

Committee Chair Orientation



Suzanne Campbell
ASCLS President-elect
2016-2017

Agenda

- Welcome and Introductions
- Organization of ASCLS
- Committee Charges for 2016-2017
- ASCLS Calendar
- Committee Reports
- Role and Responsibilities of the Chair
- ASCLS Website — Karrie Hovis
- Questions

Organization of ASCLS

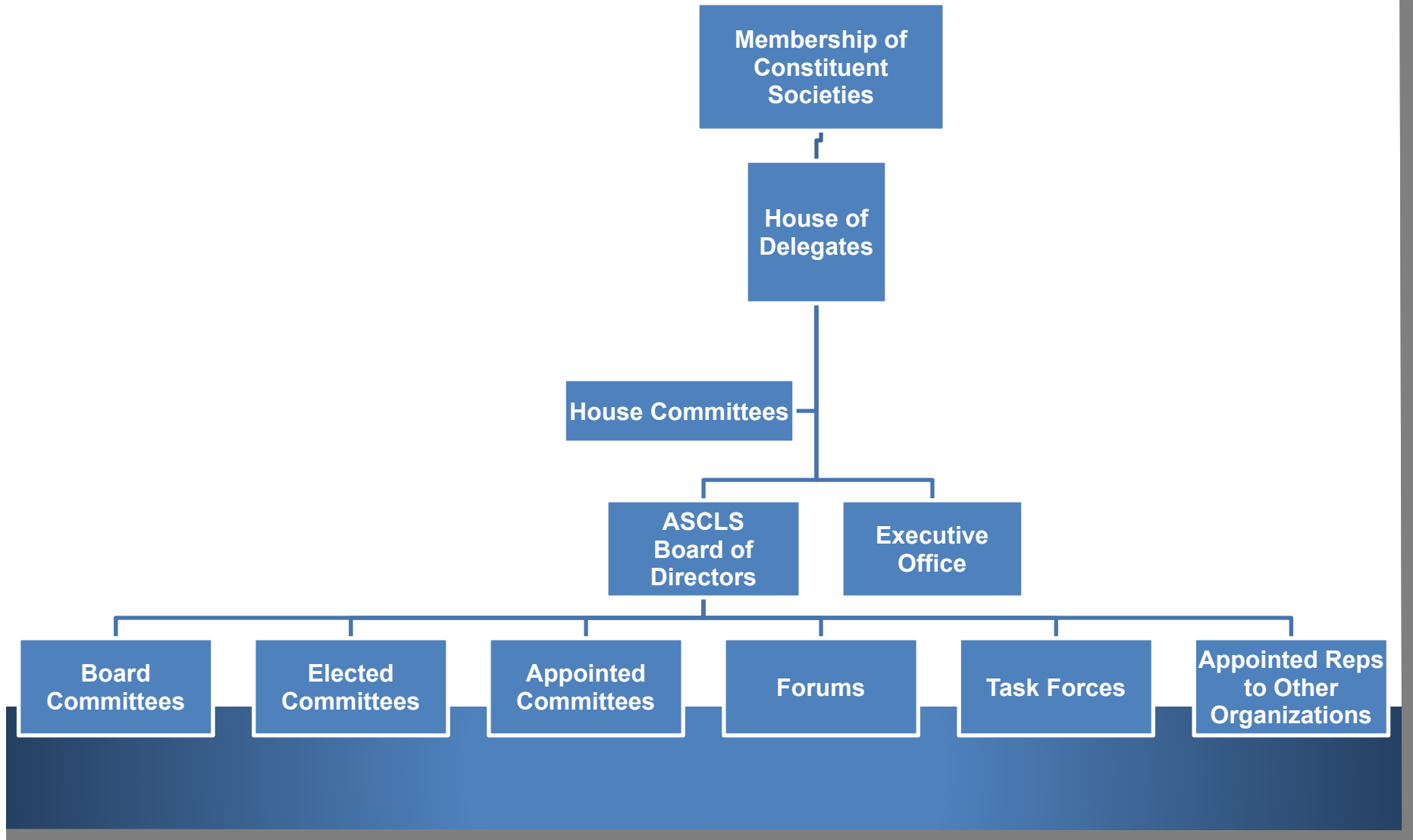
- Grass roots membership
- ASCLS is successful because of the dedicated leadership of our member volunteers
- Two-way communication between our national organization and the grassroots membership

