

Best Practice Guidelines for all Committees and Council/Forums:

1. Prior to the Annual Meeting, a transitional meeting should be scheduled with the outgoing and incoming committee members with the purpose to share the great work of the previous year, the work in process or planned for the committee, and review the committee charges from the Board of Directors.
2. 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.
3. Regularly schedule committee meetings help to facilitate the completion of committee charges and strategic actions.
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 all new committee members. Encourage the use of the Mentor Match Program for mentorship <https://ascls.org/mentorship-program/>
6. 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.
7. 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.
8. 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:

Annual Meeting Steering Committee (AMSC)			
Chair	Meighan Sharp	ASCLS President	Pat Tille
Vice Chair	Christopher Schwartz	Staff Liaison	Melanie Giusti
Past Chair	Melanie Falcon	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	Community	X	Knowledge
Charges	<ol style="list-style-type: none"> Collaborate with ASCLS Staff to implement new and creative venues in-person, virtual and hybrid formats that engage all participants including vendor partners and meeting attendees. Continue to evaluate session submission, selection, and feedback processes to ensure diversity, equity and inclusion of a variety of topics for educational sessions. Develop a strategy that integrates the Abstract and Proposal Review working group into the AMSC to increase submissions and improve the review (judging) process. 		

Ascending Professional Forum (APF)			
Chair	Ogechi Ohaeto	Staff Liaison	Andrea Hickey
Vice Chair	TBD at election	APF Advisor	Ally Storla
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
Charges	<ol style="list-style-type: none"> Develop strategies to increase engagement with Ascending professionals and recruit new members. Continue to collaborate with the Developing Professionals Forum to increase the conversion of DP to AP. 		

Awards Committee			
Chair	Demetra Castillo	Board Liaison	Miles Tompkins
Vice Chair	Karen Honeycutt	Staff Liaison	Julia O'Donnell
Past Chair	Not applicable		
Purpose	The Committee coordinates all activities on publication, description, nomination, selection, and presentation of Societal awards.		
Strategic Pillars	X	Community	Knowledge
Charges	<ol style="list-style-type: none"> Review the list of awards and ensure each award is applicable and relevant to the ASCLS structure and strategic pillars. Update the appropriate award descriptions and criteria to accurately reflect the ASCLS structure (governance, committees, activities etc.) and strategic pillars. Begin the development of a fellowship program for ASCLS. 		

Body of Knowledge Committee				
Chair	Mary Beth Miele	Board Liaison	Miles Tompkins	
Vice Chair	Sherry Gonzales	Staff Liaison	Melanie Giusti/Andrea Hickey	
Past Chair	Melissa Norfolk			
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
Charges	1.	Complete the revision of the BOK for presentation at the 2025 Interim BOD Meeting.		
	2.	Revise or update Draft BOK for presentation and approval at the 2025 House of Delegates.		
	3.	Identify a strategy to repurpose, rename the previous BOK for internal education/practicing professionals.		

Bylaws Committee				
Chair	Holly Weinberg	Board Liaison	Lindsey Davenport-Landry	
Vice Chair	Roslyn McQueen	Staff Liaison	Jim Flanigan	
Past Chair	Not applicable			
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
Charges	1.	Continue to assist constituent societies with updating bylaws to ensure compliance with national bylaws.		
	2.	Continue to collaborate with the Constituent Society Steering Committee (CSSC) on best practices for the creation and amendment of bylaws		
	3.	Develop a constituent society checklist for the annual review of bylaws updates and a “Don’t Do List” of common mistakes observed by the national bylaws committee.		

Clinical Laboratory Educators Forum (CLEF)				
Chair	Phyllis Ingham	Board Liaison	Frank Scarano	
Vice Chair	Stephanie Cochran	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
Charges	1.	Provide input and support to CEPI for the design and implementation of professional development opportunities for CLEF.		
	2.	Collaborate with the AMSC in the review and coordination of student poster submissions at the annual meeting.		
	3.	Develop strategies to increase submissions of student posters, case studies and research paper submissions to increase student engagement.		

Clinical Laboratory Educators Conference Steering Committee (CLEC)				
Chair	Nathan Bullock	Board Liaison	Pat Tille	
Vice Chair	Candace Grayson	Staff Liaison	Melanie Giusti	
Past Chair	Kay Rasmussen	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
Charges	1.	Collaborate with the CLEF and ASCLS staff to identify themes from post-CLEC surveys for improvements, and innovative ideas or suggestions for topics/events for future conferences.		

	2.	Collaborate with host liaison to identify opportunities to enhance the experience of attendees during the conference.
	3.	Continue to develop and evaluate strategies during the venue to increase engagement and participation for vendors and attendees.

