**Developing Professional Forum Guidelines for Governance**

**Approved by DPF: 11/20/20**

**Approved by ASCLS BOD: 03/15/20**

**Introduction**

The Developing Professionals Forum (DPF) shall strive to educate students of clinical laboratory science in the concept of professionalism as expressed by the organization in its philosophies, policies and procedures; and to maintain a structure through which student members can communicate their needs, concerns and opinions to the local, state, regional and national governing bodies of the Society.

Responsible and Reports to: ASCLS Board of Directors

**MEMBERSHIP**

The total Forum membership consists of the Developing Professional members of ASCLS. Forum leaders are required to maintain Forum membership.

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

1. Composition: Developing 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, 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 Chair may not concurrently serve as a Regional Representative. The Chair is elected by forum members.
		1. Serve as a voting member of the ASCLS Board of Directors with associated responsibilities to include submitting reports to each Board of Directors meeting.
		2. If a vacancy in the office of Chair occurs, the Vice-Chair will complete the previous chair’s term.
	2. 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.
		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.
	3. 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
	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 8 members of the Forum Leadership Council.

3. Appointments and Term

* 1. a. Regional Representative: One (1) representative from each of the ten (10) regions are appointed annually for a one (1) year term. Regional Representatives may serve up to two consecutive terms. Regional Representatives must be eligible for the Developing 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.
	2. DPF 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 DPF 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 DPF Members.
	3. During the DPF Annual Membership Meeting, nominations will be accepted from the floor for any positions without a slated nominee.
	4. Any Developing Professional Member in attendance at the Annual Meeting is eligible to vote in the election of Forum officers.

**Chair’s Responsibilities:**

1. Represent the DPF as deemed appropriate by the Society.
2. Serve as a voting member of the ASCLS Board of Directors with associated responsibilities to include submitting reports to each Board of Directors meeting and writing articles for ASCLS Today.
3. Communicate the needs, concerns and opinions of the DPF to the Board of Directors of the Society and communicate the actions and views of the Board of Directors and DPF Officers to the DPF Regional Representatives.
4. Develop a strategic action plan to meet the DPF charges assigned by the ASCLS President and monitor progress to ensure completion.
5. Communicate with the DPF Advisor on all DPF activities and copy the Advisor on all other Forum related correspondence.
6. Assume overall responsibility for all activities, programs and projects undertaken by the DPF.
7. Appoint students to DPF ad hoc committees as appropriate and make recommendations, in consultation with the DPF Advisor, to the ASCLS President-Elect for student 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.)
8. Serve as an ex officio member of all ad hoc committees of the DPF.
9. If applicable, prepare all financial requests for operation/activities of the DPF to be presented to the ASCLS Board of Directors.
10. Review the DPF Manual and revise as necessary. Any revisions to the Guidelines and Operational Procedures require ASCLS Board of Directors’ approval.
11. Explain the function and activities of the DPF as well as the DPF officer election process at the State Presidents-Elect Seminar during the ASCLS Annual Meeting.
12. Solicit nominees for DPF officers and distribute nomination forms; review submitted nomination forms with the DPF Advisor to ensure candidate eligibility; publicize candidate information.
13. Preside over the ASCLS DPF Orientation/Candidates Presentation during the ASCLS Annual Meeting and any other DPF meetings.
14. Maintain a current file of DPF activities, which shall be transferred to the incoming Chair of the DPF within thirty (30) days after the ASCLS Annual Meeting.

**Vice Chair’s Responsibilities:**

1. Become familiar with the duties of the office of Chair and shall assume those duties in the absence of the Chair.
2. Be responsible for all ad hoc committees appointed by the Chair.
3. Communicate with and obtain reports from all DPF representatives to ASCLS committees and task forces and copy the DPF Advisor on all Forum related correspondence, as needed.
4. Assist in the development of a strategic action plan to meet the DPF charges assigned by the ASCLS President and participate in the activities to meet them.
5. Assist in the review and revision of the DPF Manual.
6. Chair the DPF Sessions at the Annual Meeting in the absence of the Chair.
7. Maintain a current file of all activities appropriate to the office, which shall be transferred to the incoming Vice Chair within thirty (30) days after the ASCLS Annual Meeting.

**Secretary’s Responsibilities:**

1. Update and maintain the DPF leadership directory.
2. Record the proceedings of all meetings of the DPF officers as well as the election results at the ASCLS Annual Meeting.
3. Keep in permanent form, a record of minutes taken at meetings and submit copies to the DPF officers and the DPF Advisor.
4. Conduct such correspondence as authorized by the Chair of the DPF.
5. Disseminate all information, problems, concerns and requests for action from the DPF to the DPF Chair.
6. Assist in the development of a strategic action plan to meet the DPF charges assigned by the ASCLS President and participate in the activities to meet them.
7. Assist in the review and revision of the DPF Manual.
8. Maintain a current file of all activities appropriate to the office which shall be transferred to the incoming Secretary within thirty (30) days after the ASCLS Annual Meeting.

**DPF REGIONAL REPRESENTATIVES:**

1. Correspond with DPF Constituent Society Representatives regarding
2. roles, responsibilities and activities.
3. Solicit input from the DPF Constituent Society Representatives regarding assigned Forum charges.
4. Review all correspondence from the ASCLS DPF Officers and disseminate information to respective DPF Constituent Society Representatives.
5. Determine the needs and concerns of and obtain opinions from student members in respective region via DPF Constituent Society Representatives.
6. Communicate these needs, concerns and opinions to the ASCLS DPF Chair along with activity updates.
7. Communicate with and participate on the respective Regional Council.

**CONSTITUENT SOCIETY REPRESENTATIVES:**

1. Correspond with DPF Local Chapter Representatives, if applicable, regarding roles, responsibilities and activities.
2. Solicit input from the DPF Local Chapter Representatives, if applicable, regarding assigned Forum charges.
3. Review all correspondence from the Regional Representative and disseminate information to respective Local Chapter Representatives and/or individual student members.
4. Determine the needs and concerns of and obtain opinions from student members in respective constituent society.
5. Communicate these needs, concerns and opinions to the DPF Regional Representative along with activity updates.
6. Communicate with and participate on the respective Constituent Society Board of Directors.

**LOCAL CHAPTER REPRESENTATIVES:**

1. Review all correspondence from the Constituent Society Representative and disseminate information to local chapter student members.
2. Determine the needs and concerns of and obtain opinions from student members in respective local chapter.
3. Communicate these needs, concerns and opinions to the DPF Constituent Society Representative.

**IV. AD HOC COMMITTEES**

All ad hoc committees of the DPF shall be appointed by the Chair, in consultation with the DPF Advisor. One member of each committee shall be designated to chair the respective committee

**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.
2. Appropriate Expenditures

a. Expenditures will be approved for activities that support the purpose of the forum which is to engage and inform individuals in laboratory education programs 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.