ASCLS Regions

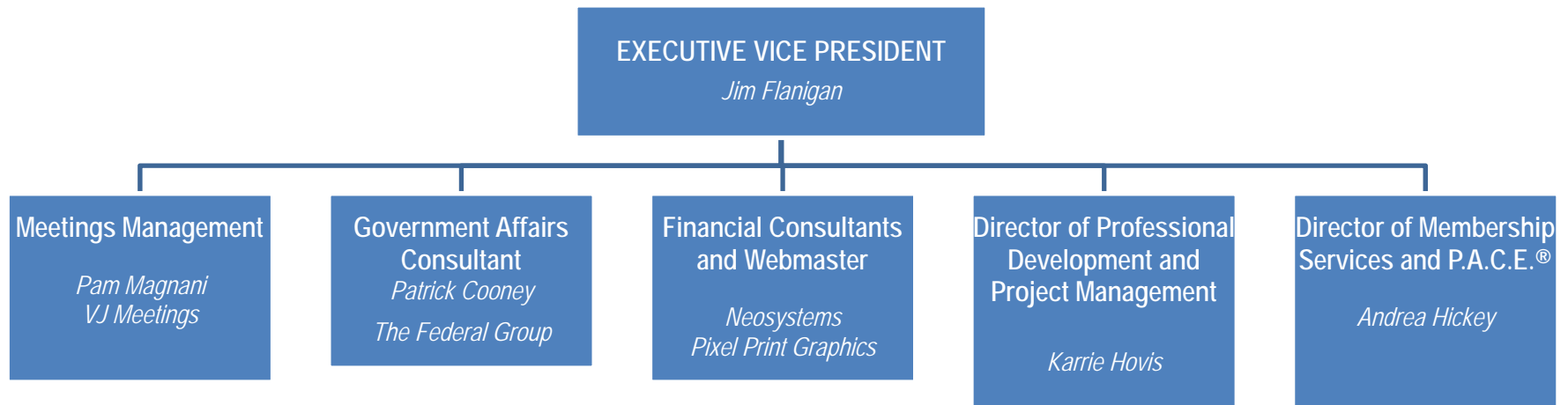


- | | | |
|---|--|--|
|  Region I |  Region IV |  Region VII |
|  Region II |  Region V |  Region VIII |
|  Region III |  Region VI |  Region IX |
| | |  Region X |

ASCLS Organizational Chart



ASCLS Executive Office Org Chart



ASCLS Board Committees

- Executive
 - President, President-Elect, Past President, Secretary/Treasurer, 2 BOD members
- Finance
 - President, President-Elect, Past President, Secretary/Treasurer, 3 BOD members
- Appointments
- Long Range Planning
- Policy and Procedures
- New Board Orientation
- Minutes

ASCLS Elected Committees

- *Nominations Committee*
- *Judicial Committee*

Appointed Committees: The Foundation of ASCLS

- Grassroots involvement
 - Local to State to Regional to National
- Allows ASCLS to commit more resources to the Mission and Vision
 - Keeps operating expenses for paid staff low

Appointed Committees

- Abstract and Program Proposal Review Committee
- Annual Meeting Steering Committee
- Awards Committee
- Bylaws Committee
- Government Affairs Committee
- Leadership Academy Committee
- Leadership Development Committee

Appointed Committees (2)

