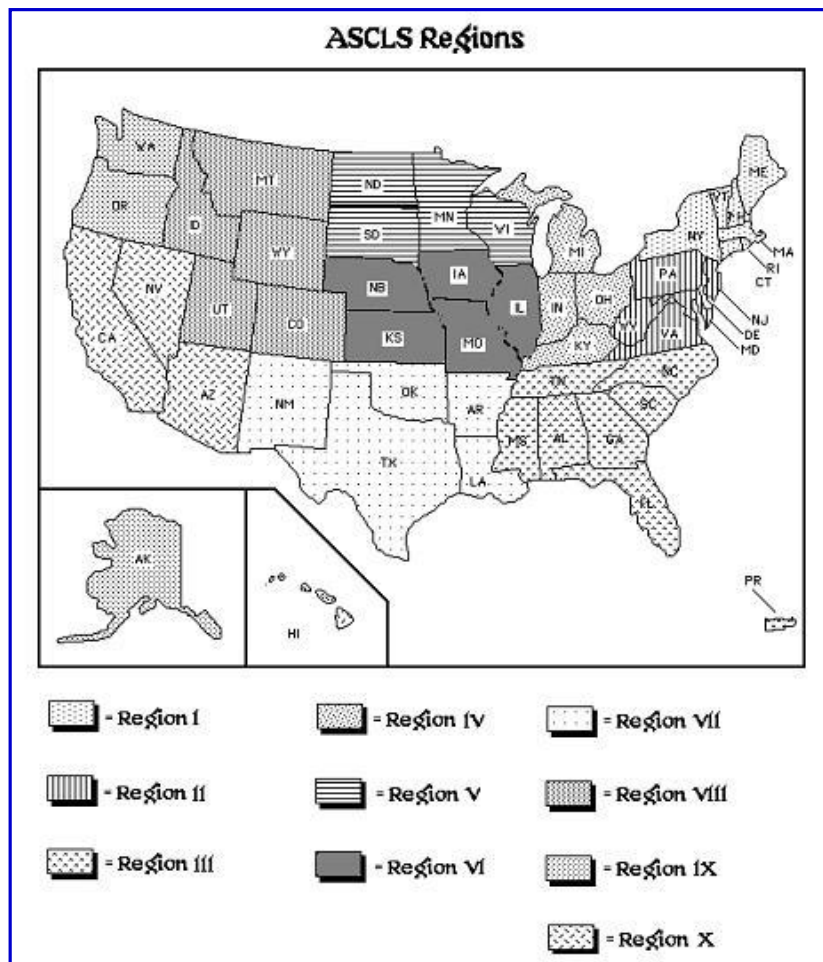
Colorado
 Idaho
 Montana
 Utah
 Wyoming

Region IX

Alaska
 Oregon
 Washington

Region X

Arizona
 California
 Hawaii
 Nevada



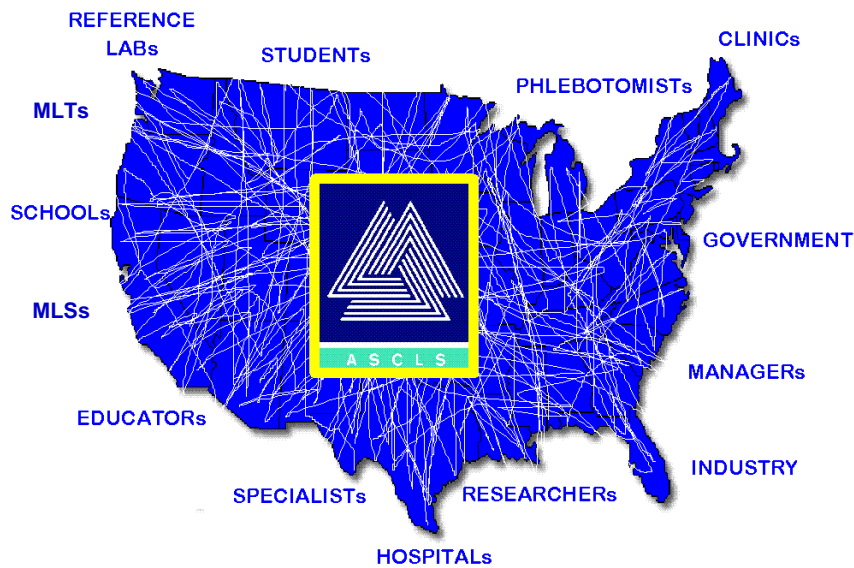
The ASCLS Connectivity Revolution!! A FREE Benefit for ASCLS Members!!



- It is a total revolution
- It is happening right now
- It will only accelerate
- It allows networking beyond compare
- It is real-time information sharing
- It creates unimaginable opportunity for ASCLS members



If you haven't joined one of your ASCLS Scientific Assembly Member Community, the time is NOW! Can you imagine the power of thousands of clinical laboratory professionals and institutions instantly sharing information to create the future for our profession or improve healthcare services within the nation?



**Be part of
the VOICE,
the VALUE,
the VISION!**

ASCLS Scientific Assemblies Handbook Revision Record:

- 8/2006: Deleted specific Scientific Assemblies procedural sections relating to Awards and Abstract Review functions due to separate ASCLS Committees completing these functions.
- 4/2007: At the direction of the ASCLS Board of Directors edited Scientific Assembly to Scientific Assemblies except in reference to an individual Scientific Assembly section. Deleted Histology/Cytology SA as approved at the 2006 Fall ASCLS Board of Directors meeting.
- 6/2012: Removed ASCLS Speakers Bureau forms as the speakers bureau no longer exists. Updated ASCLS Today Schedule, revised SA Chair responsibilities as submitted by SA Chairs. Removed list-serv references as this is now a function of the website service.
- 6/2014: Revised Scientific Assembly committees to reflect current naming convention/grouping. Removed references to list-serv and replaced with Member Communities, revised *ASCLS Today* schedule to reflect new nomenclature, changed all addresses to reflect ASCLS current address, removed references to CEAC and replaced with APRC, removed outdated documents and references listed in Appendix.
- 6/2015: Updated responsibilities of SA Chair; included ASCLS SA Bio-Rad Professional Achievement criteria and scoring rubric.
- 6/2016: Added CEPI, Added CEPI GAC Liaison, Added CLI Editor in Chief, Edited ESA chair Annual Meeting responsibilities; updated with current Bio-Rad Professional Achievement Nomination form.

