

**AMERICAN SOCIETY FOR  
CLINICAL LABORATORY  
SCIENCE-TENNESSEE**

**LEADERSHIP HANDBOOK**

**REVISED FALL, 2003**

**CODE OF ETHICS  
AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE**

**PREAMBLE**

The Code of Ethics of the American Society for Clinical Laboratory Science (ASCLS) sets forth the principles and standards by which clinical laboratory professionals practice their profession.

The professional conduct of clinical laboratory professionals is based on the following Duties and Principles:

**I. Duty to the Patient**

Clinical laboratory professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes continuing competence in both judgment and performance as individual practitioners, as well as in striving to safeguard the patient from incompetent or illegal practice by others.

Clinical laboratory professionals maintain high standards of practice and promote the acceptance of such standards at every opportunity. They exercise sound judgment in establishing, performing, and evaluating laboratory testing.

Clinical laboratory professionals perform their services with regard for the patient as an individual, respecting his or her right to confidentiality, the uniqueness of his or her needs and his or her right to timely access to needed services. Clinical laboratory professionals provide accurate information to others about the services they provide.

**II. Duty to Colleagues and the Profession**

Clinical laboratory professionals accept responsibility to individually contribute to the advancement of the profession through a variety of activities. These activities include contributions to the body of knowledge of the profession; establishing and implementing high standards of practice and education; seeking fair socioeconomic working conditions for themselves and other members of the profession, and holding their colleagues and the profession in high regard and esteem.

Clinical laboratory professionals actively strive to establish cooperative and insightful working relationships with other health professionals, keeping in mind their primary objective to ensure a high standard of care for the patients they serve.

**III. Duty to Society**

Clinical laboratory professionals share with other citizens the duties of responsible citizenship. As practitioners of an autonomous profession, they have the responsibility to contribute from their sphere of professional competence to the general well being of the community, and specifically to the resolution of social issues affecting their practice and collective good.

Clinical laboratory professionals comply with relevant laws and regulations pertaining to the practice of clinical laboratory sciences, to change those who do not meet the high standards of care and practice to which the profession is committed.

# ASCLS-TN OFFICERS

## 1 AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE-TENNESSEE POWERS AND DUTIES OF THE BOARD OF DIRECTORS

Association directors stand in a position of trust and confidence with respect to the association which they serve. While technically they are not trustees, they do have responsibilities of a fiduciary nature (founded in trust or confidence).

An important doctrine to remember is that the powers of the directors are not inherent in them, but in the organization itself. In other words, the board of directors exercises the power of the organization, but does not own it. Thus, the directors have the power and duty to carry on whatever transactions the association itself has the power to carry on.

Directors must act in good faith and for the best interests of the association. They are usually held to the standard of diligence, skill, and care of an ordinary person in a like situation. However, so long as directors exercise reasonable diligence and care, they are generally free from risk of personal liability. Remember -- good faith is the principle test of the adequacy of a director's care and diligence.

Any director who seeks to be insulated from potential liability ought to direct his/her efforts towards doing a conscientious job, giving attention to the obligations and duties of the position. As a director your responsibilities may include:

- 1) Making sure that all technical requirements of the law have been met before the association commences business.
- 2) Keeping informed of the general activities of the association and the general business area in which it functions.
- 3) Avoiding self-dealing in any matters relating to the association's business.
- 4) Attending director's meetings regularly; be sure the records show a valid reason for absence if meetings must be missed.
- 5) Registering dissent when in disagreement with board action and being sure it is made a matter of accurate record in the minutes of the meeting.
- 6) Having a competent knowledge of the duties of office.
- 7) Avoiding any contract to serve your own interests or to assume any position to bring your interests into conflict or competition with the interests of your association.
- 8) Keeping informed of the provisions of the articles of incorporation, code of regulations, and bylaws which relate to your powers and duties as a director.
- 9) Exercising the utmost faith in all dealings with and for your organization and being prepared to prove that you have done so.
- 10) Obeying all statutes which prescribe specific duties to be performed by directors.

**AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE-TENNESSEE  
BOARD OF DIRECTORS**

The Board of Directors shall:

1. Constitute the governing body of this Society when the voting membership is not in session.
2. Be responsible for the management of all properties and funds of the Society.
3. Attend all meetings of the Board of Directors
4. Provide an agenda to the voting membership before any Board meeting. The
5. Provide minutes of all Board meetings to the entire membership
6. Appoint the chair and editorial board of the Communications Committee.
7. Act as a Judicial Committee in hearings on motions for dismissal of officers and revocation of charter of district societies.
8. Act as liaison to ASCLS-TN Committees as appointed by the President.

The term of elected Board of Directors is as follows:

1. At least one director shall be elected for a term of three years. No elected director shall serve more than two consecutive terms.
2. In the event of a vacancy among the elected members of the Board of Directors, the President may appoint an active or emeritus member of this Society to serve until the next annual business meeting, at which time a director shall be elected, by the voting membership, to fill the unexpired term.

**AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE  
PAST-PRESIDENT DUTIES**

The Past-President shall:

1. Serve as a consultant to the President and Board of Directors.
2. Attend all meetings of the Board of Directors and the voting membership.
3. Perform duties as assigned by the President.
4. Serve as Leadership Development Committee Chair

The term of the Past-President is as follows:

1. Term of office for the past-president of this Society shall be one year.

**AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE-TENNESSEE  
PAST-TREASURER**

The Past-Treasurer shall:

1. Assist the Treasurer in any manner requested.
2. Serve as Chair of the Audit and Budget Committee.

The term of Past-Treasurer is as follows:

1. Term of office for the Treasurer-Elect of this Society shall be one year.
2. The Past-Treasurer shall automatically succeed to the office of Past-Treasurer immediately following his/her term of Treasurer.
2. In the event of a simultaneous vacancy of both the Treasurer and Treasurer-Elect during their terms of office, the Past-Treasurer shall assume the office of Treasurer until the next annual business meeting, at which time both a Treasurer and Treasurer-Elect shall be elected by the voting membership.

**AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE-TENNESSEE  
PRESIDENT**

The President shall:

1. Be the chief elected officer of this Society.
2. Preside, or designate another to preside, at all meetings of the Board of Directors and voting membership.
3. Be ex-officio member of all committees with the exception of elected committees.
4. Exercise leadership in the motivation of other officers, board members, committee members, and membership.
5. Influence the establishment of goals and objectives for the Society during term of office.
6. Act as spokesperson and inspirational leader and takes an important part in monitoring and evaluating organizational performance and effectiveness.
7. Appoint the chairman of all appointive committees and approve their membership.
8. Appoint special committees as may be deemed necessary, with the approval of the Board of Directors.
9. Send the names and contact information of the officers and committee chairmen of this Society to the Executive Office of the American Society for Clinical Laboratory

Science IMMEDIATELY after their appointment.

10. Represent this Society or designate a representative on such councils and in such a manner as may be authorized by the American Society for Clinical Laboratory Science.
11. Plan Board of Directors meetings and set the agenda for these meetings. A summer planning meeting and two official Board meetings should be scheduled.
12. Communicate and distribute as appropriate the information received in leadership mailings from ASCLS.
13. Be required to attend regional and national meetings during the president's term.
14. Initiate an annual internal audit of the financial records of the Society.
15. The president may appoint a member of this Society to serve as corresponding secretary to assist in carrying on some of the necessary communications not specifically delegated to the elected secretary.

The term of the President is as follows:

1. Term of office for the president of this Society shall be one year.
2. In the event of the death, resignation, or total disability of the President of this Society, the President-Elect shall fill the office of the President for the remainder of the President's term of office, and succeed to his own term as President.

### **AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE-TENNESSEE PRESIDENT-ELECT**

The President-Elect shall:

1. Become familiar with the duties of the office of President
2. Develop a knowledge of the past and present activities of the Society.
3. Assist the President as directed and in the absence of the President, presides at meetings of the Board of Directors and voting membership.
4. Serve as an advisor/consultant to the Student Forum.
5. Serve as a delegate to the ASCLS Annual Meeting prior to taking office.
6. Submit a report on the ASCLS Meeting in a written report to the ASCLS-TN BOD and on the ASCLS-TN website.
7. Attend the Fall and Spring Meetings of the ASCLS Region III Council. A written report of this meeting should be submitted to the ASCLS-TN BOD and the ASCLS-TN website.
8. Attend all meetings of the ASCLS-TN Board of Directors.