- Membership Committee
- P.A.C.E. Committee
- Patient Safety Committee
- Product Development Committee
- Promotion of the Profession Committee
- Scientific Assembly Coordinators

Forums

- Diversity Advocacy Council
 - Independent board
- Student Forum
- New Professionals and New Members Forum

Independent Boards

- Education & Research Fund Board of Trustees
 - Members nominated by ASCLS President-Elect, and approved by ASCLS Board of Directors
- Political Action Committee Board of Trustees
 - Members appointed by Regional Director

Other

- Consumer Information Web Team
- Publications
 - *ASCLS Today* Editor
 - *CLS Journal* editorial staff

Appointed Representatives

- American Hospital Association
- Board of Certification
- Clinical and Laboratory Standards Institute
- Coordinating Council on the Clinical Laboratory Workforce
- Health Promotion Network
- International Federation of Biomedical Laboratory Science
- The Joint Commission
- National Accrediting Agency for Clinical Laboratory Sciences

Task Forces

- Short term appointment
- Specific area to address/study
- Members may have special expertise or interest
- May produce or revise position paper
- Make recommendations to BOD
- Disbanded when charges are completed

Committee Charges and Responsibilities

Committee Chair Expectations

- Refer to Committee Chair Manual
- Begin with your committee meeting this week.
 - Review charges and begin work
 - Develop strategic plan
 - Develop action plan for each charge
 - Timeline
 - Next meeting
 - Responsibility

General Committee Charges

- Before October 1: Using the ASCLS Strategy Map, identify committee goals and create an action plan complete with assignments and timelines to accomplish specific charges. This action plan will be maintained at the ASCLS National Office, be provided to succeeding Committee/Forum Chairs, and serve as the source document for yearly updating, so as to provide continuity from year-to-year. (Organizational Efficiency)
- Involve all committee/forum members and Board Liaisons in activities and projects and communicate with them on a regular basis (at least monthly). Regularly scheduled conference calls should be used to facilitate the completion of committee charges. Ongoing email and telephone contact is important in our organization since our opportunities to interact in person are minimal. Inform the President and ASCLS Office if Committee members are not actively participating in Committee activities. Copy your Board and Staff Liaisons on all communications. (Communication)

General Committee Charges

- Update the ASCLS President and ASCLS Office by the 1st day of each month with an informal e-mail report of activities either accomplished by the Committee or Forum, or projects that are in progress. (Communication)
- Appropriately utilize ASCLS communication vehicles to communicate and promote activities and to solicit input or request resources/assistance (ASCLS Today, ASCLS Member Communities, ASCLS hosted mailing lists, ASCLS social media, etc.) (Communication, Marketing)
- Assign mentors for student and new professional members. Develop mechanisms for mentorship of these members. (Education, Organizational Efficiency)