ASCLS Awards Committee Nomination Form

ASCLS Scientific Assembly Bio-Rad Professional Achievement Award
ASCLS Award Committee Nomination Form

Please forward this nomination and a copy of the ASCLS Award Application Form to the nominee. Completed Award Applications must be received by February 15th to the Scientific Assembly Coordinator Ashlee Ketchum at ketchum_7@msn.com.

I, the undersigned, wish to nominate the following candidate for the ***ASCLS Scientific Assembly Bio-Rad Professional Achievement Award***.

Nominator
Signature (may be electronic)
Nominator email:
Candidate:
Scientific Assembly Section:

**ASCLS Scientific Assembly Bio-Rad Professional Achievement Award
ASCLS Nomination Form**

To be completed by Nominee:

Name, Degree, Certification, and Title		
Employer		
Work Address		
City	State	Zip
Work email	Contact number:	
Home Address		
City	State	Zip
Home email	Contact number:	Alt number:
Nominee Signature		

Elected ASCLS Officer, Assembly Officer, Board Member

List position and year(s) of term. List all years, even if accumulated points exceed the maximum.

National ASCLS officer or board member, Scientific Assembly officer (3 points per year of term)	Points (30 Max)
1	
2	
3	
4	
5	
Regional ASCLS officer or board member, Scientific Assembly officer (2 points per year of term)	
1	
2	
3	
4	
5	
State ASCLS officer or board member, Scientific Assembly officer (2 points per year of term)	
1	

2	
3	
4	
5	
Total of elected ASCLS officer, board member or SA officer points	

Appointed ASCLS Committee/Task Force Chair or Member

List position and year(s) of term. List all years, even if accumulated points exceed the maximum. Indicate if *chair or member*.

National (4 points per year as chair, 2 points per year as vice-chair or member)	Points (30 Max)
1	
2	
3	
4	
5	
Regional (2 points per year as chair, 1 point per year as vice-chair or member)	
1	
2	
3	
4	
5	
State (2 points per year as chair, 1 point per year as vice-chair or member)	
1	
2	
3	
4	
5	
Total of appointed committee/task force chair or member (30 points maximum)	

Attendance at All Professional Society Meetings

List year(s) you attended. List all, even if accumulated points exceed the maximum.

Exclude attendance at meetings required by employer.

Examples of meetings: ASCLS, CLEC, Legislative Day, AACC, AABB, ASM, CLMA, ASM, ASCP

National (1 point for each year attending)	Points (10 Max)

Regional (0.5 points for each year attending)	
State (0.5 points for each year attending)	
Total of meeting attendance points (10 points maximum)	

Delegate to ASCLS National House of Delegates

List dates. List all, even if accumulated points exceed the maximum.

List each year as a delegate (2 points for each year)	Points (10 Max)
Total of delegate points (10 points maximum)	

Leadership in Professional Organizations Other Than ASCLS

List organization, position and year(s) of term. List all, even if accumulated points exceed the maximum.

NOTE that “member” in a professional organization does not qualify as evidence of “leadership”.

Exclude attendance at meetings required by employer.

Examples of societies: AACC, AABB, ASM, CLMA, ASM, ASCP

Provide position title, activity, organization, and year (1 point for each year of service)	Points (10 Max)
1	
2	
3	
4	
5	
Total points for leadership in organizations other than ASCLS (10 points maximum)	

Professional Presentations

Platform presentations or posters at scientific meetings; provide title, sponsor, dates, and hours.

8 hours (10 points), 4 hours (5), 1–2 hour presentation or poster session (3)	Points (10 Max)
1	
2	

3	
4	
5	
Total professional presentations (10 points maximum)	

Professional Publications

Articles, editorials, professional books, book chapters. Give title, publisher or journal, year.

Peer-review articles (5 points), books (5), book chapters (3), educational articles, editorials (2)	Points (10 Max)
1	
2	
3	
4	
5	
Total professional publications (10 points maximum)	

Professional Legislative Activities

Letters to senators and representatives, meetings with senators and representatives, licensure activities.

For Legislative Day, post activity in Attendance at Professional Society Meetings.

List professional legislative activity and year (1 point per activity per year)	Points (10 Max)
1	
2	
3	
4	
5	
Total legislative activities (10 points maximum)	

Professional Awards, Honors, Recognition

Omicron Sigma, Member of the Year, scholarships, authorship awards

National award (2 points for each year), Local/regional (1 point for each year)	Points (10 Max)
1	
2	
3	
4	
5	
Total awards, honors, recognition (10 points maximum)	

Exemplary Service to the Profession or Major Contribution to ASCLS

e.g., National annual meeting chair, position paper author, editing national bylaws or Body of Knowledge.

NOTE that significant preference is given to efforts on a national level.

Exemplary service activity (10 points each)	Points (20 Max)
1	
2	

3	
Total exemplary service (20 points maximum)	

Recommendations

Grand Total Points

150 points maximum, points will be used in the event of two or more nominees	
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Note: If electronic signatures are not available, forms and/or letters transmitted from the nominators' personal e-mail addresses will be accepted.