

## Education Coordinator

**Organizational Relationship:** Receives direction from the Association President and Board of Directors.

**Position Overview:** Assesses the educational needs of the Association membership and plans ways to meet those needs.

**Term of Office:** The educational committee chairperson is appointed by the President and shall serve for a term of three years to correspond with the cycle for chairing the Clinical Laboratory Collaborative meeting; may serve no more than three consecutive years.

**Position Duties/Expectations:**

<u>Duties</u>	<u>Expectations</u>
1. Assesses educational needs of the membership.	1. Assesses the educational needs from forming special interest groups. 2. Considers special educational techniques (i.e., sponsoring teleconferences, loaning audio-visual or other educational materials to members, etc.). 3. Create a continuing education certificate.
2. Takes part and represents MnABB as a committee member for the Clinical Laboratory Collaborative meeting.	1. Performs as chair for the collaborative meeting a minimum of every 3 years.

## Member at Large

**Organizational Relationship:** Receives direction from the Association President.

**Position Overview:** Serves as a representative of the Association membership on the Board of Directors and other related organization or committees at the discretion of the President.

**Term of Office:** Three member-at-large positions are elected at the annual business meeting and shall serve on the Board of Directors for a term of two years; may serve no more than three consecutive years.

**Position Duties/Expectations:**

<u>Duties</u>	<u>Expectations</u>
1. Performs miscellaneous duties as directed by the Association president.	1. The duties of the two members-at-large positions will include but not be limited to supporting the following board members: vice-president, education coordinator and newsletter editor

## Newsletter Editor

**Organizational Relationship:** Receives direction from the Association President and Board of Directors.

**Position Overview:** Coordinates publication of Association newsletter and maintains the member list.

**Term of Office:** The newsletter editor is a three year commitment: the first year to assist the current editor, the second year as editor, the third year as transitional year for new editor.

**Position Duties/Expectations:**

<u>Duties</u>	<u>Expectations</u>
1. Solicits for newsletter material.	1. Solicits for official notices, calendar-of-events, articles, program information, registration, editorials, meeting minutes, and treasurer's reports from Board and committee members and Institutional members 2. Prepares and distributes newsletter.
2. Takes part and represents MnABB as a committee member for the Clinical Laboratory Collaborative meeting.	1. Prepares and distributes annual membership renewal material to individual members as part of newsletter. 2. Receives membership dues and forwards funds to Treasurer for deposit. 3. Sends membership cards to individual members. 4. Sends membership certificates to institutional members.
3. Initiates annual membership renewal.	1. Prepares and distributes annual membership renewal material to individual members as part of newsletter. 2. Receives membership dues and forwards funds to Treasurer for deposit. 3. Sends membership cards to individual members. 4. Sends membership certificates to institutional members.
4. Maintains membership and mailing lists.	1. Maintains membership and mailing lists for individual and institutional members. 2. Receives annual meeting participants name and addresses from the Program Committee Chairperson to maintain/update membership and mailing lists. 3. Provides membership mailing lists to MnABB Program Committee for the annual meeting when requested.

## Newsletter Intern

**Organizational Relationship:** Receives direction from the Association President and Board of Directors.

**Position Overview:** Coordinates publication of Association newsletter and maintains the member list.

**Term of Office:** The newsletter editor is a three year commitment: the first year to assist the current editor, the second year as editor, the third year as transitional year for new editor.

**Position Duties/Expectations:**

<u>Duties</u>	<u>Expectations</u>
1. Solicits for newsletter material.	1. Solicits for official notices, calendar-of-events, articles, program information, registration, editorials, meeting minutes, and treasurer's reports from Board and committee members and Institutional members 2. Prepares and distributes newsletter.
2. Takes part and represents MnABB as a committee member for the Clinical Laboratory Collaborative meeting.	1. Prepares and distributes annual membership renewal material to individual members as part of newsletter. 2. Receives membership dues and forwards funds to Treasurer for deposit. 3. Sends membership cards to individual members. 4. Sends membership certificates to institutional members.
3. Initiates annual membership renewal.	1. Prepares and distributes annual membership renewal material to individual members as part of newsletter. 2. Receives membership dues and forwards funds to Treasurer for deposit. 3. Sends membership cards to individual members. 4. Sends membership certificates to institutional members.
4. Maintains membership and mailing lists.	1. Maintains membership and mailing lists for individual and institutional members. 2. Receives annual meeting participants name and addresses from the Program Committee Chairperson to maintain/update membership and mailing lists. 3. Provides membership mailing lists to MnABB Program Committee for the annual meeting when requested.