9. Solicit committee chairpersons for the coming year.
10. Send information to all CLS/CLT programs in Tennessee regarding the Student Delegate essay competition.
11. Assist the student delegate in making travel arrangements and reimbursements for the ASCLS Annual Meeting.
12. Assist the student delegate during the ASCLS Annual Meeting and guide them to the necessary meetings.
13. Appoint the Committee Chairpersons for the coming year prior to the ASCLS-TN Annual Business Meeting and announce these at that time.
14. Attend the ASCLS Annual Meeting to represent ASCLS-TN and attend the President-Elects Seminar, the President's Council, ASCLS Issues Update, Region III Caucus Meeting and the House of Delegates. Assist the President as needed during the meeting.
15. Perform other duties as assigned by the President and/or Board of Directors.

The term of the President-elect is as follows:

1. Term of office for the President-elect of this Society shall be one year.

**AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE-TENNESSEE  
SECRETARY**

The Secretary shall:

1. Serve as recording secretary for all meetings of the Board of Directors and voting membership.
2. Record and keep in permanent form the minutes of all meetings of the Board of Directors and the voting membership.
2. Prepare within thirty (30) days after such meetings a summary of the minutes to be distributed as directed by the President or the Board of Directors.
3. Conduct such official correspondence as shall be authorized by the President or the Board of Directors.
4. Obtain from the district societies the name and contact information of the officers and committee chairmen as soon as possible after their election or appointment, and distribute information as directed by the President.

The term of Secretary is as follows:

1. Serve for a term of one year.
2. Can not serve in the office for more than two consecutive terms.
3. In the event of a vacancy in the office of Secretary, the Board of Directors shall, by majority vote, elect an eligible member of this society to serve as Secretary until the next business meeting.

**AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE-TENNESSEE  
TREASURER-ELECT**

The Treasurer-Elect shall:

1. Assist the Treasurer to become familiar with all the duties of the Treasurer.
2. Serve as a member of the Audit and Budget Committee.

The term of Treasurer-Elect is as follows:

1. The Treasurer-Elect shall be elected at the beginning of the Treasurer's second year in office, for a term of one year, and shall automatically succeed to the office of Treasurer and serve for two years.
2. In the event of a simultaneous vacancy of both the Treasurer and Treasurer-Elect during their terms of office, the Past-Treasurer shall assume the office of Treasurer until the next annual business meeting, at which time both a Treasurer and Treasurer-Elect shall be elected by the voting membership.

**AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE-TENNESSEE  
TREASURER**

The Treasurer shall:

1. Receive, record, and have charge of all funds of this Society, and deposit such funds in a bank designated by the Board of Directors. This account must require two officer signatures.
2. Disburse funds to committee chairmen and officers as provided in the budget, and pay other expenses as authorized by the Board of Directors.
3. Shall employ, with approval of the Board of Directors, such professional assistance as may be necessary for the annual audit of the financial records of this Society and the preparation of tax records as may be required.

The term of Treasurer is as follows:

1. The Treasurer shall serve for a term of two years.
2. In the event of a vacancy in the office of Treasurer, the Treasurer-Elect shall immediately succeed to the office of Treasurer, serving the unexpired term, and his own term of Treasurer.

# ASCLS-TN COMMITTEES

## AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE-TENNESSEE AUDIT AND BUDGET COMMITTEE

Type of Committee:	Administrative
Composition of Committee:	Treasurer; Past-Treasurer; Treasurer-Elect when applicable, or member-at-large appointed by the President
How Chosen:	As above. Past-Treasurer serves as Chair
Qualifications for Chair/Members:	As above
Term of Office:	Two years

### General Functions of the Committee:

1. Monitor the financial records of the Society.
2. Recommend financial policies to the Board of Directors
3. Prepare Line-item Budgets
  - a. Meet one month prior to Spring Meeting to prepare budget for upcoming fiscal year.
  - b. Present budget at annual Spring Meeting.
4. Recommend investment practices for maximum return.
5. Serve as internal audit body.
6. Prepares and delivers reports of the Committee as required.

