

## **ASCLS Committee Charges 2021-2022**

### **General Charges to all Committees and Forums:**

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



determined based on relevance to the committee's activities. Using the communities on a regular basis is the best way to inform members and to ensure transparency.

11. Review and revise (as needed) committee handbooks, resources, and manuals. Ensure the most current editions are posted on the ASCLS website, and promote their availability.
12. Create opportunities/activities for members to engage in efforts that are necessary for ASCLS to advance as a national model for inclusive excellence.

## ASCLS Committee Charges 2021-2022

<b>Abstract and Proposal Review Committee</b>			
<b>Chair</b>	Rachel Morris	<b>Board Liaison</b>	Stacey Robinson
<b>Vice Chair</b>	Janna Schill	<b>Staff Liaison</b>	Melanie Giusti
Assists the Annual Meeting Steering Committee with recommendations of topics and speakers for the Annual Meeting. Review and implement policies and procedures for submitting and evaluating abstracts, papers, posters, and case presentations for the ASCLS Joint Annual Meeting.			

<b>Annual Meeting Steering Committee</b>			
<b>Chair</b>	Karrie Hovis	<b>Board Liaison</b>	Hassan Aziz Kim Von Ahsen
<b>Vice Chair</b>	Nicholas Moore	<b>ASCLS EVP</b>	Jim Flanigan
<b>Past Chair</b>	Josh Pulido	<b>Staff Liaison</b>	Melanie Giusti
Plans scientific sessions and workshops for the Annual Meeting in cooperation with the Abstract and Proposal Review Committee, Board of Directors, and staff.			
<ol style="list-style-type: none"> <li>1. Evaluate the effectiveness of collaborations with other professional societies</li> <li>2. Develop new and creative venues for vendor partners and meeting attendees to interact during the annual meeting.</li> <li>3. Develop long-range plans for the ASCLS Joint Annual Meeting.</li> <li>4. Collaborate with ASCLS Staff to implement in-person, virtual and hybrid JAM formats.</li> </ol>			

<b>Ascending Professional Forum</b>			
<b>Chair</b>		<b>Board Liaison</b>	Jessica Lawless
<b>Vice Chair</b>		<b>Staff Liaison</b>	Andrea Hickey
Provides a forum where new professional and new members can clarify the needs and wants of the new members within our profession and communicate them to the Board of Directors for consideration and implementation to meet those needs and wants whenever possible.			
<ol style="list-style-type: none"> <li>1. Develop strategies to assess the needs of Ascending Professionals.</li> <li>2. Develop strategies with Developing Professional Forum to increase the conversion of students to Ascending Professionals.</li> </ol>			

<b>Awards Committee</b>			
<b>Chair</b>	Scott Aikey	<b>Board Liaison</b>	Constance Stager
<b>Vice Chair</b>	Stephanie Bonertz	<b>Staff Liaison</b>	Julia O'Donnell
Coordinates all activities on publication, description, nomination, selection, and presentation of Societal awards.			
<ol style="list-style-type: none"> <li>1. Continue to improve the online submission process.</li> <li>2. Work with Marketing and Communications committee to actively promote award opportunities and announce award recipients.</li> </ol>			

<b>Body of Knowledge Committee</b>			
<b>Chair</b>	Malissa Norfolk	<b>Board Liaison</b>	Kyle Ridding
<b>Vice Chair</b>	Mary Beth Miele	<b>Staff Liaison</b>	Melanie Giusti
<p>Responsible for the Body of Knowledge (BOK) review process including but not limited to accepting, reviewing, collating, and integrating comments/changes to the BOK document. The committee will determine if the changes are substantive or minor and refer to House of Delegates as necessary.</p> <ol style="list-style-type: none"> <li>1. Consider making a motion to revise the SOP's to give more leeway in how the various sections of the BOK are reviewed/ revised every 5-6 years. This could be based on a schedule the committee manages and is not specifically defined in the SOP's.</li> <li>2. Engage Scientific Assembly Chairs for feedback with BOK updates.</li> </ol>			