Constituent Society Steering Committee (CSSC)

Chair	Stephanie Mabry	Board Liaison	Melissa Kasper
Vice Chair	Brenda Kochis	Staff Liaison	Jen Mehlretter
Past Chair	Not applicable		
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.	Continue to identify and share best practices between constituent societies for support and mentoring. (i.e. struggling and thriving pairs)	
	2.	Develop and create Constituent Society Leadership resources to standardize processes, policies, and support leadership transitions.	
	3.	Create a recognition matrix for constituent societies to recognize accomplishments and provide tools/resources for continuing support	

Developing Professionals Forum

Chair	Katie Guise	Staff Liaison	Jen Mehlretter
Vice Chair		DPF Advisor	Demetra Castillo
Purpose	The Developing Professionals Forum coordinates the involvement and interest of students of clinical laboratory science in this Society		
Strategic Pillars	X	Community	X Knowledge Advocacy
Charges	1.	<p>1. Continue to develop strategies with the Ascending Professionals Forum to increase the conversion of Developing Professionals to Ascending Professionals.</p> <p><i>Outcome: Conduct at least 4 joint business meetings during the next year.</i></p> <p><i>Outcome: Collaborate on joint ventures such as Lab Week Run and T-shirt creation for the JAM.</i></p>	
	2.	<p>Continue to develop and utilize outreach projects to recruit current Developing Professionals to join ASCLS.</p> <p><i>Outcome: Produce a minimum of 2 Ask Me Anything online events during the next year.</i></p> <p><i>Outcome: Produce 4 blog posts in the Labora Story blog during the next year.</i></p> <p><i>Outcome: Expand Race to JAM participants to include MLT, non-ASCLS members, and students from non-accredited programs, aiming to enhance visibility for DPF and ASCLS.</i></p>	
	3.	<p>Utilize communication tools to increase contact with current Developing Professional members of ASCLS.</p> <p><i>Outcome: Update the guidelines for governance for DPF for operations.</i></p> <p><i>Outcome: Develop a comprehensive annual event planner outlining specific dates and associated goals. Distribute this planner to DPF officers at the beginning of the year to ensure alignment and proactive</i></p>	

	<p>planning.</p> <p>Outcome: Send regular communications with DP members on updates for DPF Leadership.</p>
4.	To create an active and involved DPF, beyond recruitment, focus on engagement and participation.

Diversity Advocacy Council (DAC)					
Chair	Ryan Tom	Board Liaison	Kelcey Harper		
Vice Chair	To Be Determined Election	Staff Liaison	Andrea Hickey		
Past Chair	Not applicable				
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.	Continue to engage diverse members through annual events to build community such as PRISM, book clubs, webinars, and other events.			
	2.	Develop a calendar of special events, holidays, notable dates that is reflective of diversity within the membership to build awareness and educate others.			
	3.	Continue to develop innovative ideas related to increased awareness, and engagement of the diverse members within the ASCLS Community.			

Doctorate in Clinical Laboratory Science (DCLS) Oversight					
Chair	Kasey Edwardson	Board Liaison	Stacey Robinson		
Vice Chair	Sarah Bergbower	Staff Liaison	Jim Flanigan		
Past Chair	Eddie Salazar				
Purpose	The committee coordinates activities related to establishing DCLS programs.				
Strategic Pillars		Community	X	Knowledge	X Advocacy
Charges	1.	Develop and conduct a doctoral level (DCLS) conference (virtual webinar) on relevant professional topic(s) and to promote the DCLS scope of practice.			
	2.	Continue to collaborate with and promote the development of a DCLS certification exam with ASCP.			
	3.	Develop a DCLS repository/record of publications, presentations, accomplishments etc. to provide evidence to support, promote and educate others on the impact and success of the advanced practice professionals and programs.			
	4.	Update committee description and identify a new name.			

Education and Research Fund Board of Trustees					
Chair	Yan Zheng	Board Liaison	Josh Pulido		
Vice Chair	Kristen Coffey	Staff Liaison	Jim Flanigan		
Past Chair	Cathy Otto				
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.	Continue to identify new methods to increase donations to the E & R Fund from members and industry partners.			
	2.	Collaborate with the Alpha Mu Tau Fraternity Scholarship Committee to the review and update the annual scholarship applications and awards.			

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Emerging Laboratory Managers Education Steering Committee					
Chair	Kristen Kroom		Board Liaison	Josh Pulido	
Vice Chair	Cindy Johnson		Staff Liaison	Melanie Giusti/Jim Flanigan	
Past Chair	John Ko				
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.				
Strategic Pillars	X	Community	X	Knowledge	X Advocacy
Charges	1.	Utilizing DEIB initiatives, identify topics, presentation styles, and presenters for delivery of educational programming.			
	2.	Review annual feedback and recommendations to improve processes through innovative ideas and engagement for all attendees.			
	3.	Engage, promote, and develop new innovative ideas for EMLC2 related activities in the ASCLS Community throughout the calendar year. (i.e. social media campaigns, podcasts/webinars, community boards).			

Government Affairs Committee (GAC)					
Chair	Leslie Martineaux		Board Liaison	Government Affairs	
Vice Chair			Staff Liaison	Jim Flanigan	
Past Chair	Debra Shell (X2)				
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.	Continue to assist with grassroots campaigns to introduce and advance legislation pertinent to the medical laboratory profession.			
	2.	Continue to utilize Society News Now and the Labvocate Website to regularly provide Government Affairs Committee updates of activities support advocacy and distribute information.			
	3.	Actively monitor licensure developments and maintain the content on the licensure page on ASCLS.org at https://ascls.org/licensure/ .			