### Goals of this Committee:

1. Develop plans for revenue making projects.

2. Designate earned revenues to increase available scholarships for prospective students.

**AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE-TENNESSEE  
AWARDS COMMITTEE**

Type of Committee:	Standing
Composition of Committee:	Three members
How Chosen:	Chairperson appointed by the President; two other members appointed by the chair with the approval of the President
Qualifications for Chair/Members:	Active or emeritus membership
Term of Office:	One year

General Functions of Committee:

1. Become familiar with awards presented and awarded by the Society.
2. Review individual award criteria regularly and recommend changes where appropriate.
3. Recommend purpose, criteria, and guidelines for new awards as appropriate.
4. Solicit nominations and determine recipients of the following awards:
  - a. President's plaque
  - b. Member of the Year plaque
  - c. 25-year Members plaques
  - d. Key to the Future Award
  - e. Any special award as directed by the President or Board Members.
5. Obtain plaques/awards for each of the awards listed above.
6. Contact membership chair to determine members that qualify for emeritus membership.

Goals of this Committee

1. Design state membership awards.
2. Recognize the achievements of members through awards and/or certificates.
3. Develop a state program to recognize individuals who exhibit leadership potential.

**AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE-TENNESSEE  
BYLAWS COMMITTEE**

Type of Committee:	Standing
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Composition of Committee:	Chairperson and such members as the chairperson sees fit
How Chosen:	Chairperson appointed by the President; members appointed by chairperson and approved by the Board of Directors
Qualifications of Chair/Members:	Active or emeritus membership
Term of Office:	One year

General Functions of the Committee:

1. Receive proposed amendments to the Bylaws and Articles of Incorporation of the Society.
2. Prepare such amendments for consideration by the membership.
3. Forward all proposed amendments in final form to the ASCLS Bylaws Committee for approval.

**AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE-TENNESSEE  
CAREER RECRUITMENT**

Type of Committee:	Standing
Composition of Committee:	Three members
How Chosen:	Chair appointed by the President; two members appointed by the chair with the approval of the President
Qualifications for Chair/Members:	Active or emeritus membership
Term of Office:	One year

General Functions of the Committee:

1. Student recruitment to the field of medical technology.
  - a. Provide information on career options for dissemination at the high school and college level.
2. Student recruitment to ASCLS at the college level.
  - a. Define eligible groups at the college level.
  - b. Encourage college advisors to start a Medical Technology Club.
3. Professional Reactivation
  - a. Encourage review sessions.
  - b. Encourage educational seminars for individuals re-entering the field.

## Goals of this Committee

1. Continue to support efforts to document the manpower shortage in Tennessee so that the society can use the updated information in recruitment efforts.
2. Develop a contact system where anyone who is interested in a laboratory career can be directed to a convenient site and a specific person who is prepared and willing to talk positively about the profession and conduct a laboratory tour.
3. Involve student members to assist with these efforts.

## **AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE-TENNESSEE COMMITTEE CHAIR RESPONSIBILITIES**

1. Communicates on a regular basis with all committee members to keep them aware of committee progress.
2. Assists in developing the committee objectives and insures that these objectives are met.
3. Plans the methods by which the objectives will be met.
4. Informs members of objectives and their expected individual contributions and responsibilities.
5. Keeps up to date on the progress of each member's assignments.
6. Prepares meeting agenda and distributes relevant information to members before the meeting.
7. Insures that meetings adhere to the major issues and purposes.
8. Mentors vice-chair in committee function and assigns appropriate tasks.
9. Stimulates thinking, bridges gaps in discussions, and keeps discussions flowing.
10. Evaluates group efforts and keeps members abreast of accomplishments.
11. Encourages committee members' active participation in the association.
12. Prepares status reports for the executive board.
13. Prepares and distributes minutes of the meetings.

### **The chairperson should also . . .**

1. Be able to communicate. Effective communication is a prime ingredient not only within the committee, but with other committees, the governing body, and related groups.
2. Be an active participant in the association.
3. Be open-minded and encourage free expression of ideas, opinions, and recommendations by committee members.

4. Be able to command attention and to inspire.
5. Have knowledge of parliamentary procedure and be able to control without domination.
6. Have initiative - be a self-starter.
7. Have prestige and respect within the profession. His or her opinions must command the respect of those who will be guided by committee findings.
8. Have an understanding of the power relationship within the committee and the group's relationship with other committees of the association.
9. Be knowledgeable about the subject area in which the committee functions.
10. Be able to think and act in terms of the association's overall goals and objectives.
11. Be able to create the right atmosphere for productive work.
12. Be able to carry out the responsibilities involved. This includes time and resources.

**AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE-TENNESSEE  
COMMUNICATIONS COMMITTEE**

Type of Committee:	Standing
Composition of Committee:	Webmaster(s), four editorial members
How Chosen:	Webmaster(s) appointed by State President, editorial members appointed by webmaster(s)
Qualifications of Chair/Members:	Active or emeritus membership
Term of Office:	One year

General Functions of the Committee:

1. Develop an ASCLS-TN website as directed by the Board of Directors.
2. Determine the types of information that should be placed on the ASCLS-TN website.
3. Solicit information to be placed on the ASCLS-TN website.
3. Maintain current information on ASCLS-TN website.
5. Review the ASCLS-TN website for appropriateness, completeness, and accuracy.
6. Determine appropriate mechanisms to promote use of this website by ASCLS-TN members and Board of Directors.
7. Establish and maintain links of ASCLS-TN website with ASCLS website.

Goals of this Committee:

1. Make available a comprehensive list of scholarships available for medical laboratory students and the criteria necessary for each.
2. Begin a regular membership page reminding each member of the benefits of membership in ASCLS.
3. List new members and renewal members on ASCLS-TN website.
4. Provide a review of pertinent legislative issues periodically to the membership

**AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE-TENNESSEE  
EDUCATION/SCHOLARSHIP COMMITTEE**

Type of Committee: Standing

Composition of Committee: Three members

How Chosen: Chairperson is appointed by the President; members appointed by chairperson with approval of the President

Qualifications for Chair/Members: Active or emeritus membership

Term of Office: One year

General Functions of the Committee:

1. Scholarships
  - a. Disseminate information relative to the ASCLS-TN scholarship to all state laboratory training programs in Tennessee.
  - b. Monitor the scholarship guidelines and initiate changes as needed with the approval of the Board of Directors.
  - c. Receive applications, review and select the scholarship recipients.
2. Scholarship Fund
  - a. Recommend maintenance of fund.
  - b. Chair will work with Treasurer to monitor this fund.
3. Scientific Assemblies
  - a. Serve as an advisor/consultant to the scientific assembly sections on policy, procedure, and resources of the Society.
  - b. Establish a communication system to coordinate assembly endeavors at all levels.

Goals of this Committee

1. Designate earned revenues to increase available scholarships for students.
2. Effectively use marketing brochures as a recruitment tool into the profession.

3. Make available a comprehensive list of scholarships available for medical laboratory students and the criteria necessary for each.
4. Provide meaningful continuing education for the state's laboratory professionals through state meetings.
5. Encourage educational programs to address professionalism as one of the specific skills to be developed by medical laboratory students.

**AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE-TENNESSEE  
GOVERNMENT AFFAIRS COMMITTEE**

Type of Committee:	Standing
Composition of Committee:	Five members; four active members and one student member
How Chosen:	Chair appointed by the President; members appointed by the chair with approval of the President
Qualifications for Chair/Members:	Active, student or emeritus membership
Term of Office:	One year

General Functions of the Committee:

1. Assist ASCLS in achieving its governmental objectives of influencing the formulation of appropriate public policy on health care issues vital to the profession and the patients they serve.
2. Promote member understanding of and participation in the Society's governmental activities.
3. Ensure that the membership is kept informed of governmental issues and activities.
4. Appoint a representative to attend TMLB meetings and report any pertinent issues back to the President and membership on actions taken.
5. Appoint a liaison in each congressional district in Tennessee.
6. Encourage each liaison to identify contacts within each major health institution in that area to be responsible for disseminating key contact information within that institution.
7. Use this network to monitor, evaluate, and respond to state and local legislation, federal legislation, and civil service and armed force actions upon request of the state President, or the ASCLS Government Affairs Committee.

Goals of this Committee

1. Continue to actively participate in issues involving the Tennessee Medical Laboratory Board.

2. Develop a key contact network that is refined to the point at which it can act effectively and efficiently whenever necessary.
3. Provide a review of pertinent legislative issues periodically to the membership.

**AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE-TENNESSEE  
LEADERSHIP DEVELOPMENT COMMITTEE**

Type of Committee:	Standing
Composition of Committee:	Chair and members as appropriate
How Chosen:	Past-President serves as chair; members appointed by the chair with approval of the President
Qualifications for Chair/Members:	Active or emeritus membership
Term of Office:	One year

General Functions of Committee:

1. Assist in planning projects designed to accomplish the basic functions of the Committee.
2. Responsible for increasing state activity in leadership development.
3. Orientation of new leaders and ensuring that they have all information necessary to succeed in their roles.
4. Encourage recognition of newly active members with national and state level Keys to the Future Awards.
5. Implement mentoring program for the Society.
6. Encourage leadership skills seminars at state meetings.

Goals of the Committee:

1. Identify persons who show leadership potential and mentor them in the Society.
2. Nominate persons for Keys to the Future Awards.
3. Develop a mentoring program for the Society.

**AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE-TENNESSEE  
MEMBERSHIP DEVELOPMENT COMMITTEE**

Type of Committee:	Standing
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Composition of Committee:	Six members; State chair and 5 local membership chairs
How Chosen:	State chair appointed by the President; local chairs appointed by the local Presidents
Qualifications for Chair/Members:	Active or emeritus membership
Term of Office:	One year

General Functions of Committee:

1. Become familiar with the ASCLS membership guidelines and procedures.
2. Attend the ASCLS Membership Development workshop at ASCLS Annual Meeting, if possible. Send appointee if not able to attend.
3. Contact the President of each local society to get the name and contact information of each local membership chairperson. Inform each one of the duties of the committee.
4. Monitor ASCLS-TN membership lists provided by ASCLS. Send each constituent society a list of the ASCLS-TN members in its region.
5. Assist in planning campaigns and projects designed to recruit new members, retain current members and renew lapsed members.
6. Send each membership chairperson a listing of address changes, names of new members, names of lapsed members, and names of those who have moved out of the area monthly. Encourage them to personally contact both new and lapsed members.
7. Develop a form letter to send to the following people.
  - a. New members: a personal welcome to the society
  - b. Lapsed members: encourage them to renew
  - c. Non-members who have attended workshops: a recruitment letter pointing out the benefits of membership.
  - d. Renewal members: thanking them for continued support
8. Work with the state student representative to develop a letter to be sent to all education coordinators concerning student memberships each fall and to develop a mechanism to increase student membership.
9. Coordinate ASCLS membership campaigns and get local membership chairs involved.
10. Provide constituent societies with membership materials when needed.
11. Provide written committee reports for ASCLS-TN Board Meetings and attend all Board meetings.
12. Provide a membership booth at all ASCLS-TN meetings and workshops.
13. Send information to any publication regarding membership activities.
14. Send reports to the regional membership coordinator as requested.

15. Promote ASCLS VOICE-VALUE-VISION slogan in membership activities.

Goals of the Committee:

1. Design a state and local recruitment plan to enhance membership.
2. Use membership plans established by ASCLS as a reference for these plans.
3. Develop a mentoring program where ASCLS members are to encourage non-member co-workers to join ASCLS and then are to be responsible for the new members' growth in the organization.
4. Remind students of the half-price first year active membership dues as an incentive to maintain membership.
5. Send letters from the membership development chairperson and student forum representative to each program director of laboratory professional programs outlining student benefits and encouraging student participation in ASCLS/ASCLS-TN.
6. Continue letter writing campaign by state membership chairperson to all lapsed members, new members, new student members, and those who renew their memberships.

**AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE-TENNESSEE  
NATIONAL MEDICAL LABORATORY WEEK COMMITTEE**

Type of Committee:	Standing
Composition of Committee:	Chairperson and 5 local NMLW chairpersons
How Chosen:	Chairperson appointed by State President; local chairpersons appointed by local Presidents
Qualifications for Chair/Members:	Active or emeritus membership
Term of Office:	One year

General Functions of the Committee:

1. Serve as liaison to ASCLS for National Medical Laboratory Week.
2. Communicate with other medical laboratory societies to maximize efforts.
3. Disseminate the format for NMLW to all local societies.
4. Disseminate order forms for ASCLS generated material to be used during NMLW.
5. Serve as a resource for hospital and/or individuals seeking information on NMLW.
6. Solicit feedback on the success of NMLW from hospitals and local societies.

