



2019 Job Descriptions

Global Secretary

Position Type: This is an Officer and Director position with fiduciary responsibility. The Global Secretary sits on the Board of Directors and Executive Management Committee for a 3-year term.

Position Description: The Secretary shall keep a permanent record of the meetings and the transactions of the Board of Directors and Executive Management Committee and the Society including any reports that may be required under applicable federal, state, or local law. The Secretary will conduct the correspondence and perform all duties that pertain to the office of the Secretary.

Responsibilities:

- Provides membership criteria, screening, and inclusion oversight for all categories (excluding industry community) of global membership.
- Perform duties necessary to support operational day-to-day management of the Society as well as strategic oversight for the Society such as strategic planning, review of the annual operating plans, financial reserve planning, establishment of Society committees, appointment of committee chairs, annual meeting planning and awards and honors.
- Advise the President, CEO, and Board of Directors concerning the long-range development and policies of the Society and other actions and activities which the Board of Directors determines to be in the best interest of the Society.

Elected Member, MD (Includes MBBS, MBChB, or equivalent Medical Degree)

Position Type: This is a Director position with fiduciary responsibility. The Elected Member MD sits on the Board of Directors for a 2-year term.

Position Description: The Elected Member MD aids in providing strategic direction for the Society, representing the interests of the MD segment working in this field, and performs such functions as requested by the Board of Directors.

Responsibilities:

- Perform duties necessary to provide strategic oversight for the Society such as strategic planning, review of the annual operating plans, financial reserve planning, establishment of

Society committees, appointment of committee chairs, annual meeting planning and awards and honors.

- Advise the Board of Directors concerning the long-range development and policies of the Society and other actions and activities which the Board of Directors determines to be in the best interest of the Society.

Elected Member, Technologist

Position Type: This is a Director position with fiduciary responsibility. The Elected Member Technologist sits on the Board of Directors for a 2-year term.

Position Description: The Elected Member Technologist aids in providing strategic direction for the Society and ensures the interests of Technologists are represented to the Board of Directors. The Elected Member Technologist is an ex officio member of the ISCT Laboratory Practices Committee for the duration of their term.

Responsibilities:

- Perform duties necessary to provide strategic oversight for the Society such as strategic planning, review of the annual operating plans, financial reserve planning, establishment of Society committees, appointment of committee chairs, annual meeting planning and awards and honors.
- Advise the Board of Directors concerning the long-range development and policies of the Society and other actions and activities which the Board of Directors determines to be in the best interest of the Society.

Regional Vice President Elect

Position Type: This is an Officer position of the Society and serves on the Regional Executive Committee for a 2-year term. Upon completion of the 2-year term, he/she will ascend to the Regional Vice President role and as such will serve as an Officer and Director of the Society with fiduciary responsibility.

Position Description: The Regional Vice President-Elects assists the Regional Vice Presidents and shall perform such other duties as may be assigned to them by the Regional Vice President, Board of Directors, or President.

Upon completion of the 2-year term, he/she will become the Regional Vice President and as such will assume the following responsibilities:

- Member of the Board of Directors
- Chair of Regional Executive Committee
- Ex officio member on all regional committees
- Drive membership in his or her region, representing the Region's needs, opportunities, and challenges to the Board of Directors