Leadership Development Committee (LDC)					
Chair	Phyllis Ingham		Board Liaison	Lindsay Davenport-Landry	
Vice Chair	Bhavni Singh		Staff Liaison	Jen Mehlretter	
Past Chair	Not applicable				
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.	Engage with the ASCLS membership to identify critical areas for leadership development.			
	2.	Development and oversight of an accessible, library of online resources to assist members in developing leadership knowledge. (i.e. videos, courses etc.)			
	3.	Actively advertise and promote Leadership Development library and information to improvement engagement and utilization by the membership.			

Marketing and Communications Committee (MarCom)					
Chair	Doryan Redding		Board Liaison	Steph Noblit	
Vice Chair	Laurelin Younger		Staff Liaison	Julia O’Donnell	
Past Chair	Not applicable				

Purpose	The Committee assists the Society with identifying and implementing its Marketing and Communication strategy.					
Strategic Pillars	X	Community	X	Knowledge		Advocacy
Charges	1.	Continue efforts to evaluate and update the ASCLS Marketing and Communication Handbook.				
	2.	Collaborate with the ASCLS DAC to complete and implement a calendar focused on DEI annual milestones and events.				
	3.	Develop educational programs that focus on best practices in Marketing and Communication for the Constituent Society Leaders to be published on Labucate.org.				
	4.	Develop a strategic plan for improving and enhancing the ASCLS voice across platforms and branding. (i.e. Connect and Social Media as examples)				

Membership Committee						
Chair	Elizabeth Stepp		Board Liaison	Frank Scarano		
Vice Chair	Emily Woten		Staff Liaison	Jen Mehlretter		
Past Chair	James Payne					
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.	Continue to mentor constituent society membership chairs to foster and implement engagement and outreach strategies at a local level.				
	2.	Develop and implement an annual engagement plan to increase member engagement. (Example: Collaborate with other committees on one membership Monday per month (Social media committee); and have monthly themes for membership Mondays.				
	3.	Collaborate with MARCOM to create an annual engagement plan to increase ASCLS visibility and member value/benefits to the overall laboratory community.				

Patient Safety and Diagnostic Stewardship Committee						
Chair	Katrina Moreau		Board Liaison	Stacey Robinson		
Vice Chair	Darby Naheedy		Staff Liaison	Jim Flanigan		
Past Chair	Georgia Vega					
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.	Continue to develop strategies to communicate and market existing Patient Safety and Quality programs, products, resources, and tools to both internal and external users.				
	2.	Develop a strategy to integrate the process and review of laboratory diagnostic tests through the "Effective Test Utilization" working group (i.e previously Choosing Wisely)				
	3.	Design, develop, publish, and distribute new patient safety and quality products as needed.				

Political Action Committee						
Chair	TBD via Committee Selection		Board Liaison	Ali Nussbaum		
Vice Chair	TBD via Committee Selection		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.	Evaluate mechanisms currently in place to raise funds to support PAC in order to create additional opportunities or innovative ways to increase donations.				
	2.	Provide support to Constituent Societies in funding raising efforts or challenges for PAC.				
	3.	Continue to collaborate with GAC to identify legislation and provide support and insights on issues				

	that may require PAC financial support.
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Professional Acknowledgment for Continuing Education (P.A.C.E) Committee				
Chair	Pamela Meadows	Board Liaison	Nicholas Moore	
Vice Chair	Marionette (Yvonne) Cortez	Staff Liaison	Andrea Hickey	
Past Chair	Randelle Solomon			
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.	Continue to maintain quality education programming through evaluation and approval of PACE activities to support the needs of the profession.		
	2.	Provide support and guidance to all PACE providers regarding rules, updates and changes related to educational events and opportunities.		
	3.	Continue to revise the P.A.C.E. manual to address key policy changes, previously identified.		

Scientific Assemblies				
Coordinator	Kristen Croom	Board Liaison	Nicholas Moore	
Vice Coordinator		Staff Liaison	Andrea Hickey	
Vice Coordinator				
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.	Actively engage the membership using the ASCLS Connect Community to provide information, a sense of belonging and community.		
	2.	Collaborate with VLSC to identify topics and areas for educational sessions to provide professional development opportunities.		
	3.	Collaborate with the ASCLS Awards Committee to review Professional Achievement Award criteria and rubric to meet the needs of the organization and profession.		

Virtual Learning Steering Committee				
Chair	Kevin McGuire	Board Liaison	Heather Harrington	
Vice Chair	Taitana (Tanya) Tvrdik	Staff Liaison	Melanie Guisti	
Past Chair	Niti Vyas			
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.	Continue to identify educational knowledge gaps/topics and develop plans to provide learning events or refer to the proper committee for assistance.		
	2.	Collaborate with ASCLS committees and forums to evaluate ways to identify and recognize knowledge gaps.		
	3.	Assist the Director of professional development to identify topics and authors for the creation and implementation of educational products or events.		