

ASCLS Constituent Society Model Position Descriptions

Background

Volunteers are the heart of any organization, and clear position descriptions help ensure that every individual knows their responsibilities, expectations, and how they can contribute to the group's success. This compilation provides model position descriptions for key roles within an ASCLS Constituent Society. Each description outlines the eligibility, term of office, responsibilities, mentoring, and time commitments typically associated with the position. However, these are intended as flexible templates—Constituent Societies should feel open to tailor them to align with their specific activities and needs.

These model position descriptions were drafted thoughtfully and intentionally by the Constituent Society Steering Committee, utilizing resources from the American Society of Association Executives and the ASCLS Constituent Society Model Bylaws. Some examples of such intentionality you'll see in the position descriptions include (but are not limited to):

- The term length for most positions is two years. This provides volunteers with enough time to learn their role, build relationships, and contribute meaningfully without constant turnover – helping to maintain organizational consistency – without requiring a longer commitment that could be daunting to take on or that could lead to volunteer burnout. For those wishing to continue in a given role, there is an option for a second term. However, there is also a two-term limit. This signals to the organization that cultivating and mentoring volunteer leaders to step into these roles is important, while also signaling to volunteer leaders that there is a defined endpoint, encouraging them to grow as leaders and consider new roles in which their talents and skills can be used to help the organization. It also gives volunteers who need to do so an opportunity to exit gracefully.
- Some positions are suggested to begin in even years while others begin in odd years. With two-year terms, offsetting certain positions rather than having the entire leadership change over at the same time further enhances organization consistency. For instance, the Treasurer and Secretary are suggested to begin in alternate years, so that one is returning when the next one is new. However, Constituent Societies should carefully consider how one-year opportunities in the organization can also be utilized in order to avoid volunteer leaders becoming pigeon-holed into only “even year” positions or only “odd-year” positions.
- There are defined mentors for each position. The mentorship structure utilized assumes a general volunteer pathway of Committee Member → Committee Chair → (*Different Committee Member or Chair*) → Director → President-Elect → President → Immediate Past President → Mentor-at-Large.

Whether you are starting a new Constituent Society or refining existing roles, we hope this resource will help you create a more effective leadership structure. By defining key aspects of each position upfront, volunteers can step into their roles with confidence, knowing how they fit into the bigger picture.

For questions, please contact the current Chair of the Constituent Society Steering Committee or Jen Mehlretter, Director of Membership and Constituent Services, at jenm@ascls.org.

President (Elected)

Eligibility

Fulfilled their duties and responsibilities as President-Elect.

Term of Office

One (1) year, commencing upon conclusion of term as President-Elect and followed by one (1) year as Immediate Past President.

Responsibilities

- Serve as a voting member of the Board of Directors.
- Attend all meetings of the Constituent Society and of the Board of Directors.
- Preside at all meetings of the Constituent Society and of the Board of Directors.
- Appoint Committee Chairs, with input from the President-Elect.
- Serve as an ex-officio member of all committees, except the Nominations Committee.
- Serve as a member of the Regional Council in accordance with the Bylaws and the Standard Operating Procedure of the American Society for Clinical Laboratory Science.
- Align direction and efforts of the constituent society with the national organization.
- Select and submit nominees for Constituent Society recipients of the [Key to the Future](#) and [Omicron Sigma](#) awards.
- As required by ASCLS, submit the names and other applicable information of those who are entitled to act as Delegates at the National Meeting.
- Serve as a Delegate to the [ASCLS House of Delegates](#).
- Submit reports and other information to ASCLS Board of Directors and House of Delegates as requested.
- Perform all other duties customary to this office as defined by parliamentary authorities.
- Keep a chronological record of their work and make it available to their successors using the sharing platform currently in use by the Constituent Society.
- Deliver to their successor all pertinent files and Constituent Society properties in their possession within 30 days following the expiration of their term of office.
- Mentor the President-Elect.
- Mentor Director(s), APF Chair, and DPF Chair.
- Mentor their successor.

Mentoring

This position is advised by the Immediate Past President.