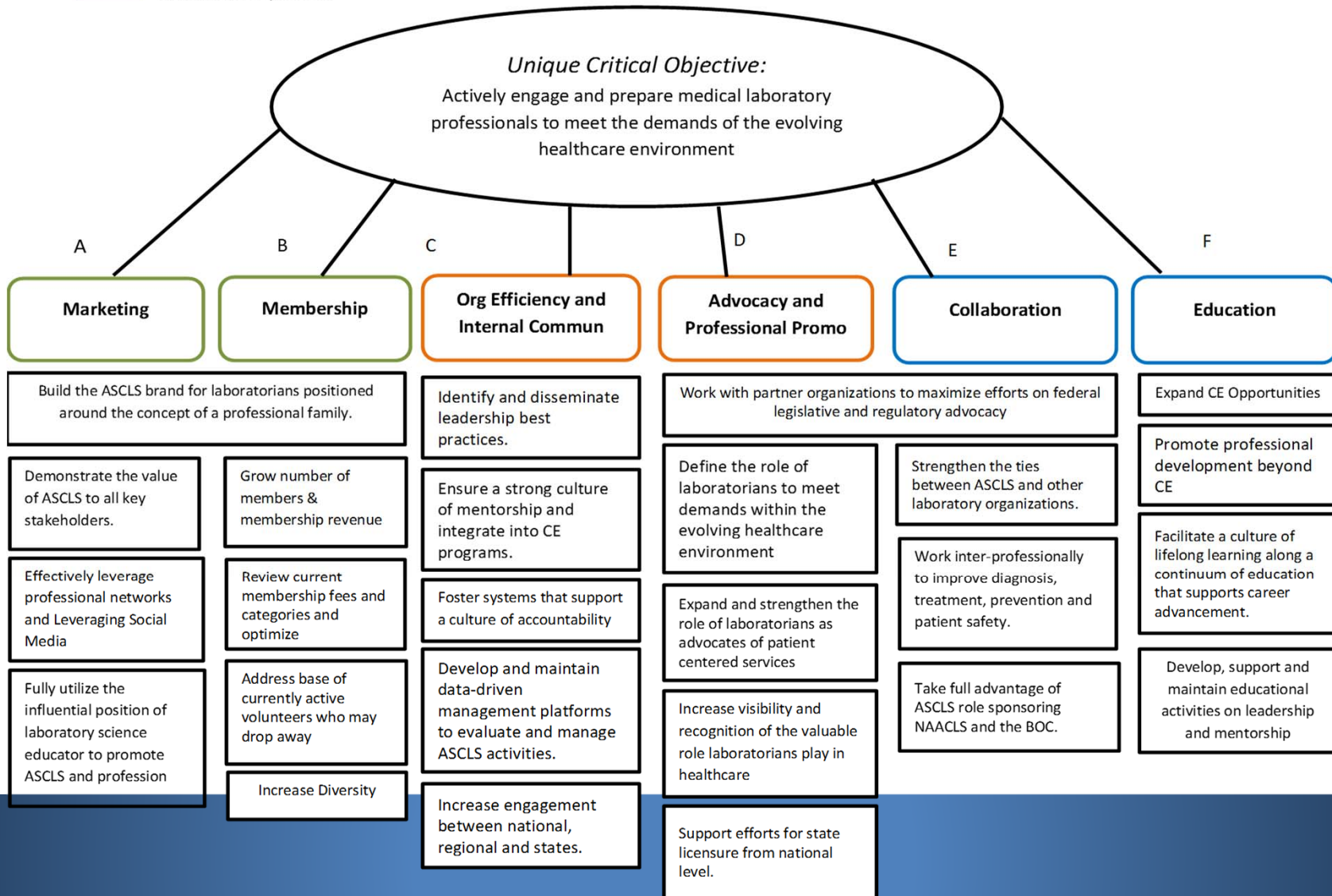
General Committee Charges

- Submit formal reports for each ASCLS Board Meeting (fall conference call; interim; annual) regarding committee/forum goals, charges and activities to the Board Liaison, ASCLS President and the ASCLS Office. (Communication)
- Organize a training session / conference call to orient new members to the Committee, bringing them up to speed on Committee activities, charges, and action plans. (Organizational Efficiency, Education)
- Review and revise (as needed) all committee handbooks, resources, and manuals. Ensure the most current editions are posted on the ASCLS website, and promote their availability. (Communication)
- Provide input to the President-elect regarding individuals that desire to act as special advisors to committees. (Communication)

Specific Committee Charges

- **Provided to you prior to this meeting**
- Contained in the Committee Chair Manual
- Can still be modified or clarified

Strategic Map: 2016-2017



Strategic Action Plan

- Provides continuity from year to year
- New Strategy Map for 2016-2017
 - Included in Committee Chairs Manual
 - Use to develop committee/forum goals, action plans, assignments, and timelines to accomplish goals
 - Note Critical Objective and the supporting pillars
 - For 2016-2017, priorities are Marketing and Membership