<b>Bylaws Committee</b>			
<b>Chair</b>	Shannon Billings	<b>Board Liaison</b>	Angela Darby
<b>Vice Chair</b>	Mary Gourley	<b>Staff Liaison</b>	Jim Flanigan
<p>Reviews proposed changes to the ASCLS Bylaws, prepares amendments for consideration. Reviews, advises, and approves appropriate proposed amendments to the Bylaws of ASCLS constituent societies.</p> <ol style="list-style-type: none"> <li>1. Develop a procedure to receive and review SOP changes submitted by Policy and Procedures Committee for congruence with the ASCLS Bylaws, and forward suggested ASCLS Bylaws changes to the ASCLS Board of Directors for approval.</li> <li>2. Create a uniform policy regarding posting Bylaws and related documents at the state level website, Community groups. Identify problems/issues for constituent societies related to the process and procedure for developing / revising Bylaws and SOPs.</li> <li>3. Assist Constituent Societies with updating and submitting Bylaws and SOPs by collaborating with CS Task Force/Steering Committee.</li> <li>4. Review the current Bylaws regarding society dissolution, and draft revisions as needed.</li> </ol>			

<b>Choosing Wisely Committee</b>			
<b>Chair</b>	Muneeza Esani	<b>Board Liaison</b>	Constance Stager
<b>Vice Chair</b>	TBD	<b>Staff Liaison</b>	Jim Flanigan
<p>Offers recommendations to the American Board of Internal Medicine Foundation and Consumer Reports Publication that enhance medical laboratory utilization for establishing prognosis, providing diagnostic information, and monitoring therapeutic efficacy. The Choosing Wisely Committee will:</p> <ol style="list-style-type: none"> <li>1. Draft recommendations internally and from discussions with experts within and outside of ASCLS.</li> <li>2. Refine recommendations, presents them to ASCLS scientific assemblies by respective disciplines.</li> <li>3. Refine recommendations based on scientific assembly input and forwards to ASCLS BOD.</li> <li>4. ASCLS BOD may also provide updates to proposed recommendations.</li> <li>5. Transmit ASLCS BOD-approved recommendations in groups of five to ABIM for approval.</li> </ol>			

<b>Clinical Laboratory Educators Conference Steering Committee</b>			
<b>Chair</b>	DeAnne Maxwell	<b>Board Liaison</b>	Hassan Aziz
<b>Vice Chair</b>	Kay Rasmussen	<b>Staff Liaison</b>	Melanie Giusti
<b>Past-Chair</b>	Terry Kotrla	<b>ASCLS EVP</b>	Jim Flanigan
The Committee serves to develop short and long-term plans for the Clinical Laboratory Educators Conference (CLEC) consistent with the ASCLS Strategic Plan, creates the educational program, and provides direction and oversight to the abstract and program submission process.			

<b>Constituent Society Steering Committee</b>			
<b>Chair</b>	Matthew Schoell	<b>Board Liaison</b>	Jean Bauer
<b>Vice Chair</b>	Kristina Martin	<b>Staff Liaison</b>	Andrea Hickey
<ol style="list-style-type: none"> <li>1. Develop a mentoring program to pair struggling constituent societies with strong constituent societies. The results of the CS Survey by the CS Task Force will provide necessary data.</li> <li>2. Develop standards for processes including, but not limited to maintaining accurate and timely financial records, assessing existing policies and determine areas of concern, standardizing practices to ease leadership transitions.</li> <li>3. Address succession planning to mitigate leadership recycling.</li> </ol>			

<b>Developing Professionals Forum</b>			
<b>Chair</b>	TBD	<b>Board Liaison</b>	Jessica Lawless
<b>Vice Chair</b>	TBD	<b>Staff Liaison</b>	Andrea Hickey
The Developing Professionals Forum coordinates the involvement and interest of students of clinical laboratory science in this Society.			

<b>Diversity Advocacy Council</b>			
<b>Chair</b>	Justin Hanenberg	<b>Board Liaison</b>	Kyle Ridding
<b>Vice Chair</b>	TBD (by Council)	<b>Staff Liaison</b>	Andrea Hickey
<p>To advocate the advancement of the ASCLS definition of diversity. To promote inclusivity, communication, and cooperation among Medical Laboratory Professionals, and to promote and encourage a social and fraternal atmosphere for members.</p> <ol style="list-style-type: none"> <li>1. Develop recommendations for the mentorship committee to consider when building mentor/mentee partnerships assuring support for those from diverse backgrounds.</li> <li>2. Develop proposals to educate and inform members relative to social disparities.</li> </ol>			