Expected Time Commitment

The average time commitment is expected to be 5-10 hours per month in addition to attendance at applicable meetings of the Constituent Society and Board of Directors.

President-Elect (Elected)

Eligibility

Must have served at least one year on either the Board of Directors or as the chairperson of one of the Standing Committees prior to nomination.

Term of Office

One (1) year, commencing at the beginning of the fiscal year, and followed by one (1) year as President and one (1) year as Immediate Past President.

Responsibilities

- Serve as a voting member of the Board of Directors.
- Become familiar with the activities of the Constituent Society and ASCLS, including the Region Council and the duties of the office of Constituent Society President.
- Attend all meetings of the Constituent Society and of the Board of Directors.
- In the absence of the President, or when the President relinquishes the Chair, act as the presiding officer at meetings of the Constituent Society and of the Board of Directors.
- Provide input to the President with regard to the appointment of Committee Chairs.
 - Make sure that appointees understand and are agreeable to the responsibilities of the position they are to assume the following year.
- Serve as a member of the Regional Council in accordance with the Bylaws and the Standard Operating Procedure of the American Society for Clinical Laboratory Science.
- Serve as a Delegate to the [ASCLS House of Delegates](#).
- Assume the presidential responsibilities if, for any reason, the President cannot perform their duties.
- Perform all other duties customary to this office as defined by parliamentary authorities.
- Keep a chronological record of their work and make it available to their successors using the sharing platform currently in use by the Constituent Society.
- Deliver to their successor all pertinent files and Constituent Society properties in their possession within 30 days following the expiration of their term of office.
- Mentor their successor.

Mentoring

This position is advised by the President and the Immediate Past President.

Expected Time Commitment

The average time commitment is expected to be 2-4 hours per month in addition to attendance at applicable meetings of the Constituent Society and Board of Directors.

Immediate Past President (Elected)

Eligibility

Fulfilled their duties and responsibilities as President.

Term of Office

One (1) year, commencing upon conclusion of term as President.

Responsibilities

- Serve as a voting member of the Board of Directors.
- Attend all meetings of the Board of Directors, Constituent Society, and Regional Council.
- Serve as an advisor to the President, President-Elect, Treasurer, and Secretary.
- In the simultaneous absence of the President and President-Elect, act as the presiding officer at meetings of the Constituent Society and of the Board of Directors.
- Assume the presidential responsibilities if, for any reason, both the President and President-Elect cannot perform their duties.
- Work with other Constituent Society leaders to ensure that the membership has opportunities to connect and engage with benefits offered by ASCLS membership.
- Keep a chronological record of their work and make it available to their successors using the sharing platform currently in use by the Constituent Society.
- Deliver to their successor all pertinent files and Constituent Society properties in their possession within 30 days following the expiration of their term of office.
- Mentor their successor and the President, President-Elect, Secretary, and Treasurer.

Mentoring

This position is advised by other Past Presidents within the Constituent Society.

Expected Time Commitment

The average time commitment is expected to be 2-4 hours per month in addition to attendance at applicable meetings of the Constituent Society and Board of Directors.

Recording Secretary (Elected)

Eligibility

Professional, Ascending Professional, and Emeritus members who are in good standing. One year of active membership within the Constituent Society prior to nomination is preferred.

Term of Office

Two (2) years, commencing at the beginning of an even fiscal year. May serve up to two (2) consecutive terms.

Responsibilities

- Serve as a voting member of the Board of Directors.
- Notify all members of the Society of the time and place of all meetings at least thirty (30) days in advance.
- Attend all meetings of the Board of Directors.
- Keep a record of the proceedings of all meetings of the Constituent Society and the Board of Directors.
 - Provide a draft copy of any minutes to the Board of Directors within thirty (30) days of the meeting.
- Keep a record of all electronic votes of the Constituent Society and the Board of Directors.
- Provide all records and letters of value to the Constituent Society and its officers to the File Custodian for permanent storage.
- Keep a chronological record of their work and make it available to their successors using the sharing platform currently in use by the Constituent Society.
- Prepare Board Reports and an Annual Report as requested.
- Deliver to their successor or to the President all pertinent files and Constituent Society properties in their possession within 30 days following the expiration of their term of office.
- Mentor their successor.

