

Best Practice Guidelines for all Committees and Council/Forums:

1. By August 1, use the committee charges to create a work plan for each charge that includes strategic actions, steps to accomplishing each action, committee members assigned to the activity, and timeline to accomplish the specific action.
2. Regularly schedule committee meetings help to facilitate the completion of committee charges and strategic actions.
3. 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.
4. Assign mentors for all new committee members.
5. Use ASCLS communication systems (for example, Open Forum, Society News Now) to share committee updates and activities to the general membership. Consider making routine communication to membership a regular strategic action.
6. Use the ASCLS Calendar (found at <https://ascls.org/leadership-resources/>) to identify when reports of the Board of Directors and House of Delegates are to be submitted.
7. Committee chairs should feel empowered to welcome any member to a meeting, when appropriate. In addition, committee chairs should feel empowered to invite any ASCLS member to act as an interested observer if they demonstrate an interest in the work of the group.

Specific Charges to all Committees and Council/Forums:

Abstract and Proposal Review Committee (APRC)					
Chair	Yvonne Cortez		Board Liaison	Stacey Robinson	
Vice Chair	Farhana Mueez		Staff Liaison	Melanie Giusti	
Purpose	The Committee reviews and implement policies and procedures for submitting and evaluating poster abstracts-for the ASCLS Joint Annual Meeting, as well as coordinating the poster competition.				
Strategic Pillars		Community	X	Knowledge	Advocacy
Charges	1.	Increase support and outreach to encourage abstract submissions from graduate students and undergraduates.			
	2.	Work with our Joint Annual Meeting partners to increase poster abstract submissions.			

Annual Meeting Steering Committee (ASMC)					
Chair	Nicholas Moore		Board Liaison	Kim Von Ahsen	
Vice Chair	Jean Tenuta		Board Liaison	Claude Rector	
Past Chair	Karrie Hovis		Staff Liaison	Melanie Giusti	
			ASCLS EVP	Jim Flanigan	
Purpose	The Committee plans scientific sessions and workshops for the Annual Meeting in cooperation with the Abstract and Proposal Review Committee, Board of Directors, and staff.				
Strategic Pillars	X	Community	X	Knowledge	Advocacy
Charges	1.	Evaluate the effectiveness of collaborations with other professional societies.			
	2.	Develop new and creative venues for vendor partners and meeting attendees to interact during the annual meeting.			
	3.	Develop long-range plans for the ASCLS Joint Annual Meeting.			
	4.	Collaborate with ASCLS Staff to implement in-person, virtual and hybrid JAM formats.			

Ascending Professional Forum (APF)					
Chair	Heather Herrington		Board Liaison	Cheyenne Reyes	
Vice Chair	Jesse Day		Staff Liaison	Andrea Hickey	
Purpose	Provides a forum where new professional can clarify the needs and wants within our profession and communicate them to the Board of Directors for consideration and implementation to meet those needs and wants whenever possible				
Strategic Pillars	X	Community		Knowledge	X Advocacy
Charges	1.	Develop strategies to assess the needs of Ascending Professionals.			
	2.	Develop strategies with Developing Professionals Forum to increase the conversion of Developing Professionals to Ascending Professionals.			

Awards Committee					
Chair	Suzanne Campbell		Board Liaison	Frank Scarano	
Vice Chair	Scott Aikey		Staff Liaison	Julia O'Donnell Jim Flanigan	
Purpose	The Committee coordinates all activities on publication, description, nomination, selection, and presentation of Societal awards.				
Strategic Pillars	X	Community		Knowledge	Advocacy
Charges	1.	Continue to evaluate using member feedback areas of improvement the online submission process.			
	2.	Investigate an online submission process that would eliminate the need for attaching documents.			
	3.	Work with Marketing and Communications committee to actively promote award opportunities and announce award recipients.			

Body of Knowledge Committee					
Chair	Malissa Norfolk		Board Liaison	Kyle Riding	
Vice Chair	Mary Beth Miele		Staff Liaison	Melanie Giusti	
Purpose	The Committee is responsible for the Body of Knowledge (BOK) review process including accepting, reviewing, collating, and integrating comments/changes into the BOK document. The committee will determine if the changes are substantive or minor and refer to House of Delegates as necessary.				
Strategic Pillars		Community	X	Knowledge	Advocacy
Charges	1.	Work towards developing a modern and functional BOK that is congruent with the vision it articulated at the 2022 Mid-year House of Delegates.			
	2.	Identify subject matter experts who can provide input and guidance in the document's recreation.			