ASCLS 2016-2017 Calendar

EVENT	DATE
Committee Communications with President – Society News Now	1 st of each month
Annual Meeting Steering Committee Meeting: San Diego, CA	September 9-10, 2016
Executive Committee Meeting: San Diego, CA	September 10-11, 2016
Fall Board Reports due: State Submissions to Regional Directors and Committees Send to: <u>Board Liaisons</u>	October 7, 2016
Fall Board Reports due: Regions, Committees, Affiliated Organizations Send to: <u>National Office and President</u>	October 21, 2016
Recommendations/Volunteers for ASCLS Committee and other Appointments: Nominate via Survey Monkey link	November 1, 2016
Board of Directors Fall Meeting - Conference Call	November 4, 2016
Nominations for ASCLS Elected Positions Send to: <u>Nominations Chair</u>	January 15, 2017
Omicron Sigma Nominations due	February 1, 2017 National February 15, 2017 Regional March 1, 2017 States
Interim Board Reports Due: State Submissions to Regional Directors and Committees <i>Send to: <u>Regional Director</u></i>	February 10, 2017

ASCLS 2016-2017 Calendar, cont.

EVENT	DATE
Interim Board Reports Due: Regions, Committees, Affiliate Organizations Send to: <u>Board Liaison, National Office and President</u>	February 24, 2017
Clinical Laboratory Educators' Conference: Boston, MA	February 23-25, 2017
Board of Directors Interim Meeting & Planning Day	March 18-19, 2017
Legislative Symposium; Washington, DC	March 20-21, 2017
National Medical Laboratory Professionals Week	April 23-29, 2017
Keys to the Future Nominations	May 1, 2017
State and National Committee Rosters due Send to: <u>President-Elect and National Office</u>	June 10, 2017
Annual Reports for Board Meeting due: State Submissions to Regional Directors and Committees Send to: <u>Regional Directors</u>	June 16, 2017
Annual Reports for Board Meeting and House of Delegates due: Regions, Committees, Affiliated Organizations Send to: <u>Board Liasons, National Office and President</u>	June 30, 2017
85th ASCLS Annual Meeting: San Diego, CA	July 31 – August 3, 2017

Committee Chairs - Reports

- Monthly activity report to me – Due first of each month
 - E-mail with the latest activities of your Committee (informal)

Committee Chairs - Reports

- Board reports
 - Provided for each ASCLS Board Meeting
 - Fall conference call, Interim, Annual
 - Include progress on committee/forum goals charges and activities
 - Example is included in the Committee Chairs manual

Fall Board Report

Summary of activities since Annual Meeting

- Include Strategic Map Goals
- Concerns:
- Requests for Action: “I move that the ASCLS Board of Directors.....”
 - First discuss with Board Liaison (your advocate!)

Interim Board Report

Summary of activities since Fall Board Meeting

- No longer than 2 pages
- Concerns:
- Requests for Action: “I move that the ASCLS Board of Directors.....”
 - First discuss with Board Liaison (your advocate!)

Annual Meeting Board Reports

Report to the ASCLS Board of Directors:

- Summary of activities since Interim Report
 - No longer than 2 pages
 - Concerns:
 - Requests for Action: “I move that the ASCLS Board of Directors.....”
 - » First discuss with Board Liaison (your advocate!)

Annual Meeting **House** Reports

Report to the House of Delegates:

- Summary of activities for entire year
 - On letterhead
 - No longer than 2 pages
 - No Concerns or Requests for Action

Deadlines

- Quick e-mails are due to me 1st of each month, starting September 1, 2016
- Reports are due to your Board liaison:
 - October 7 Report for Fall Board Meeting
 - February 10 Report for Interim Board Meeting
 - June 16 Report for Annual Board Meeting & House of Delegates

Role and Responsibilities of Chair

- Incoming Chair – Chairs the meeting at ASCLS annual meeting
 - Outgoing attends for continuity
- Communicates with Board liaison
- Completes charges
- Sends reports

