



JOB DESCRIPTION: AREA DIRECTOR

Reference: Bylaws, Article VI, Section A (1a) for Area I, (2a), and (2b)
Article VI; Section A (1b) for Area II, (2a), (2b)
Article VI; Section A (1c) for Area III, (2a), (2b)
Article X, Section C
Long Range Plan 1991

Term of Office: Two years beginning August 1 following election

Eligibility: Active member at least one year prior to election

Description:

1. As a member of the Board of Directors, the Area Director is responsible for the management of all affairs and funds of ASCLS-Minnesota between business meetings of the membership.
2. Represents the concerns and interest of the members in the area from which he/she is elected at meetings of the Board of Directors.
3. Attends the meetings of the Board of Directors and distributes information received to area members through area newsletter or meetings.
4. Inform CLAs, MLTs and PBTs of the opportunities in ASCLS and solicit their active involvement.
5. Serves as a member of the editorial staff of the *MCLS* and writes an area reports for each issue of *MCLS*.
6. Highlights an active ASCLS-Minnesota member from each area in each issue of *MCLS*›
7. In the first year of office, the Area Director is the liaison director for membership in the area and, as such, is an ex-officio member of the Membership Committee of ASCLS-Minnesota.

Suggestions:

1. The planning of the area meetings involves the selecting of date, arranging of meeting sites, planning the topic, securing the speaker, submitting PACE Approval Request Forms, devising and sending meeting announcements to all health care facilities in the area.
2. If the area has active scientific sections of the Scientific Assembly, the chairs can be asked to serve on the program committee, choosing speaker's topics and contacting speakers. When the Scientific Assembly sections are to meet at the area meeting, this information should appear on the meeting notice.

3. At area meetings, the Area Director serves as master of ceremonies. The director greets and introduces the speaker and presents the honorarium to the speaker. If the Scientific Assembly sections are presenting the program respective chairs will perform these duties for their section.
4. At the end of term, the Senior Director will transfer records to the Junior Director. Expenses, with a copy to the president, must be submitted to the Treasurer by July 1.
5. Rotate meeting responsibilities to different healthcare facilities, this involves more people.
6. Assign individuals to greet new members and introduce them to the group. Develop and implement mentor program, e.g. use of button to identify new members to organizational representatives.