Bylaws Committee					
Chair	Mallory Janquart		Board Liaison	Angela Darby	
Vice Chair	Carey Loveland		Staff Liaison	Jim Flanigan	
Purpose	The Committee receives the proposed changes to the Bylaws and Articles of Incorporation and prepares said Amendments for consideration. Also, the Committee examines, considers, and approves appropriate proposed changes to the constitutional codes of constituent societies.				
Strategic Pillars		Community	X	Knowledge	Advocacy
Charges	1.	Assist Constituent Societies with updating and submitting Bylaws and Standard Operating Procedures (SOPs) to ensure compliance with national Bylaws.			
	2.	Collaborate with Constituent Society Steering Committee (CSSC) on best practices for creation and amendment of bylaws.			

Choosing Wisely Committee					
Chair	Muneeza Esani		Board Liaison	Constance Stager	
Vice Chair	Dawn Rudnick		Staff Liaison	Jim Flanigan	
Purpose	The Committee is responsible for providing recommendations to the American Board of Internal Medicine (ABIM) Foundation via the American Society for Clinical Pathology. The goal of this committee is to enhance medical laboratory utilization to provide diagnostic information and monitor therapeutic efficacy.				
Strategic Pillars		Community	X	Knowledge	X Advocacy
Charges	1.	Draft recommendations internally and from discussions with experts within and outside of ASCLS.			
	2.	Transmit ASCLS BOD-approved recommendations in groups of five to ABIM for approval.			
	3.	Collaborate with ASCP regarding peer review of recommendations and submission to ABIM.			

Clinical Laboratory Educators Forum (CLEF)					
Chair	Candice Grayson		Board Liaison	Beth Warning	
Vice Chair	Phyllis Ingham		Staff Liaison	Melanie Giusti	
Purpose	The Clinical Laboratory Educators Forum shall engage and facilitate the involvement and interest of Clinical Laboratory Educator members in this Society.				
Strategic Pillars	X	Community	X	Knowledge	Advocacy
Charges	1.	Develop Guidelines for Governance for the Clinical Laboratory Educators Forum for approval by the Board of Directors.			

Clinical Laboratory Educators Conference Steering Committee (CLEC)					
Chair	DeAnne Maxwell		Board Liaison	Kim Von Ahsen	
Vice Chair	Kay Rasmussen		Staff Liaison	Melanie Giusti	
Past Chair	Terry Kotrla		ASCLS EVP	Jim Flanigan	
Purpose	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 annual educational program, and provides direction and oversight to the abstract and program submission process.				

Strategic Pillars	X	Community	X	Knowledge		Advocacy
Charges	1.	Develop long-range plans for CLEC.				
	2.	Collaborate with ASCLS Staff to identify themes from post-CLEC surveys for future improvements.				

Constituent Society Steering Committee (CSSC)

Chair	Stephanie Mabry		Board Liaison	Jean Bauer		
Vice Chair	Kristina Martin		Staff Liaison	Andrea Hickey		
Purpose	The Committee is responsible for advising the Board of Directors on standards for constituent societies, assessing the health of constituent societies, creation of educational programming and tools focused in improving the health and effectiveness of constituent societies; and facilitating mentoring relationships between constituent society leaders to promote peer-to-peer exchange of ideas and support.					
Strategic Pillars	X	Community	X	Knowledge		Advocacy
Charges	1.	Using the Key Health Indicator constituent society responses, identify methods of sharing best practices between struggling and thriving constituent societies. (e.g. mentorship pairing)				
	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.				
	3.	Address succession planning to mitigate leadership recycling.				

Developing Professionals Forum

Chair	Ivann Martinez		Board Liaison	Ivann Martinez		
Vice Chair	Katelyn Farrar		Staff Liaison	Andrea Hickey		
Purpose	The Developing Professionals Forum coordinates the involvement and interest of students of clinical laboratory science in this Society					
Strategic Pillars	X	Community		Knowledge	X	Advocacy
Charges	1.	Develop strategies to assess the needs of Developing Professionals.				
	2.	Develop strategies with Ascending Professionals Forum to increase the conversion of Developing Professionals to Ascending Professionals.				

Diversity Advocacy Council (DAC)

Chair	Letycia Nuñez-Argote		Board Liaison	Beth Warning		
Vice Chair	Stephanie Whitehead		Staff Liaison	Andrea Hickey		
Past Chair	Justin Hanenberg					
Purpose	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.					
Strategic Pillars	X	Community		Knowledge	X	Advocacy
Charges	1.	Develop content that promotes inclusive language within mentorship programming in ASCLS				
	2.	Continue to develop community-building events (e.g. PRISM, book clubs, etc)				
	3.	Find more opportunities to engage members in DAC related topics				

Doctorate in Clinical Laboratory Science (DCLS) Oversight

Chair	Eddie Salazar		Board Liaison	Lindsey Davenport-Landry		
Vice Chair	Jennifer Hayes		Staff Liaison	Jim Flanigan		
Purpose	The committee coordinates activities related to establishing DCLS programs.					
Strategic Pillars		Community	X	Knowledge	X	Advocacy
Charges	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.				
	2.	Plan for a national conference/meeting/summit in 2022-2023.				