7. Evaluate the success of NMLW in Tennessee and report event to the ASCLS Office.

Goals of this Committee:

1. Promote National Medical Laboratory Week as a mechanism to focus attention on the profession.
2. Develop a simple marketing brochure for use in explaining and promoting the profession to the public.
3. Effectively use marketing brochures as a recruitment tool into the profession.

### **AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE-TENNESSEE NOMINATIONS COMMITTEE**

Type of Committee:	Standing
Composition of Committee:	Three members
How Chosen:	Nominated from the floor at the Spring Meeting
Qualifications for Chair/Members:	Active or emeritus membership
Term of Office:	One year

General Functions of the Committee:

1. Communicate with ASCLS and Region III nominations chairs.
2. Solicit nominees for state offices.
3. Verify qualifications of nominees.
4. Obtain consent of nominees.
5. Prepare a slate of officers with qualifications for each candidate. An official list of candidates shall be distributed to the voting members of the society in advance of the election.
6. Conduct elections at the annual Spring Meeting of this Society.

### **AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE-TENNESSEE POLITICAL ACTION COMMITTEE**

Type of Committee:	Standing
Composition of Committee:	Chair and 4 members Ex-officio member: Chair of Government Affairs Committee

How Chosen: Chair appointed by President; members appointed by Chair

Qualifications for Chair/Members: Active or emeritus membership

Term of Office: One year

General Functions of Committee:

1. ASCLS PAC is a voluntary non-profit organization created to provide financial and educational support for the election campaigns of responsible candidates for Congress.
2. Appoint a liaison in each congressional district in Tennessee to aid in raising funds for ASCLS-PAC.
3. Provide incentives for persons to contribute to ASCLS-PAC.
4. Forward funds collected in Tennessee to ASCLS-PAC Chair.
5. Serve as contacts for ASCLS-PAC initiatives.

Goals of this Committee:

1. Provide means for collecting donations at all meetings of ASCLS-TN and its local constituent societies.
2. In conjunction with the ASCLS-TN GAC, provide information to the Society membership about public policy issues that effect the profession

**AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE-TENNESSEE  
P.A.C.E. ACCREDITATION COMMITTEE**

Type of Committee: Standing

Composition of Committee: Chair and members as chair sees fit

How Chosen: Chair appointed by the President; members appointed by chair and approved by the President

Qualifications of Chair/Members: Active or emeritus membership

Term of Office: One year

General Functions of Committee

1. Provide a combine provider approval and education documentation system for clinical laboratory science practitioners.
2. Assure that PACE approved activities meets the needs of the profession.

3. Provide participants with PACE approved continuing education at all Society sponsored events. Assign session numbers for each session and provide PACE validation stickers, attendance rosters, attendance certificates for each participant and an evaluation form.
4. Determine contact hour credit for each session.
5. Communicate with ASCLS PACE coordinator in regard to the proper reporting protocol for documentation.

Goals of the Committee:

1. Develop a mechanism for the awarding of CEU/PACE credits for completion or attendance at any of the revenue producing continuing education projects sponsored by the Society.
2. Provide member-developed materials for continuing education opportunities through revenue making projects.

**TENNESSEE SOCIETY FOR MEDICAL TECHNOLOGY  
PROFESSIONAL AFFAIRS/PUBLIC RELATIONS COMMITTEE**

Type of Committee:	Standing
Composition of Committee:	Five members; four active members and one student member
How Chosen:	Chairperson appointed by President; members appointed by chairperson with approval of the President
Qualifications of Chair/Members:	Chair and 3 members- active or emeritus membership: Student member- student membership
Term of Office:	One year

General Functions of the Committee:

1. Develop and assess the needs relative to public image, personnel development, employment security, and communication media.
2. Provide resources to improve the image of the Society and the profession.
3. Initiate projects to accomplish the functions of the Committee.