Mentoring

This position is advised by the previous position-holder and the Immediate Past President.

Expected Time Commitment

The average time commitment is expected to be 1-2 hours per month in addition to attendance at applicable meetings of the Constituent Society and Board of Directors.

Treasurer (Elected)

Eligibility

Professional, Ascending Professional, and Emeritus members who are in good standing. Two years of active membership, with past Board experience, prior to nomination is preferred.

Term of Office

Two (2) years, commencing at the beginning of an odd fiscal year. May serve up to two (2) consecutive terms.

Responsibilities

- Serve as a voting member of the Board of Directors.
- Attend all meetings of the Board of Directors.
- Arrange for official updating of bank signatories as needed.
- Collect, receive, and accurately record and have charge of all the funds of the Constituent Society.
- Write checks and transfer funds electronically for legitimate expenditures incurred through the year, but must receive valid receipts of the payments.
- Maintain appropriate financial records.
- Report the fiscal condition of the Society to the officers or Board of Directors whenever requested.
- Submit account(s) for review/audit at the end of each fiscal year.
- Renew the Constituent Society registration with the (your state) Secretary of State.
- Arrange for [filing of federal tax forms](#).
- Prepare a budget for the upcoming fiscal year.
- Keep a chronological record of their work and make it available to their successors using the sharing platform currently in use by the Constituent Society.
- Prepare Board Reports and an Annual Report as requested.
- Deliver to their successor or to the President all pertinent files and Constituent Society properties in their possession within 30 days following the expiration of their term of office.
- Mentor their successor.

Mentoring

This position is advised by the previous position-holder and the Immediate Past President.

Expected Time Commitment

The average time commitment is expected to be 2-4 hours per month in addition to attendance at applicable meetings of the Constituent Society and Board of Directors.

Note: Time commitment may be higher in months with more Constituent Society activity (e.g. Annual Meeting, Audit) and lower in months with less Constituent Society activity.

Director (Elected)

Eligibility

Must have been a professional or emeritus member of the Society for five (5) consecutive years immediately prior to their election.

Term of Office

Two (2) years. May serve up to two (2) consecutive terms.

Note: In the instance of multiple Directors, efforts should be made to offset commencement of terms by one year. (E.g., Two directors commence at the beginning of an even fiscal year and two directors commence at the beginning of an odd fiscal year.)

Responsibilities

- Serve as a voting member of the Board of Directors.
- Attend all meetings of the Constituent Society and of the Board of Directors.
- Liaison with Committee Chair(s) as assigned by the President.
 - Advise, offering assistance and ideas, as needed.
 - Communicate with the Committee Chair(s) not present at the Board Meetings about any actions or decisions taken at the meeting which affect the Committee.
 - Present Committee motions and suggestions to the Board in the absence of the Committee Chair.
- Keep a chronological record of their work and make it available to their successors using the sharing platform currently in use by the Constituent Society.
- Deliver to their successor all pertinent files and Constituent Society properties in their possession within 30 days following the expiration of their term of office.
- Mentor their successor.

Mentoring

This position is advised by the President.

Expected Time Commitment

The average time commitment is expected to be 1-2 hours per month in addition to attendance at applicable meetings of the Constituent Society and Board of Directors.

Ascending Professional Director (Elected)

Eligibility

Ascending Professional member at the time of taking office.

Term of Office

One (1) year, commencing at the beginning of a fiscal year.

Responsibilities

- Serve as a voting member of the Board of Directors.
- Attend all meetings of the Constituent Society and of the Board of Directors.
- Act as liaison between the [Ascending Professionals Forum](#) and the Board of Directors.
- Act as consultant or a member of the Annual Meeting Planning Committee in planning activities for Ascending Professional participants.
- Act as a consultant or member of the Membership Committee to encourage new professionals to join ASCLS as Ascending Professional members.
- Serve as a Delegate to the [ASCLS House of Delegates](#) or assist in identifying an alternate.
- Provide content for Constituent Society communications regarding Ascending Professional activities.
- Keep a chronological record of their work and make it available to their successors using the sharing platform currently in use by the Constituent Society.
- Deliver to their successor all pertinent files and Constituent Society properties in their possession within 30 days following the expiration of their term of office.
- Mentor their successor.
- Mentor the Developing Professional Director.

