**Ascending professionals forum guidelines for governance**

**ASCENDING PROFESSIONALS FORUM (APF)**

The APF was created as a way for all ascending professionals to come together to provide ideas, give input to the society about ascending professional needs, and learn how to access resources that are uniquely available to ASCLS members. As an ascending professional, ASCLS realizes that even though you’re out of school, you may still have questions about the way ASCLS provides benefits to its members or leadership development programs that are available to you.

Responsible and Reports to: ASCLS Board of Directors

Purpose: The Ascending Professionals Forum will serve to engage and inform individuals new to the profession about the various opportunities that membership affords. The Forum is responsible for assuring that the activities of the society address the needs and interests of clinical laboratory science professionals with less than 5 years of experience and communicate them to the Board of Directors for consideration.

Membership: The total Forum membership consists of the Ascending Professional members. Forum leaders are required to maintain Forum membership.

Forum Leadership Council, Appointment, Term, Nominations and Elections:

1. Composition: Ascending Professionals Forum Leadership Council consists of elected officers and appointed regional representatives: one (1) Forum Chair, one (1) Forum Vice-Chair, one (1) Forum Secretary, one (1) Past-Chair, and ten (10) Regional Representatives.
2. Leadership and Term
	1. Chair: Serves a one (1) year term beginning and ending with the ASCLS House of Delegates Meeting. The Vice-Chair ascends to the Chair position. The Chair may not concurrently serve as a Regional Representative.
		* 1. If a vacancy in the office of Chair occurs, the Vice-Chair will complete the previous chair’s term and remain in the position for one additional term.
		1. Vice-Chair: Serves a one (1) year term beginning and ending with the House of Delegates Meeting. The Vice-Chair is elected by forum members. The Vice-Chair succeeds to the Chair of the Forum.
			1. If a vacancy in the office of Vice-Chair occurs, the Forum Leadership Council will appoint a replacement, giving preference to candidates for the position at the previous election.
		2. Secretary: During the ASCLS Annual Meeting Forum members will elect an individual to serve as Secretary of the Forum for a one (1) year term, maximum two (2) terms.
			1. If a vacancy in the office of Secretary occurs, the Forum Leadership Council will appoint a replacement, giving preference to candidates for the position at the previous election
		3. Past-Chair: The APF Chair will succeed to the APF Past-Chair position for a one (1) year term and will serve as the Ascending Professional Director on the ASCLS Board of Directors for a one (1) year term.
			1. If a vacancy in the office of Past-Chair occurs, the Forum position will be left empty for the remainder of the term.
		4. Removal of an Officer: Should an officer become unable or unwilling to perform the position’s duties the officer may be removed by the affirmative vote of at least 10 members of the Forum Leadership Council.

3. Appointments and Term

* 1. a. Regional Representative: One (1) representative from each of the ten (10) regions, five (5)representatives appointed annually for a two (2) year term. Regional Representatives for Regions I, III, V, VII, and IX are to be appointed on odd numbered years. Regional Representatives for Regions II, IV, VI, VIII, and X are to be appointed on even numbered years. Regional Representatives may serve up to two consecutive terms. Regional Representatives must be eligible for the Ascending Professional membership category for his/her entire term.
		1. Appointed by the Regional Director.
		2. If a Regional Representative cannot finish his or her term, a replacement will be appointed by the Regional Director to finish that term. The replacement is eligible to serve for an additional term, if he or she is eligible for the Ascending Professional membership category for the entire two years of their term.
	2. APF Advisor: One (1) Advisor appointed through the appointment process for a three (3) year term.

4. Nominations and Elections:

* 1. Candidate presentations shall occur at the AP Forum Annual Membership Meeting
	2. Elections occur concurrently with the ASCLS elections, using the same method, timeframe and schedule. Forum leadership will solicit nominations for elected officers starting in January with a nomination deadline 28 days prior to the Annual Membership Meeting. All candidates must be a member of ASCLS for a minimum of four (4) months prior to the election. All nominees meeting the requirements for office will be slated. Information about each candidate compiled from their nomination form will be made available for review by APF Members.
	3. During the AP Forum Annual Membership Meeting, nominations will be accepted from the floor for any positions without a slated nominee.
	4. Any Ascending Professional Member in attendance at the Annual Meeting is eligible to vote in the election of Forum officers.

**Forum Responsibilities:**

To engage and inform individuals new to the profession about the various opportunities that membership affords. The Forum represents the interests and needs of Professionals with less than 5 years experience in the practice of clinical laboratory science. The APF holds, at minimum, one annual Forum meeting in conjunction with the ASCLS Annual Meeting. Additional meetings and communications of the Forum are held through monthly conference calls and emails throughout the year. Any member of the Society may attend the annual Forum meeting or offer assistance to the Forum in achieving its goals and creating strategic action plans.

**Chair's Responsibilities:**

1. Direct and coordinate the activities and functions of the Forum.
2. Serve as the spokesperson for the Forum.
3. Orient new regional representatives regarding Forum activities and their role.
4. Develop a strategic action plan to meet the Ascending Professionals Forum charges and monitor progress to ensure completion.
5. Preside over the Forum business meeting/candidates presentation during the ASCLS Annual Meeting and any other Forum meetings.
6. Obtain reports from the regional representatives to be included in ASCLS Board Directors reports.
7. Prepare reports of Forum's activities for the Board of Directors as requested.
8. Communicate with the Forum Advisor on all Forum activities and copy the Advisor on all other Forum related correspondence.
9. Assume overall responsibility for all activities, programs and projects undertaken by the Ascending Professionals Forum.
10. Make appointments to any Ascending Professionals Forum ad hoc committees as appropriate and make recommendations, in consultation with the Forum Advisor, to the ASCLS President-Elect for Ascending Professional representatives to serve on ASCLS committees for the next governance year and for task force appointments as needed. (ASCLS committee appointments usually occur in March.)
11. Solicit nominees for Forum officers; distribute nomination forms and review submissions with the Forum Advisor to confirm candidate eligibility.
12. Maintain a current file of Forum activities and transfer to the incoming Forum Chair within thirty days after the ASCLS Annual Meeting.
13. Attend the ASCLS Meeting and make an effort to attend the Legislative Symposium.