Goals of this Committee:

1. Design avenues to increase public awareness of laboratory professions, especially through health fairs, media attention, and career fairs.
2. Develop coalitions with other allied health organizations to further increase



2. Provide expert consultation and technical expertise for such areas as examination, conventions, and continuing education in each of the discipline-related areas.
3. Identify members with expertise in each of the various specialties.
4. Develop appropriate educational materials.
5. Develop a Speaker's Bureau directory of laboratorians who are prepared and willing to provide continuing education on specific topics.
  - a. Determine marketable topics/content for continuing education programs.
  - b. Determine general content topics that are critical for CE programs.
  - c. Review relevant publications for ideas for programs.
  - d. Identify alternate speakers/topics.
  - e. Obtain input from both members and nonmembers asking for topics of interest and possible speakers.
6. Serve as a resource for and provide input as needed for development of Standards of Practice.
7. Submit report of goals and activities to the SA Coordinator and the Education/Scholarship Chairperson.

Goals of this Committee:

1. Allow for more meaningful input from society scientific assemblies into the discipline-specific activities of the Society.
2. Regularly assess member continuing education needs.
3. Develop plans for revenue-making projects based on educational efforts.
4. Actively plan the scientific program of each annual meeting within the guidelines set forth by the program committee.
5. Provide an ongoing assessment of the "Body of Knowledge" in each discipline.
6. Work with laboratory managers to devise and implement job enrichment programs to improve retention within the profession.
7. Devise a review booklet for certification. Present this review as a CE workshop at state meetings as a service.

**AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE-TENNESSEE  
STUDENT FORUM COMMITTEE**

Type of Committee:

Standing

Composition of Committee:

ASCLS-TN President-Elect, Student Delegate,  
Immediate Past-Student Delegate, Student Liaison

How Chosen:

- 1) President-Elect: Chair
- 2) Student Delegate: Selected by Student Essay Competition
- 3) Past-Student Delegate: Previous year's Student Delegate
- 4) Student Liaison: Appointed by President

Qualifications of Chair/Members: Active, student, or emeritus membership

Term of Office: One year

General Functions of the Committee:

1. To increase student interest and involvement in the Society.
  - a. Develop a mailing list of all programs and students in the state.
  - b. Invite all new students to student membership.
  - c. Encourage graduating students to remain a part of ASCLS-TN by becoming an active member.
  - d. Encourage local student activities across the state.
  - e. Encourage and assist in the development of student workshops at state and local professional meetings.
2. Provide a mechanism of communication for students with other students and active members.
3. Develop a communication network with a liaison student at each educational program in the state.
7. Provide a positive learning experience through the annual Student Day. Student Forum responsibilities include, but are not limited to, the following:
  - a. In mid-August send a letter to each Program Director of MLT and MT programs across the state with general information about Student Day. Should include the date and location, if possible. It is also a good idea to contact the president of each class with the same information.
  - b. As information becomes more concrete, send out updated information.
  - c. Work closely with the Past-Student Delegate for ideas on how and when things should be done and what did and didn't work last year.
  - d. It is preferable for the location to be near the middle of the state so that travel will be minimized for all students.
  - e. Specific arrangements to be made:
    1. Rooms to hold the event, including audiovisual equipment needed by speakers.
    2. Lunch and/or snacks.
    3. Speakers- how many and who.
    4. Door prizes, if desired.
    5. Agenda.
    6. Student packets.
    7. Nametags
    8. Solicit sponsors to minimize costs to students.
    9. Exhibits, if desired.
    10. Parking information and maps to the location.
    11. Any special games or contests need to be determined early in the planning of Student Day and information shared with all programs in a timely manner.

### Specific Duties for Current Student Delegate:

1. Conduct the Student Business Meeting at the annual Spring Meeting.
2. Attend the ASCLS-TN Board of Directors Meetings.
  - a. Summer Planning Meeting in August
  - b. Fall Board of Directors Meeting in October/November
  - c. Spring ASCLS-TN Annual Meeting in March/April.
3. Represent the Tennessee Student Delegation at the ASCLS Annual Meeting. Attendance is required at the following meetings:
  - a. Student Orientation Meeting
  - b. President's Council/Issues Update
  - c. All Student Forum Meetings
  - d. Meet the Candidates
  - e. Region III Caucus
  - f. Tennessee Caucus
  - g. ASCLS Elections
  - h. Opening and Closing Keynote Addresses
  - j. ASCLS House of Delegates

### Goals of this Committee:

1. Encourage educational programs to address professionalism as one of the specific skills to be developed by medical laboratory personnel.
2. Send letters from the membership development chairperson and student forum representative to each program director of laboratory professional programs outlining student benefits and encouraging student participation in ASCLS/ASCLS-TN.