Mentoring

This position is advised by the previous position-holder and by the President.

Expected Time Commitment

The average time commitment is expected to be 1-2 hours per month in addition to attendance at applicable meetings of the Constituent Society and Board of Directors.

Developing Professional Director (Elected)

Eligibility

Developing Professional member at the time of taking office.

Term of Office

One (1) year, commencing at the beginning of a fiscal year.

Responsibilities

- Serve as a voting member of the Board of Directors.
- Attend all meetings of the Constituent Society and of the Board of Directors.
- Act as liaison between the [Developing Professionals Forum](#) and the Board of Directors.
- Act as consultant or a member of the Annual Meeting Planning Committee in planning activities for Developing Professional participants.
- Act as a consultant or member of the Membership Committee to encourage students and new professionals to join ASCLS as Developing Professional members.
- Serve as a Delegate to the [ASCLS House of Delegates](#) or assist in identifying an alternate.
- Provide content for Constituent Society communications regarding Developing Professional activities.
- Keep a chronological record of their work and make it available to their successors using the sharing platform currently in use by the Constituent Society.
- Deliver to their successor all pertinent files and Constituent Society properties in their possession within 30 days following the expiration of their term of office.
- Mentor their successor.

Mentoring

This position is advised by the previous position-holder, by the Ascending Professional Director, and by the President.

Expected Time Commitment

The average time commitment is expected to be 1-2 hours per month in addition to attendance at applicable meetings of the Constituent Society and Board of Directors.

Membership Chair (Appointed)

Eligibility

Professional, Ascending Professional, or Emeritus member.

Term of Office

Two (2) years, commencing at the beginning of an even fiscal year. May serve up to two (2) consecutive terms.

Responsibilities

- Serve as a non-voting member on the Board of Directors.
- Work in conjunction with the ASCLS Membership Committee.
- Organize and conduct campaigns for recruiting new members, retaining present members, and reactivating lapsed members
- Contact new, lapsed, and relocated members. [Download membership rosters](#) at least quarterly to identify and contact new members.
- Prepare membership materials to be utilized at Constituent Society events.
- Provide content for Constituent Society communications regarding committee activities.
- Present written committee reports at Board Meetings and a final report prior to the end of the fiscal year.
- Keep a chronological record of their work and make it available to their successors using the sharing platform currently in use by the Constituent Society.
- Deliver to their successor all pertinent files and Constituent Society properties in their possession within 30 days following the expiration of their term of office.
- Mentor their successor.

Mentoring

This position is advised by the previous position-holder and by an assigned Director.

Expected Time Commitment

The average time commitment is expected to be 2-4 hours per month in addition to attendance at applicable meetings of the Constituent Society and Board of Directors.

Communications Chair (Appointed)

Eligibility

Professional, Ascending Professional, or Emeritus member.

Term of Office

Two (2) years, commencing at the beginning of an odd fiscal year. May serve up to two (2) consecutive terms.

Responsibilities

- Serve as a non-voting member on the Board of Directors.
- Oversee regular communication to members via two or more methods.
 - Methods may include newsletter, emails, [Connect Community](#) postings, website, social media, or others.
 - Develop, implement, and maintain a timeline for publication of Constituent Society communications.
 - Work with other positions if applicable (i.e.: if your Constituent Society has a separate Editor, Webmaster, Social Media Chair, etc.) to ensure consistent communication and visual identification/branding across all communication channels.
- Refer to the [ASCLS Marketing and Communication Handbook](#) as necessary for helpful information, tips, and best practices.
- Develop, implement, and maintain policies concerning contents of Constituent Society communications.
- Work with Officers, Directors, and Committee Chairs to gather content about Constituent Society activities for publication.
- Present written committee reports at Board Meetings and a final report prior to the end of the fiscal year.
- Keep a chronological record of their work and make it available to their successors using the sharing platform currently in use by the Constituent Society.
- Deliver to their successor all pertinent files and Constituent Society properties in their possession within 30 days following the expiration of their term of office.
- Mentor their successor.