<b>Doctorate in Clinical Laboratory Sciences Committee</b>			
<b>Chair</b>	Eddie Salazar	<b>Board Liaison</b>	Lisa Hochstein
<b>Vice Chair</b>	TBD	<b>Staff Liaison</b>	Jim Flanigan
Coordinates activities related to establishing DCLS programs. <ol style="list-style-type: none"> <li>1. Develops recommendations for the education and research fund board of directors to support priority to funding projects related to the return on investment of DCLS professionals.</li> <li>2. Plan for a national conference/meeting in 2021-2022.</li> </ol>			

<b>Education and Research Fund Board of Trustees</b>			
<b>Chair</b>	Patricia Tille	<b>Board Liaison</b>	Lisa Hochstein
<b>Vice Chair</b>	TBD (by Committee)	<b>Staff Liaison</b>	Jim Flanigan
Supports scholarly activity dealing with the clinical laboratory profession and provides undergraduate/graduate scholarships. <ol style="list-style-type: none"> <li>1. Identify new methods to increase donations to the E&amp;R Fund from members and industry partners.</li> <li>2. Develop a plan for funding new scholarships (i.e. DCLS).</li> </ol>			

<b>Emerging Laboratory Mangers Education Steering Committee</b>			
<b>Chair</b>	Cindy Johnson	<b>Board Liaison</b>	Beth Warning
<b>Vice Chair</b>	Dana Baker	<b>Staff Liaison</b>	Jim Flanigan
Identify the educational needs of medical laboratory professionals who are serving in management positions with an emphasis on medical laboratory professionals new to management, considering the move into management, or those who are experienced but may have not been provided proper training. Make recommendations aligned with the ASCLS Strategic Framework for resource allocations or changes to policy to implement the educational plan			

<b>Government Affairs Committee</b>			
<b>Chair</b>	Debra Shell	<b>Board Liaison</b>	Jessica Lawless
<b>Vice Chair</b>	Stephanie Noblit	<b>Staff Liaison</b>	Jim Flanigan
Assists ASCLS in achieving objectives of influencing the formulation of appropriate public (governmental) policy on health care issues vital to the profession and the public. <ol style="list-style-type: none"> <li>1. Create a process to mentor state GAC representatives.</li> <li>2. Assist with grassroots campaigns to introduce and advance legislation pertinent to the medical laboratory profession.</li> </ol>			

<b>Leadership Academy Committee</b>			
<b>Chair</b>	Suzanne Butch	<b>Board Liaison</b>	Beth Warning
<b>Vice Chair</b>	Michelle Butina	<b>Staff Liaison</b>	Jim Flanigan
<p>Develops and implements the curriculum and activities for an intensive year- long experience in leadership issues facing rising leaders within ASCLS.</p> <ol style="list-style-type: none"> <li>1. Participate with Leadership Academy Taskforce and appropriate workgroups, i.e. Curriculum Development Workgroup, to re-invent the Leadership Academy.</li> <li>2. Develop and implement an ongoing process of systematic review of the leadership academy.</li> <li>3. Develop a document and/or marketing piece highlighting program success (advancement of academy graduates, feedback regarding return on investment of the academy in their new job role, etc.).</li> </ol>			

<b>Leadership Development Committee</b>			
<b>Chair</b>	Carol Rentas	<b>Board Liaison</b>	Kristen Croom
<b>Vice Chair</b>	Michelle Campbell	<b>Staff Liaison</b>	Jim Flanigan
<p>Responsible for increasing state and regional “activity” in leadership development and orienting new leaders and ensuring they have all written information necessary to succeed in their roles</p> <ol style="list-style-type: none"> <li>1. Develop a plan for on-line leadership development resources for constituent societies. The modules would constitute a cohesive and customizable leadership training that could address basic leadership skills, management skills, and ASCLS generic (e.g. history) and position-specific information.</li> <li>2. Develop ways to demonstrate the return on investment for membership/activity in ASCLS: how involvement can translate into the development of leadership skills that can be used to advance in the workplace.</li> </ol>			

<b>Marketing and Communications Committee</b>			
<b>Chair</b>	Brandy Greenhill	<b>Board Liaison</b>	Claude Rector
<b>Vice Chair</b>	Sophia Chandrasekar	<b>Staff Liaison</b>	Julia O’Donnell
<ol style="list-style-type: none"> <li>1. Educate stakeholders about the various communications tools offered by ASCLS.</li> <li>2. Develop and implement a comprehensive marketing and communication strategy that leverages multiple platforms including professional networks.</li> <li>3. Assess the ASCLS brand within the clinical laboratory industry and identify ways to enhance brand recognition, awareness, and recall.</li> </ol>			