## Past President

**Organizational Relationship:** Receives direction from the Association President, Board of Directors and Education Coordinator.

**Position Overview:** Coordinates all aspects of Association annual meeting or other special meetings as directed by the Board of Directors.

**Term of Office:** The vice-president is elected at the annual business meeting and shall serve on the Board of Directors for a term of one year; and assumes the office of President immediately following the next annual meeting.

**Position Duties/Expectations:**

<u>Duties</u>	<u>Expectations</u>
1. Assists the President with annual meeting planning.	1. Performs as needed.
2. Assists the President with any additional duties as assigned.	1. Performs as needed.
3. Assists Association President with duties	1. Assists Association President with duties and assumes the duties of the Association President in his/her absence.

## President

**Organizational Relationship:** Is responsible to Association Board of Directors and membership.

**Position Overview:** The Association president serves as chairperson for Board of Directors.

**Term of Office:** The role and responsibilities of President are assumed immediately following the annual meeting. Serves in the office of president for one year; shall serve no more than one term in any five year period.

### Position Duties/Expectations:

<u>Duties</u>	<u>Expectations</u>
1. Chairs Board of Director meetings.	<ol style="list-style-type: none"> <li>1. Prepared agenda for semi-annual Board meetings.</li> <li>2. Plans additional Board meetings, as necessary.</li> <li>3. Assures that copies of minutes are distributed to all present and absent Board members</li> <li>4.Plans transition meeting following annual meeting for incoming and outgoing Board members.</li> </ol>
2. Appoints special committee chairpersons.	<ol style="list-style-type: none"> <li>1. Appoints chairperson special committees.</li> <li>2. Serves as ex-officer member of special subcommittees.</li> </ol>
3. Maintains copy of meeting minutes and position descriptions.	<ol style="list-style-type: none"> <li>1. Maintains a copy of committee meeting minutes and reviews and approves minute of Board meetings.</li> </ol>
4. Maintains Not-for-profit status with the State of Minnesota.	<ol style="list-style-type: none"> <li>1. Registers MnABB as a non-profit entity annually with the Office of the Secretary of State.</li> <li>2. Maintains documentation of registration.</li> </ol>
5. Organizes, plans and coordinates annual meeting.	<ol style="list-style-type: none"> <li>1. Selects program and workshop committee members. Guides program committee in selection of topics, workshops and speakers.</li> <li>2. Determines date and location of meeting.</li> <li>3. Determines budget and registration fees for the meeting. Submits summary to Board for approval and forwards all bills to Treasurer.</li> <li>4. Coordinates contract negotiations for meeting room facilities, refreshments and meals, social programs, hotel rooms for overnight stay, printing company for registration brochures, signage, publicity contacts, and other support serves as necessary.</li> <li>5. Coordinates continuing education credits with Education Committee Chairperson.</li> <li>6. Coordinates contacts with speakers and moderators with Workshop Committee Chairperson.</li> <li>7. Provides welcome and opening comments at the meeting; greets speakers and presents honoraria.</li> </ol>
6. Prepares or oversees preparation of annual meeting summary.	<ol style="list-style-type: none"> <li>1. Summarizes registration of general session and workshops.</li> <li>2. Summarizes meeting evaluations and reviews at Board meeting.</li> <li>3. Forwards names and addresses of meeting participants to Membership Committee Chairperson to update mailing lists.</li> <li>4. Prepares appreciation letters for speakers, moderators, and others who helped with the meeting.</li> <li>5. Maintains records of meetings for the previous three years and forwards these records to the next program committee chairperson.</li> </ol>

## Physician Liaison

**Organizational Relationship:** Receives direction from the Association President and Board of Directors.

**Position Overview:** Serves as a representative of the Association to Minnesota Society of Clinical Pathologists (MSCP) and the Minnesota Medical Association (MMA).

**Term of Office:** The physician liaison is elected at the annual business meeting and shall serve a term of two years; may serve no more than three consecutive years.