Education and Research Fund Board of Trustees						
Chair	Roslyn McQueen			Board Liaison	Lindsey Davenport-Landry	
Vice Chair	Suzanne Butch			Staff Liaison	Jim Flanigan	
Purpose	The E&R Fund is a separately incorporated 501(c)3 charitable organization that supports scholarly activity dealing with the clinical laboratory profession and provides undergraduate/graduate scholarships. The Fund's trustees are responsible for overseeing fundraising activities and the administration and awarding of scholarship from named funds.					
Strategic Pillars	X	Community		Knowledge	X	Advocacy
Charges	1.	Identify new methods to increase donations to the E&R Fund from members and industry partners.				
	2.	Develop a plan for funding new scholarships (e.g. DCLS).				

Emerging Laboratory Managers Education Steering Committee						
Chair	Dana Baker			Board Liaison	Stacey Robinson	
Vice Chair	John Ko			Staff Liaison	Jim Flanigan	
Purpose	The Committee is responsible for strategically guiding the need identification, development and execution of training programs to develop professionals in or seeking to enter laboratory management, which includes, but it not limited to the ELMC2 and the Laboratory Management Institute. The Committee Identifies 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.					
Strategic Pillars	X	Community	X	Knowledge	X	Advocacy
Charges	1.	To support ASCLS diversity, equity, and inclusion (DEI) initiatives, the committee will use DEI as a guide for identifying topics, presentation styles, and presenters for delivery of educational programming.				
	2.	Provide input and recommendations for improving the programmatic planning process which includes, but not limited to, ELMC ² and the Laboratory Management Institute.				
	3.	Engage in the promotion and development of ELMC ² -related activities (e.g., ASCLS community boards, social media campaigns, podcast/webinars).				

Government Affairs Committee (GAC)						
Chair	Debra Shell			Board Liaison	Jessica Lawless	
Vice Chair	Leslie Martineau			Staff Liaison	Jim Flanigan	
Purpose	The Committee 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.					
Strategic Pillars		Community	X	Knowledge	X	Advocacy
Charges	1.	Create ASCLS Government Affairs Toolkit.				
	2.	Assist with grassroots campaigns to introduce and advance legislation pertinent to the medical laboratory profession.				
	3.	Utilize Society News Now to regularly provide Government Affairs Committee updates of activities to interested members.				

Leadership Academy Committee (LA)						
Chair	Michelle Butina			Board Liaison	Kristen Croom	
Vice Chair	Demetra Castillo			Staff Liaison	Jim Flanigan	
Purpose	The Committee is responsible for developing and coordinating the annual Leadership Academy.					
Strategic Pillars	X	Community	X	Knowledge		Advocacy
Charges	1.	Establish an Executive Leadership Program based upon the Leadership Academy Taskforce Report <ul style="list-style-type: none"> • Develop and distribute needs assessment regarding new curriculum for the Leadership Academy • Develop a strategic plan for completion (including timeline) and assessment of new curriculum • Develop enough of the new curriculum to launch re-invented Leadership Academy by June of 2023 				

	2.	Develop and implement an ongoing process of systematic review of the Leadership Academy.
	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.).

Leadership Development Committee (LDC)						
Chair	Carol Rentas			Board Liaison	Miles Tompkins	
Vice Chair	April Orange			Staff Liaison	Melanie Giusti	
Purpose	The Committee cultivates members to encourage those individuals who have indicated a talent and interest in serving in a leadership position. 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.					
Strategic Pillars	X	Community	X	Knowledge		Advocacy
Charges	1.	Development and ongoing oversight of a readily accessible, and well-advertised, library of online resources vetted by the Society, created to assist ASCLS constituent society leaders in taking on new roles within the organization and to assist all members in developing their leadership knowledge.				

Marketing and Communications Committee (MarCom)						
Chair	Brandy Greenhill			Board Liaison	Kyle Riding	
Vice Chair	Michelle Campbell			Staff Liaison	Julia O’Donnell	
Purpose	The Committee assists the Society with identifying and implementing its Marketing and Communication strategy.					
Strategic Pillars	X	Community	X	Knowledge	X	Advocacy
Charges	1.	Educate stakeholders about the various communications tools offered by ASCLS.				
	2.	Develop and implement a comprehensive marketing and communication strategy that leverages multiple platforms including professional networks.				
	3.	Assess the ASCLS brand within the clinical laboratory industry and identify ways to enhance brand recognition, awareness, and recall.				

