

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. 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.
3. 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.
4. Regularly schedule committee meetings help to facilitate the completion of committee charges and strategic actions.
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 (e.g. Open Forum, Society News Now) to share routine committee updates and activities to the general membership.
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.
9. Be creative and work with your board liaison to suggest new charges or tasks as they arise. Your passion and creativity fuel our mission.
10. Foster a committee culture where different voices are genuinely heard, and new ideas are welcome. Experiment with new approaches when opportunities arise and share your learnings, successes, and setbacks alike.

Specific Charges to all Committees and Council/Forums:

Annual Meeting Steering Committee (AMSC)						
Chair	Audrey Folsom		ASCLS President		Stacey Robinson	
Vice Chair	Laurelin Younger		Staff Liaison		Melanie Giusti	
Past Chair	Christopher Schwartz		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		Advocacy
Charges	1.	Collaborate with ASCLS staff to create an engaging and inclusive Annual Meeting experience for all participants, including vendor partners and attendees.				
	2.	Continue to evaluate session submission, selection, and feedback processes to ensure diversity, equity and inclusion of a variety of topics for educational sessions.				
	3.	Continue to refine acceptability standards and judging criteria for abstract review and poster and oral presentation evaluation, ensuring guidelines remain current and useful for reviewers and judges.				
	4.	Explore non-traditional session formats (e.g. unconference sessions, reverse mentoring panels, or cross-disciplinary collaborations) as potential additions to Annual Meeting programming that foster diverse perspectives and productive exchange among attendees.				

Ascending Professional Forum (APF)						
Chair	Doryan Redding			Staff Liaison	Andrea Hickey	
Vice Chair	Demmy Adeboyejo			APF Advisor		
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 increase engagement with Ascending professionals.				
	2.	Continue to collaborate with the Developing Professionals Forum to build a strong sense of community and collegiality amongst AP and DP members.				
	3.	Working with your forum advisor, surface new ideas and creative energy within the forum, and share them with relevant committees and leadership as a valued contribution to the Society's growth.				
	4.	Cultivate a forum culture of community and creative energy that members carry with them as they advance to regular membership, enriching the broader Society with the perspective and spirit they've developed.				

Awards Committee			
Chair	Lisa Aarons	Board Liaison	Kemorine Roberts
Vice Chair	April Nelson	Staff Liaison	Julia O'Donnell
Past Chair	Karen Honeycutt		

Purpose	The Committee coordinates all activities on publication, description, nomination, selection, and presentation of Societal awards.				
Strategic Pillars	X	Community		Knowledge	Advocacy
Charges	1.	Regularly review ASCLS awards to ensure they remain meaningful, relevant, and aligned with the ASCLS mission.			
	2.	Develop and maintain award evaluation rubrics and selection criteria, available on the ASCLS website, reflecting our commitment to DEIB and aligned with the strategic pillars.			
	3.	Support the Strategic Planning and Execution Committee in the development of an ASCLS Fellowship program, with the expectation of administering and maintaining the program once established			
	4.	Explore ways to recognize and reward innovative contributions to the profession, with emphasis on collaborative processes and collective achievement rather than individual accomplishment alone.			

Body of Knowledge Committee					
Chair	Meredith Eller		Board Liaison	Lindsey Davenport-Landry	
Vice Chair	Kasey Edwardson		Staff Liaison	Melanie Giusti	
Past Chair	Sherry Gonzales				
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.	Maintain the BOK as a living document by conducting regular reviews to ensure it remains current, relevant, and reflective of emerging scientific, technological, and regulatory developments in the profession.			
	2.	Collaborate with the Marketing and Communications Committee to promote awareness and utilization of the BOK.			
	3.	Support the ELC Task Force in maintaining a current ASCLS Entry Level Curriculum.			