Mentoring

This position is advised by the previous position-holder and by an assigned Director.

Expected Time Commitment

The average time commitment is expected to be 2-4 hours per month in addition to attendance at applicable meetings of the Constituent Society and Board of Directors.

P.A.C.E.® Chair (Appointed)

Eligibility

Professional, Ascending Professional, or Emeritus member.

Term of Office

Two (2) years, commencing at the beginning of an odd fiscal year. May serve up to two (2) consecutive terms.

Responsibilities

- Serve as a non-voting member on the Board of Directors.
- Serve as the [P.A.C.E.®](#) Program Administrator for the Constituent Society.
- Keep up to date on current P.A.C.E.® procedures and timelines, working with other committee chairs to ensure timely requests for P.A.C.E.® approval are made.
- Obtain P.A.C.E.® approval for any continuing education sessions to be offered by the Constituent Society.
- Review program information for each presentation, including educational content, speaker credentials, contact hour calculation, level of instruction, correct wording of measurable objectives and correlation to level of instruction, and review of advertising content for compliance with P.A.C.E.® policies.
- Utilizing the training materials provided by the ASCLS Director of P.A.C.E.®, prepare CE Organizer for continuing education participants to utilize to claim their P.A.C.E.® credit.
- Coordinate the Annual Renewal, File Quarterly Reports, and maintain P.A.C.E.® documentation.
- Present written committee reports at Board Meetings and a final report prior to the end of the fiscal year.
- Keep a chronological record of their work and make it available to their successors using the sharing platform currently in use by the Constituent Society.
- Deliver to their successor all pertinent files and Constituent Society properties in their possession within 30 days following the expiration of their term of office.
- Mentor their successor.

Mentoring

This position is advised by the previous position-holder and by an assigned Director.

Expected Time Commitment

The average time commitment is expected to be 1-2 hours per month in addition to attendance at applicable meetings of the Constituent Society and Board of Directors.

Note: Time commitment may be more in the time surrounding the Constituent Society's Annual Meeting.

Opportunities Chair* (Appointed)

Eligibility

Professional, Ascending Professional, or Emeritus member.

Term of Office

Two (2) years, commencing at the beginning of an even fiscal year. May serve up to two (2) consecutive terms.

Responsibilities

- Serve as a non-voting member on the Board of Directors.
- Host one or more opportunities to learn or exchange knowledge focused on advancing members' skills either in technical or leadership content.
 - This could be, but does not necessarily need to be, an annual scientific meeting.
- Host one or more opportunities that focus on building connections between members and the Constituent Society.
 - These could be, but do not necessarily need to be, opportunities that take place alongside or as part of the opportunity(ies) to learn or exchange knowledge.
- Provide content for Constituent Society communications regarding committee activities.
- Present written committee reports at Board Meetings and a final report prior to the end of the fiscal year.
- Keep a chronological record of their work and make it available to their successors using the sharing platform currently in use by the Constituent Society.
- Deliver to their successor all pertinent files and Constituent Society properties in their possession within 30 days following the expiration of their term of office.
- Mentor their successor.

Mentoring

This position is advised by the previous position-holder and by an assigned Director.

Expected Time Commitment

The average time commitment is expected to be 1-3 hours per month in addition to attendance at applicable meetings of the Constituent Society and Board of Directors. Time commitment may vary based on size and number of the opportunities planned.

*Note

Opportunities Chair is the terminology utilized by the Framework for Success to allow for flexibility. Your Constituent Society may name this position something else, such as Events Chair, Conference Chair, Social Chair, etc. or may even split these responsibilities into multiple such positions depending on the extent of opportunities provided by your Constituent Society.

Awards Chair (Appointed)

Eligibility

Professional, Ascending Professional, or Emeritus member.

