

SCIENTIFIC ASSEMBLY COORDINATOR:

Reports to: ASCLS-ND President and ASCLS Scientific Assembly

Term of Office: One-year term beginning *sine die* adjournment of the ASCLS Annual Meeting,

Appointed by the President.

Responsibilities:

- I. Appoints Scientific Assembly Section Chairs for each of the following disciplines:
 - Biochemistry/Urinalysis
 - Consultants
 - Education
 - Hematology/Hemostasis
 - Immunology/Immunohematology
 - Microbiology
 - Phlebotomy/POC
 - Lab Administration
 - Generalist/ Public Health
 - Industry
 - Molecular Diagnostics/Genetics
 - Regional Affairs/Quality Management
 - Administration
2. Coordinates activities of the Scientific Assembly at the state level.
3. Encourages chairs to form Scientific Assembly Sections at the state level.
4. Encourages chairs to write articles for publication in the ASCLS-ND newsletter.
5. Serves as a consultant to or a member of the State/Regional Program Committees.
6. Submits reports as requested by the President or the ASCLS Scientific Assembly.
7. Assists the ASCLS Scientific Assembly with special projects as requested by the ASCLS SA Coordinator.

Adopted April 1998 (*Carol Sundberg*)

Revised:

SCIENTIFIC ASSEMBLY SECTION CHAIR:

Reports to: ASCLS-ND Scientific Assembly Coordinator or ASCLS-ND President

Term of Office: One year term beginning *sine die* adjournment of the ASCLS Annual Meeting.

Appointed by the Scientific Assembly Coordinator or the President.

Responsibilities:

1. Serves as a liaison between the State Society and members of respective Scientific Assembly Section.
2. Serves as a liaison between respective National and State Scientific Assembly Sections.
3. Identifies a "Talent Bank" (a list of skilled &/ or interested ASCLS-ND members) for assigned discipline and encourages interaction among these members.
4. Serves as a consultant or member of the program planning committee for the ASCLS-ND annual meeting
5. Submits suggestions for speakers, workshops, *etc.*, to the regional and national program committees.
6. Writes articles for publication in the ASCLS-ND newsletter.

7. Submits reports as requested by the Scientific Assembly Coordinator, the President, or the ASCLS Scientific Assembly Section Chair.

Revised: September 1990
Revised: April 1998 (*Carol Sundberg*)