Bylaws Committee					
Chair	Robyn Sorrell		Board Liaison		Heather Santaniello
Vice Chair			Staff Liaison		Jim Flanigan
Past Chair	Roslyn McQueen				
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.	Support constituent societies in keeping their bylaws current and aligned with ASCLS bylaws, serving as an accessible resource for leaders navigating that process.			
	2.	Collaborate with the CSSC to strengthen best practices for bylaws creation and amendment, and ensure the model bylaws template remains relevant and useful.			
	3.	Develop a simple guide for constituent societies outlining the process for submitting bylaws for review, common mistakes to avoid, and tips for keeping bylaws current.			
	4.	Begin an ongoing review of ASCLS Policies & Procedures, Agenda packets, and meeting minutes. Note policy gaps, incomplete or inaccurate policies, conflicts between policies, errors, and issues of compliance with the Bylaws (or potential inclusion in the Bylaws). Refer typographic or administrative corrections to the EVP. Substantive gaps, inaccuracies, conflicts, and those errors			

		referred to the EVP, will be compiled into a report and submitted to the ASCLS Board of Directors for consideration and further action.
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Clinical Laboratory Educators Forum (CLEF)						
Chair	Pending election			Board Liaison	Leah Narans	
Vice Chair	Jeffrey Clifford			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.	Advocate for the interests and needs of clinical laboratory educators by partnering with and supporting the LEI committee to design and implement professional development initiatives that address the evolving needs of educators.				
	2.	Promote student and faculty engagement in the clinical laboratory profession by guiding the coordination, review, and enhancement of scholarly activities.				
	3.	Encourage innovation in clinical laboratory education by fostering a collaborative community where educators share emerging trends, best practices, and ideas for curriculum development and teaching strategies.				
	4.	Oversee the creation and implementation of the Lambda Tau Advisory Committee.				
	5.	Collaborate with CLEC and the DCLS Advancement Committee to contribute speaker and topic ideas that reflect the evolving needs of clinical laboratory educators, including those at the advanced and doctoral level.				

Clinical Laboratory Educators Conference Steering Committee (CLEC)						
Chair	Cherika Robertson			Board Liaison	Stacey Robinson	
Vice Chair	Farhana Mueez			Staff Liaison	Melanie Giusti	
Past Chair	Candace Grayson			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.	Use various data sources (e.g. survey results) to collaborate with ASCLS staff to ensure each CLEC is engaging and meaningful for attendees and vendors.				
	2.	Collaborate with host society liaison to build a listing of engaging local experiences that help build towards a meaningful event for attendees.				
	3.	Develop and maintain a continuing education track for experienced and doctoral-level clinical laboratory educators, addressing advanced pedagogical theory and practice, in collaboration with CLEF and the DCLS Advancement Committee.				
	4.	Explore non-traditional session formats (e.g. unconference sessions, reverse mentoring panels, or cross-disciplinary collaborations) as potential additions to CLEC programming that foster diverse perspectives and productive exchange among attendees.				

Constituent Society Steering Committee (CSSC)			
Chair	April Shields	Board Liaison	Kelcey Harper
Vice Chair	Jean Bauer	Staff Liaison	Jen Mehlretter
Past Chair	Brenda Kochis		
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, including innovative approaches and new ideas that emerge at the local level.				
	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	Eleanor Guhl			Staff Liaison	Jen Mehlretter	
Vice Chair	Alajah Nealy			DPF Advisor	TBD	
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 increase engagement with Developing professionals.				
	2.	Continue to collaborate with the Ascending Professionals Forum to build a strong sense of community and collegiality amongst AP and DP members.				
	3.	Working with your forum advisor, surface new ideas and creative energy within the forum, and share them with relevant committees and leadership as a valued contribution to the Society's growth.				
	4.	Cultivate a forum culture of community and creative energy that members carry with them as they advance to regular membership, enriching the broader Society with the perspective and spirit they've developed.				

Diversity Advocacy Council (DAC)						
Chair	Liz Dahlgren			Board Liaison	Leah Narans	
Vice Chair	TBD			Staff Liaison	Andrea Hickey	
Past Chair	Justin Hall					
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 the ASCLS Community through the annual PRISM week event and other smaller events throughout the society year to build community.				
	2.	Develop content for ASCLS social media to highlight diversity within the society and the profession.				
	3.	Develop resources and guidance to help members understand the relationship between diversity of perspectives and collective innovation, fostering a community that embraces diversity as a strategic condition for generating new ideas and adapting to an evolving profession.				