Term of Office

Two (2) years, commencing at the beginning of an odd fiscal year. May serve up to two (2) consecutive terms.

Responsibilities

- Serve as a non-voting member on the Board of Directors.
- Oversee all activities of the Constituent Society Awards program.
 - Inform members of the Constituent Society of awards, scholarships, and other recognition opportunities.
 - Solicit nominations for awards and scholarships.
 - Select non-biased judges to review nominations and select winners.
 - Prepare certificates, prizes, or other recognition as applicable.
- Work with the President to ensure they have selected and submitted nominees for Constituent Society recipients of the [Key to the Future](#) and [Omicron Sigma](#) awards.
- Maintain a listing of past award winners.
- Provide content for Constituent Society communications regarding committee activities.
- Present written committee reports at Board Meetings and a final report prior to the end of the fiscal year.
- Keep a chronological record of their work and make it available to their successors using the sharing platform currently in use by the Constituent Society.
- Deliver to their successor all pertinent files and Constituent Society properties in their possession within 30 days following the expiration of their term of office.
- Mentor their successor.

Mentoring

This position is advised by the previous position-holder and by an assigned Director.

Expected Time Commitment

The average time commitment is expected to be 1-2 hours per month in addition to attendance at applicable meetings of the Constituent Society and Board of Directors.

Note: Time commitment may be more in the time surrounding award nomination deadlines.

Government Affairs Committee (GAC) Chair (Appointed)

Eligibility

Professional, Ascending Professional, or Emeritus member.

Term of Office

Two (2) years, commencing at the beginning of an even fiscal year. May serve up to two (2) consecutive terms.

Responsibilities

- Serve as a non-voting member on the Board of Directors.
- Keep Constituent Society leaders and members informed of local, state, or federal legislation of immediate concern to clinical laboratory practitioners.
- Work closely with the Board of Directors to formulate policy statements and/or action alerts on specific legislative issues.
- Maintain frequent communications with the ASCLS Government Affairs Committee (GAC).
- Establish a Key-contact Network for congressional representatives from the Constituent Society.
- Respond promptly to all Key-contact alerts from the ASCLS GAC.
- Attendance at the [ASCLS Labvocate Symposium](#) is recommended.
- Provide content for Constituent Society communications regarding legislative and committee activities.
- Present written committee reports at Board Meetings and a final report prior to the end of the fiscal year.
- Keep a chronological record of their work and make it available to their successors using the sharing platform currently in use by the Constituent Society.
- Deliver to their successor all pertinent files and Constituent Society properties in their possession within 30 days following the expiration of their term of office.
- Mentor their successor.

Mentoring

This position is advised by the previous position-holder and by an assigned Director.

Expected Time Commitment

The average time commitment is expected to be 1-2 hours per month in addition to attendance at applicable meetings of the Constituent Society and Board of Directors.

Political Action Committee (PAC) Coordinator (Appointed)

Eligibility

Professional, Ascending Professional, or Emeritus member.

Term of Office

Two (2) years, commencing at the beginning of an odd fiscal year. May serve up to two (2) consecutive terms.

Responsibilities

- Serve as a non-voting member on the Board of Directors.
- Coordinate membership awareness and fundraising activities for the ASCLS PAC at the local level.
- Become familiar with federal rules and regulations concerning PAC funds and with ASCLS policies and practices concerning PAC fundraising and recognition of PAC donors.
- Refer to the [ASCLS PAC webpage](#) as necessary for information, tips, and PAC Pin Request Form.
- Provide content for Constituent Society communications regarding committee activities.
- Present written committee reports at Board Meetings and a final report prior to the end of the fiscal year.
- Keep a chronological record of their work and make it available to their successors using the sharing platform currently in use by the Constituent Society.
- Deliver to their successor all pertinent files and Constituent Society properties in their possession within 30 days following the expiration of their term of office.
- Mentor their successor.

Mentoring

This position is advised by the previous position-holder and by an assigned Director.

Expected Time Commitment

The average time commitment is expected to be 1-2 hours per month in addition to attendance at applicable meetings of the Constituent Society and Board of Directors.