<b>Membership Committee</b>			
<b>Chair</b>	Marianne Downes	<b>Board Liaison</b>	Kristen Croom
<b>Vice Chair – Member Services</b>	Cherika Robertson	<b>Staff Liaison</b>	Andrea Hickey
<b>Vice Chair – Member Recruitment</b>	Brooke Solberg		
Responsible for recruiting new members into ASCLS, retention of members and reactivation of lapsed members. <ol style="list-style-type: none"> <li>1. Develop a process to mentor state membership representatives.</li> <li>2. Collaborate with States and Regions to develop a new-member on-boarding process, including process for how states are notified of new members.</li> <li>3. Investigate the feasibility of creating a phlebotomy membership category.</li> </ol>			

<b>Mentorship Committee</b>			
<b>Chair</b>	Tera Webb	<b>Board Liaison</b>	Stephanie Mihane
<b>Vice Chair</b>	TBD	<b>Staff Liaison</b>	Andrea Hickey
Responsible for promoting and maintaining the Mentorship program. This includes but is not limited to, promoting the program, recruiting participants, providing orientation to both mentors and mentees, and providing and monitoring the mentorship program content <ol style="list-style-type: none"> <li>1. Develop, update, and promote mentorship resources for ASCLS members using all appropriate forms of communication.</li> <li>2. Develop and foster mentoring styles.</li> <li>3. Assess outcomes and impact of program using quantitative and qualitative data.</li> <li>4. Market the mentorship program to new constituent society leaders.</li> </ol>			

<b>Professional Acknowledgment for Continuing Education P.A.C.E.® Committee</b>			
<b>Chair</b>	Adrienne Zapfe	<b>Board Liaison</b>	Stephanie Mihane
<b>Vice Chair</b>	TBD	<b>Staff Liaison</b>	Andrea Hickey
Serves to accomplish the goal of the Professional Acknowledgment for Continuing Education (P.A.C.E.®) program which is to create a combined provider approval and education documentation system for creating educational programs for interested allied health professionals. Identifies opportunities for new markets for the P.A.C.E.® program.			

<b>Patient Safety Committee</b>			
<b>Chair</b>	Stacy Walz	<b>Board Liaison</b>	Stacey Robinson
<b>Vice Chair</b>	Brandy Gunsolus	<b>Staff Liaison</b>	Jim Flanigan
Serves to promote member understanding of the laboratory professional's role in patient safety and provides tools, resources, and educational materials to improve safety for all patients served. <ol style="list-style-type: none"> <li>1. Evaluate new routes to patient safety committee initiatives such as Test utilization; Choose Wisely; Harmonization; Interdisciplinary approach</li> </ol>			



<b>Political Action Committee</b>			
<b>Chair</b>	TBD (by Committee)	<b>Board Liaison</b>	Lindsey Davenport-Landry
<b>Vice Chair</b>	TBD (by Committee)	<b>Staff Liaison</b>	Jim Flanigan
Works with the Government Affairs Committee and Legislative Consultant to monitor legislation at the local, state, and federal level related to clinical laboratory issues. Raises funds to support lobbying efforts.			

<b>Scientific Assembly Coordinator</b>			
<b>Chair</b>	Michael Bishop	<b>Board Liaison</b>	Jean Bauer
<b>Vice Chair</b>	Susan Burks	<b>Staff Liaison</b>	Melanie Giusti
The Scientific Assembly and the individual Scientific Assemblies will serve to provide expert consultation and technical reviewers for such areas as examinations, conventions, continuing education, etc. in discipline-related areas. The SA will develop a plan on incorporating medical laboratory professionals into interprofessional teams.			

<b>Virtual Learning Steering Committee</b>			
<b>Chair</b>	Lisa Shave	<b>Board Liaison</b>	Angela Darby
<b>Vice Chair</b>	Malissa Norfolk	<b>Staff Liaison</b>	Melanie Giusti
This committee will lead the Society's efforts in virtual learning, which includes webinars and webcasts, as well as courses delivered through the ASCLS Learning Management System and will be responsible for coordinating with virtual learning initiatives already underway within other volunteer leadership groups. It will identify educational gaps and topics and develop an annual plan/calendar of virtual education that addresses those gaps or topics.			