Membership Committee						
Chair	Melissa Dumoulin			Board Liaison	Jean Bauer	
Vice Chair	James Payne			Staff Liaison	Andrea Hickey	
Purpose	The committee is responsible for supporting the implementation for recruitment and retention strategies for the society.					
Strategic Pillars	X	Community		Knowledge		Advocacy
Charges	1.	Mentor constituent society membership chairs to foster and implement engagement and outreach strategies at a local level.				
	2.	Facilitate member engagement strategies at the national level.				
	3.	Listen and respond to concerns brought forth by the members related to membership.				

Mentorship Committee						
Chair	Tera Webb			Board Liaison	Miles Tompkins	
Vice Chair	Stephanie Whitehead			Staff Liaison	Andrea Hickey	
Purpose	The Committee is responsible for running and maintaining the mentorship program. This includes promoting the program, recruiting participants, providing orientation to both mentors and mentees, and providing and monitoring the mentorship program content.					
Strategic Pillars	X	Community	X	Knowledge		Advocacy
Charges	1.	Assess outcomes and impact of program using quantitative and qualitative data.				
	2.	Market the mentorship program to new constituent society leaders.				
	3.	Develop, update, and promote mentorship resources for ASCLS members using all appropriate forms of communication.				

Patient Safety Committee					
Chair	Shannon Jongeward		Board Liaison	Beth Warning	
Vice Chair	Georgia Vega		Staff Liaison	Jim Flanigan	
Purpose	The Committee 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.				
Strategic Pillars		Community	X	Knowledge	X Advocacy
Charges	1.	Develop strategies to communicate and market existing Patient Safety programs, products, resources, and tools to both internal and external users.			
	2.	Review Patient Safety website page for updates needed to published tools especially references to Lab Tests Online which is now Testing.com, etc.			

Political Action Committee					
Chair	Heather Santaniello		Board Liaison	Constance Stager	
Vice Chair	Annette Bednar		Staff Liaison	Jim Flanigan	
Purpose	The Committee works with the Government Affairs Committee to raise funds in support of ASCLS legislative and regulatory goals. In addition to its primary focus on fundraising, the board members monitor legislation at the local, state and federal level dealing with clinical laboratory issues to help identify candidates who should receive the PAC's financial support.				
Strategic Pillars		Community		Knowledge	X Advocacy
Charges	1.	Approve PAC Logo and develop new PAC materials for use at national and local ASCLS events.			
	2.	Host an Ask Me Anything for members.			

Professional Acknowledgment for Continuing Education (P.A.C.E) Committee					
Chair	Adrienne Zapfe		Board Liaison	Jessica Lawless	
Vice Chair	Randelle Solomon		Staff Liaison	Andrea Hickey	
Purpose	The Committee oversees the P.A.C.E. program, which creates a combined provider approval and education documentation system for creating educational programs for interested allied health professionals. In addition to the general charges for all ASCLS committees, the P.A.C.E. committee is charged with identifying opportunities for new markets for the program.				
Strategic Pillars		Community	X	Knowledge	Advocacy
Charges	1.	Ensuring that quality programming is being offered through approval of self-studies and input on new provider applications.			
	2.	Suggesting new policies for P.A.C.E. as markets and technology evolve.			

Scientific Assembly					
Board Liaison	Kristen Croom		Staff Liaison	Melanie Giusti	
Purpose	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.				
Strategic Pillars	X	Community	X	Knowledge	Advocacy
Charges	1.	Participate in Scientific Assembly Reimagined Town Halls by the members and leaders of the Scientific Assemblies.			

Virtual Learning Steering Committee					
Chair	Jennifer Reish		Board Liaison	Angela Darby	
Vice Chair	Kevin McGuire		Staff Liaison	Melanie Giusti	
Purpose	The Committee leads the Society's efforts in virtual learning, which includes webinars and webcasts, as well as courses delivered through the ASCLS Learning Management System. The Committee is responsible for coordinating with virtual learning initiatives already underway within other volunteer leadership groups.				
Strategic Pillars		Community	X	Knowledge	Advocacy
Charges	1.	Identify educational knowledge gaps/topics and develop plans to address these.			

2.	Evaluate our ways and tools by which we identify and recognize knowledge gaps
3.	Further develop resources or educational offerings for those looking to take specialist exams.
4.	Assist the Director of Professional Development in identifying specific topics and authors for development of educational products.