

Region VIII Council Chair

POSITION DESCRIPTION

1. PURPOSE

Serves as the Chair of the Region VIII Council, coordinating activities, and sending notification of meetings to members of the council and of Region VIII.

2. TERM OF OFFICE

Shall serve a one-year (1) term following one year (1) as Vice Chair

3. QUALIFICATIONS

ASCLS Professional, Ascending Professional, or Emeritus membership and reside in Region VIII.

Activity on ASCLS committees, task forces, offices at state, regional, and national levels.

Recommended experience that would be helpful to someone holding this office:

Networking within region and at the national level

4. DUTIES

1. Chairs Region VIII Council meetings

2. Appoints Secretary at the beginning of each council meeting to record the minutes of the meeting.

3. Responsible for file retention of the minutes and other permanent documentation within the ASCLS Connect Community for permanent storage.

4. Submits Regional Omicron-Sigma nominees on ASCLS website (Awards and Scholarships; Omicron-Sigma), sends names and signed certificates to constituent society presidents prior to spring meetings.

5. Reports to: Region VIII Council

5. EXPECTATIONS

Meeting attendance & Travel requirements: Chair three (3) Region VIII Council meetings per year – fall conference call, winter conference call, and national meeting site (summer).

Reports: Fall, Winter, Final reports to Regional VIII Council.

Deadlines: as determined by Region VIII Council

Average time commitment: 4-6 hours per month

Financial considerations: Travel expenses and registration costs to national meeting

6. RESOURCES

Mentors: Region VIII Council members, other regional or national leaders

Materials: Region VIII Guidelines

Helpful Hints & suggestions: Computer, e-mail very helpful

7. BENEFITS:

Contributions to the profession: Develop and provide input on policies and programs that benefit the entire profession.

Skills developed/enhanced: Public speaking, written communications, impacting legislation, meetings management, leadership

Contacts / networking opportunities: Meet and develop relationships with colleagues throughout the U.S.

Travel opportunities: Visit site of national meeting.