**Position Duties/Expectations:**

<u>Duties</u>	<u>Expectations</u>
1. Serves as a liaison between the MSCP/MMA and the Association.	1. Informs the Board of Directors of MSCP/MMA activities that may affect the Association. 2. Provides medical expertise and direction of issues of scientific and/or technical importance as they relate to activities involving the Association. 3. Keeps the Board of Directors informed of legislative issues that may affect the Association's activities.

## Secretary

**Organizational Relationship:** Receives direction from the Association President and Board of Directors.

**Position Overview:** Records the minutes of the annual business, special and Board of Directors' meetings. Attends to the correspondence of the Association and keep records of all Association activities. Assists Newsletter editor with individual and institutional membership enrollment.

**Term of Office:** The secretary is elected at the annual business meeting and shall serve on the Board of Directors for a term of two years; may serve no more than three consecutive years.

### Position Duties/Expectations:

<u>Duties</u>	<u>Expectations</u>
1. Records meeting minutes and attends to correspondence.	1. Attends and records minutes of the Board of Director's meeting, annual meeting, and any other special meetings. 2. Distributes minutes to Board members and committee chairpersons, following approval by the President, within 30 days of the meeting. 3. Attends to official correspondence of the Association as directed by the President.
2. Maintains Association's position descriptions.	1. Updates Association's position descriptions when directed by the Board. 2. Ensures that position descriptions are approved by the president and distributed to the incumbent following approval.
3. Record keeping of Association's activities.	1. Keeps records of the Association's activities (i.e. meeting minutes, newsletters, meeting programs, listing of previous Board members and committee chairpersons, etc.) 2. Performs miscellaneous tasks as directed by the President.
4. Assists with Association's membership enrollment.	1. Assists Newsletter Editor with maintaining the association's mailing list and individual/institutional membership list.

## Treasurer

**Organizational Relationship:** Receives direction from the Association President and Board of Directors.

**Position Overview:** Receives and disburses funds of the Association and maintains all financial records.

**Term of Office:** The treasurer is elected at the annual business meeting and shall serve on the Board of Directors for a term of two years; may serve no more than three consecutive years.

**Position Duties/Expectations:**

<u>Duties</u>	<u>Expectations</u>
1. Maintains and manages financial account of Association funds.	1. Receives dues from membership. 2. Authorized to deposit and disburse funds of the Association. 3. Retains summary/statement information as received from the financial institution. 4. Updates board quarterly on financial activity and completes financial transactions as requested by the board.
2. Prepares annual financial statement.	1. Submits an annual financial statement to the Association membership and Board of Directors at the fall meeting (annual statement will cover the previous membership year beginning one day after the previous year's fall meeting through the day before the current fall meeting). 2. Selects an independent auditor to review financial transactions at the request of the Board of Directors.

## Vice President

**Organizational Relationship:** Receives direction from the Association President and Board of Directors

**Term of Office:** The roles and responsibilities of the president-elect are assumed at the annual business meeting. The president-elect serves on the Board of Directors for a term of one year, and assumes the office of President immediately following the next annual meeting.

**Position Duties/Expectations:** The president-elect assists the Association President with duties and responsibilities in preparation for Presidency position.

<u>Duties</u>	<u>Expectations</u>
1. Assists the President with annual meeting planning.	1. Performs as needed.
2. Assists the President with any additional duties as assigned.	1. Performs as needed.

## Webmaster

**Organizational Relationship:** Receives direction from the Association President and Board of Directors.

**Position Overview:** Maintains Organization web site and associated database.

**Term of Office:** The webmaster is a three year commitment: the first year to assist the current webmaster, the second year as webmaster, the third year as transitional year for new webmaster.

**Position Duties/Expectations:**

<u>Duties</u>	<u>Expectations</u>
1. Maintenance of the web site.	1. Facilitate updates to the web site including new educational offerings, Meeting updates, and miscellaneous communication as determined by the board 2. Ensures functionality of new member registration, meeting registration and forum. 3. Renews annual domain name registration.
2. Coordinate maintenance of member list with Newsletter Coordinator	1. Ensure board member access to membership database located on the web site.
3. Collects statistical information on membership	1. Collects statistical data on membership including: Professional degree/certification, Institutional affiliation, and for institutional members - size of institution (e.g. number of beds, number of employees, etc.) 2. Prepares summary of statistical data for board and reports at annual business meeting.