Doctorate in Clinical Laboratory Science (DCLS) Advancement			
Chair	J Ulises Rojo	Board Liaison	Jesse Day
Vice Chair	Rusty Wendt	Staff Liaison	Jim Flanigan
Past Chair	Sarah Bergbower		

Purpose	The committee coordinates activities related to advancing DCLS practitioners and programs.					
Strategic Pillars		Community	X	Knowledge	X	Advocacy
Charges	1.	Continue to develop and grow the DCLS Symposium as an annual virtual conference on relevant professional topics, advancing awareness of the DCLS scope of practice.				
	2.	Monitor the progress of DCLS certification exam development through ASCP and communicate relevant updates to ASCLS members and stakeholders.				
	3.	Maintain and update the DCLS repository of publications, presentations, and accomplishments to support, promote, and educate others on the impact of DCLS practitioners and programs.				
	4.	Review and update the ASCLS DCLS Toolkit biennially to ensure it reflects current requirements, capabilities, and program developments.				
	5.	Develop an ad hoc group to support the creation of an advanced programming track at CLEC that meets the needs of experienced and doctoral-level clinical laboratory educators.				

Education and Research Fund Board of Trustees						
Chair	Halcyon St. Hill			Board Liaison	Lindsey Davenport-Landry	
Vice Chair				Staff Liaison	Jim Flanigan	
Past Chair	Kristen Coffey					
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 ways to diversify fundraising mechanisms and increase donations, remaining open to exploring new and creative avenues as they emerge.				
	2.	Plan and implement annual donation events (e.g. silent auction).				
	3.	Collaborate with the Alpha Mu Tau Fraternity Scholarship Committee to the review and update the annual scholarship applications and awards.				

Emerging Laboratory Managers Education Steering Committee									
Chair	Carly Preston			Board Liaison	Heather Herrington				
Vice Chair	Lindsey Dodds			Staff Liaison	Melanie Giusti				
Past Chair	Cindy Johnson								
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.	Identify topics, presentations, and presenters for delivery of educational programming at the annual ELMC2 event.							
	2.	Review annual feedback and recommendations to improve processes through innovative ideas and engagement for all attendees.							
	3.	Use ASCLS Communication platforms to enhance a sense of community belonging amongst ELMC2 participants throughout the association year.							
	4.	Draw on the fresh vantage point of emerging managers to identify evolving challenges and unmet needs, sharing insights with the Leadership Development Committee to inform future programming and resource development..							

Government Affairs Committee (GAC)						
Chair	Damien Garza			Board Liaison	Steph Noblit	
Vice Chair	TBD			Staff Liaison	Jim Flanigan	
Past Chair	Leslie Martineau					
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	Nickola Chin			Board Liaison	Kelcey Harper	
Vice Chair	Holly Covas			Staff Liaison	Melanie Giusti	
Past Chair	Bhavni Singh					
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.	Stay attuned to evolving leadership development needs across the ASCLS community.				
	2.	Develop, maintain, and actively promote an online Leadership Resource Library that is responsive to the needs of ASCLS leaders.				
	3.	Explore non-traditional leadership development modalities (e.g. cohort-based learning, cross-sector exchanges, or peer-led learning) that build community and cultivate a collaborative, innovative leadership culture.				
	4.	Develop a training resource or webinar that helps ASCLS leaders understand how to build the collaborative, community-centered conditions that support innovation within their committees and constituent societies.				

Marketing and Communications Committee (MarCom)						
Chair	Shawn Luby			Board Liaison	Steph Noblit	
Vice Chair	Katie Guise			Staff Liaison	Julia O'Donnell	
Past Chair	Laurelin Younger					
Purpose	The Committee assists the Society with identifying and implementing its Marketing and Communication strategy.					
Strategic Pillars	X	Community	X	Knowledge		Advocacy
Charges	1.	Develop educational programs that focus on best practices in Marketing and Communication for the Constituent Society Leaders.				
	2.	Promote the ASCLS Marketing and Communication Handbook and support ongoing upkeep and updates to keep the resource relevant.				
	3.	Collaborate with the board and other ASCLS committees to develop and implement shared programs and resources to support the ASCLS mission.				

