



ASCLS-Montana Position Description and Guidelines for Completion of Duties

Appointed Position: Education/ P.A.C.E.® Coordinator

Responsible To: Board of Directors and ASCLS-MT Membership

Term of Office: Yearly Appointment by the President. There are no term limits. Term of appointed office is one year, starting August 1, which coincides with the beginning of the fiscal year.

Recommended Qualifications: One year active membership in the Society; requires a working knowledge of educational methodology and program planning. Each new appointee must submit an application and CV to the P.A.C.E.® office for approval. Information is on the ASCLS.org website.

Duties and Responsibilities:

1. Obtains P.A.C.E.® certification approval annually from ASCLS.

Guidelines:

- Obtains the application for P.A.C.E.® approval for ASCLS-MT from the national ASCLS office.
- Submits the bill for obtaining P.A.C.E.® approval to the treasurer.
- Completes the application and payment in a timely manner at the beginning of the year.

2. Maintains the most current forms for P.A.C.E.® accredited programs.

3. Approves continuing education programs for P.A.C.E.® approval according to P.A.C.E.® guidelines.

Guidelines:

- Sends out the necessary forms for approval (forms to be filled out by speaker and/or sponsor) when a request is made.
- Reviews the request and approves or disapproves the request.
- Distributes forms and collects attendance documentation of approved programs.

4. Builds the continuing education activity in CE Organizer.

Guidelines:

- Assigns P.A.C.E. numbers and unique session codes to each activity
- Builds the sessions to the CE organizer
- Assigns deadlines for claiming CE credits
- Deactivates session in CE Organizer after the deadline closes

5. Fills out and submits the quarterly report to the ASCLS P.A.C.E.® Administrator which includes program information and a summary of the evaluations.

6. Attends Board meetings and general business meetings to report on activities.

Guidelines:

- Summer meeting – travel to meeting
- Fall meeting – travel to meeting or participate in teleconference call
- Winter meeting – travel to meeting or participate in teleconference call
- Spring Board meeting – travel to meeting held Wednesday before the beginning of Spring Meeting
- General Business Meeting – held during the Spring Meeting, usually on Thursday after the last CE session
- Board Orientation – held at the end of the Spring Meeting, and also during a Go-To-Meeting in August

7. Provides newsletter articles to the Publication Editor and webpage content to the Webmaster; utilizes the ASCLS-MT google groups and ASCLS-MT Member Community to communicate with the membership. (See Awards and Scholarship PD for instructions for using these communication tools.)

Guidelines:

- Writes a specific article about committee activities when the Publications Editor requests it or
- Volunteers to write an article pertinent to society activities

8. Provides written committee reports and completes activities as requested by the President.

9. Keeps informed of all Society activities, reviews all societal publications and communications (e-mail, Member Communities, websites, *ASCLS Today*, MLN).

10. Keeps informed on all potential problems relating to the Society and/or the profession existing in the state and relates those problems to the President and/or Board.

11. Submits for approval proposed annual budget information to the Treasurer 30 days prior to the annual general business meeting.

12. Submits a written report of the year's activities to the Secretary prior to the annual meeting. These reports shall then be placed in the permanent file with the File Custodian.