**Vice-Chair’s Responsibilities:**

1. Become familiar with the duties of the office of Chair and assume those duties in the absence of the Chair.
2. Copy the Chair and Forum Advisor on all Forum related correspondence, as needed.
3. Assist in the development of a strategic action plan to meet the Forum charges and participate in the activities to meet them.
4. Participate in monthly Forum calls.
5. Chair the Forum Session at the Annual Meeting in the absence of the Chair.
6. Maintain a current file of all activities appropriate to the office and transfer to the incoming Vice-Chair within thirty days after the ASCLS Annual Meeting.
7. Make an effort to attend the Legislative Symposium and the ASCLS Annual Meeting.

**Secretary’s Responsibilities:**

Maintain the Forum directory to include regional and constituent society representatives.

Assist in the development of a strategic action plan to meet the Forum charges and participate in the activities to meet them.

Record the proceedings of all meetings of the Forum officers as well the monthly Forum calls.

Prepare meeting minutes for review by the Chair and Forum Advisor; disseminate finalized minutes to the Forum members.

Publicize all eligible, nominated officer candidates.

Maintain a current file of all activities appropriate to the office and transfer to the incoming Secretary within thirty days after the ASCLS Annual Meeting.

Make an effort to attend the Legislative Symposium and the ASCLS Annual Meeting.

**Past Chair’s Responsibilities:**

1. Serve as the Ascending Professional Director on the Board of Directors representing the interests of ascending professionals.

2. Serve as a mentor to the Forum leadership.

3. Provide guidance to the Forum when warranted.

4. Communicate the actions and views of the Board of Directors to the Forum.

**Ascending Professionals Forum (APF) Regional Representatives**

Each Regional Representative shall be a member of the Society and hold membership in a constituent society within the region that each represents. The respective Regional Director shall appoint the Regional Representative

The following are some of the responsibilities of a Regional Representative; however, each region may have a specific position description that is available.

1. Maintain a current contact list of constituent society Ascending Professionals Forum representatives in your region.
2. Volunteer for and assist with National APF projects to meet Forum charges.
3. Prepare a strategic plan to meet charges assigned by the Regional Director, if applicable.
4. Serve as a mentor and resource to APF/DPF representatives and members in all states within your region. Encourage all new professionals, new members and students to become involved in ASCLS.
5. Provide feedback to the ASCLS APF and Regional Director about state and regional activities.

Communicate needs, concerns, and opinions of the region’s APF members to the ASCLS APF and Regional Director.

1. Communicate all national and/or regional APF related information to the state APF representatives as appropriate.
2. Keep the Regional Director informed of correspondence to the national APF and the state APF representatives.
3. Write articles for national, regional or state publications as requested.
4. Make an effort to attend the Regional meetings, Legislative Symposium, and the ASCLS Annual Meeting. If you are unable to attend, work with your Regional Director to find another member to attend those meetings.

**Ascending Professionals Forum (APF) Constituent Society Representatives**

The following are some of the responsibilities of a constituent society representative; however, each constituent society may have a specific position description that is available.

1. Solicit input, opinions, needs, and concerns of ascending professionals in your respective constituent society.
2. Review all correspondence from the Regional Representative and disseminate information to respective ascending professional members.
3. Communicate needs, concerns and opinions of ascending professionals to the APF Regional Representative and state President along with activity updates when requested.
4. Prepare a strategic plan to meet charges assigned by the constituent society President, if applicable.
5. Work with the constituent society APF members to meet constituent society charges, if applicable.

**Annually Recurring APF Charges**

1. Establish a key network of those members interested in participating in efforts of the APF and communicate with them on a monthly basis, reporting all activities to the ASCLS Board of Directors.
2. Educate members of the APF on ASCLS and opportunities within ASCLS. All involved should gain a better understanding of the inner workings of ASCLS.
3. Identify the needs of those ascending professionals and determine how ASCLS can help meet those needs as an organization.

During the Ascending Professionals Forum business meeting at the ASCLS Annual Meeting Forum members can identify additional charges to pursue.

**Finance**

1. A Majority vote of the Forum Leadership Council will be required

 for a net expenditure up to $1,000.

1. Any net expenditures Over $1,000 will require an additional

approval of the ASCLS Board of Directors.

1. Appropriate Expenditures

a. Expenditures will be approved for activities that support the purpose of the forum which is to engage and inform individuals new to the profession about the various opportunities that membership affords.  This includes grants, scholarships, and promotion of the profession.

* 1. Forum officers may be reimbursed up to $400 to attend the Annual Meeting for registration, transportation and lodging, unless they are fully funded from another source.
1. Reimbursements
	1. Forum members will be reimbursed for expenditures incurred that were approved by the Forum Leadership Council and, if applicable, the ASCLS Board of Directors.

**Policies**

This document should be reviewed on odd numbered years.

Revisions must be approved by the Forum Leadership Council and the ASCLS Board of Directors.