	4.	Develop a strategic plan for improving and enhancing the ASCLS voice across platforms and branding, staying attentive to emerging digital tools and how they might better serve and connect our community.
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Membership Committee							
Chair	John Epke			Board Liaison	Heather Santaniello		
Vice Chair	Nadia Kind			Staff Liaison	Jen Mehltrittter		
Past Chair	Emily Woten						
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 mentoring constituent society membership chairs to enhance member engagement and outreach strategies at a local level, with particular attention to underrepresented or emerging member segments.					
	2.	Develop a toolkit of best practices in member engagement that can be used across the society to build community and belonging, drawing on perspectives from diverse member segments.					
	3.	Explore creative and non-traditional approaches to demonstrating member value across the membership lifecycle, from recruitment through reactivation.					

Patient Safety and Diagnostic Stewardship Committee						
Chair	Amanda Joost			Board Liaison	Miles Tompkins	
Vice Chair	Brooks Kennedy			Staff Liaison	Jim Flanigan	
Past Chair	Darby Naheedy					
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 new mediums to communicate and methods to continuously evaluate existing and new Patient Safety and Quality programs, products, resources, and tools to both internal and external users.				
	2.	Develop a mechanism by which internal and external stakeholders can submit laboratory diagnostic test recommendations for evaluation and submission by the Effective Test Utilization working group.				
	3.	Complete the Patient Safety Certificate and develop mechanisms to publicize its availability and manage its biennial review.				
	4.	Cultivate relationships with external patient safety and quality improvement organizations to identify shared priorities and collaborative opportunities that elevate the laboratory profession's voice in patient safety.				

Political Action Committee						
Chair	TBD via Committee Selection		Board Liaison	Jesse Day		
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.	Expand donor incentives (tiered benefits) to increase average gift size and strengthen member investment in ASCLS advocacy goals.
	2.	Implement a quarterly PAC financial summary to share with committee and constituent leaders.
	3.	Set measurable KPIs: number of donors, total funds raised, website traffic to PAC page, attendance at donor events (PAC Breakfast), number of Constituent Societies hosting PAC tables.

Professional Acknowledgment for Continuing Education (P.A.C.E) Committee						
Chair	Marnie Imhoff			Board Liaison	Heather Herrington	
Vice Chair	Michael Lacy			Staff Liaison	Andrea Hickey	
Past Chair	Marionette (Yvonne) Cortez					
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.				
	4.	Evaluate the impact of artificial intelligence (AI) on the development, delivery, and evaluation of P.A.C.E. approved educational programs.				

Virtual Learning Steering Committee/ Scientific Assembly (Combined)					
Chair	James Williams		Board Liaison	Melissa Kasper	
Vice Chair	TBD		Staff Liaison	Melanie Guisti	
Past Chair	LaShanta Brice & Malissa Norfolk				
Purpose	The committee leads the Society's virtual learning efforts, including webinars, webcasts, and courses delivered through the ASCLS Learning Management System, while developing its capacity to serve as a resource for scientific expertise and discipline-specific input across ASCLS educational and programmatic initiatives.				
Strategic Pillars		Community	X	Knowledge	Advocacy
Charges	1.	Plan and deliver at least 6 virtual educational offerings across content areas, with particular emphasis on patient safety, medical ethics, and social determinants of health.			
	2.	Collaborate with the Director of Professional Development to evaluate current courses in Labucate, identify content gaps, and explore opportunities for new educational packages.			
	3.	Develop a Virtual Learning Toolkit to support constituent societies in planning and delivering their own virtual educational events and webinars, including best practices and practical guidance.			
	4.	Explore and propose a model for expanding the committee's scope to better serve the scientific community needs of ASCLS members, including how discipline-based engagement and expertise could be integrated into the committee's work.			