Role and Responsibilities of Chair

- Complete charges
 - Evaluate ongoing & new
 - Prioritize
 - Set timelines
 - Share information with committee members
 - Establish methods of communication
- Keep your Vice-Chair involved
 - Right-hand “man”
 - Delegate responsibilities
 - Help plan meetings
 - Follow on assigned tasks

Role and Responsibilities of Chair

- Team building
- Member development
 - Help others build leadership skills
 - Identify a mentor for students and new professionals on committee
 - Recommend individuals to the ASCLS Nominations & Appointments Committee
- A Succession Plan
 - Find / mentor your replacement
 - Keeps committee from losing focus on activities

Aside from the paperwork...

Most difficult part of being chair is...

Aside from the paperwork...

Most difficult part of being chair is...

Communication

Communication Strategies

- In person
 - Ideal for team building
 - Usually only possible at Annual Meetings because of cost
- Email
 - Distributing information/reports
 - Document sharing
 - Building consensus
 - Asking questions

Communication Strategies

- Conference call
 - Keeping on track/making progress
 - Resolving conflicts
 - Problem solving
 - Arrange for toll-free conference call number with Jim Flanigan jimf@ascls.org
- Skype
 - Free via internet for ≤ 20 people

Communication

- Develop communication plan
 - Email & Conference Calls
 - Involve all committee members (including your Board Liaison)
- Identify the best way to communicate
- Consider:
 - Your committee charges
 - Strategic action plan
 - Timeframes

Communication

- Involve all committee members and board liaisons
 - Communicate with them on a regular basis (at least monthly).
- Use regularly scheduled conference calls to facilitate the completion of committee charges.
- Use email and telephone contact
 - Personal interaction minimal
- Always copy your Board and Staff Liaison on *all* communications

Communication

- Your Board Liaison is your advocate!
 - Interface between Committees and the Board
 - Resource/advisor to Committee Chair
 - Presents any “Concerns” or “Requests for Action” to the Board at official meetings
 - *Requests for action can be for assistance, resources, or approval of committee recommendation*

Representing ASCLS

- Know your scope of duties
- Keep informed of ASCLS policies
- Ask if not certain
- Be cautious in controversial or newsworthy areas
- Actions/opinions that adversely affect ASCLS member, competitors, business contacts made only with approval

Sharing Activities with ASCLS Membership

- ASCLS Web Site
 - Members Section
 - Member Communities
 - Leadership Postings e-mails
 - Leadership e-mail list
 - Committee Chairs, Society Presidents
- Scientific Assemblies or Regional e-mail list groups

ASCLS Web Site: www.ascls.org

- About ASCLS
 - Vision & Mission Statements
 - Code of Ethics
- ASCLS Leadership
 - Leadership Resources
 - Scientific Assembly
 - Committees
 - Forums

ASCLS Website Tips

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What to do the 1st week back home?

- Gather all the contact info (e-mails, cell phone #s) from your members and the people that attend your meeting before you leave
- Put all due dates on your calendar (national, regional and state)
- Make a copy of the ASCLS calendar for each strategic location (kitchen, office...)

First Deadlines

- Beginning September 1, 2016:
 - Informal e-mail regarding activities to me and National Office
- Before October 1, 2016:
 - Complete the strategic action goal
 - Include in the Fall Board meeting report
 - Due to your liaison for review by October 7
 - Due to the President and National office by October 21

Who do I call for assistance ?

- Your Board Liaison
- Past chairs of your committee
- Each other — other committee chairs
- ASCLS President
- ASCLS National Office staff

Contact Information for Office

Office:

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Office Address

ASCLS office

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My Contact Information

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Mentoring Your Fellow Chairs

- Your tips?

Thank You!

You are a vital part of the ASCLS Leadership Team!

With your help
ASCLS will make a difference
for the profession
and the professional!

Questions?