

TACLS Student Forum Handbook

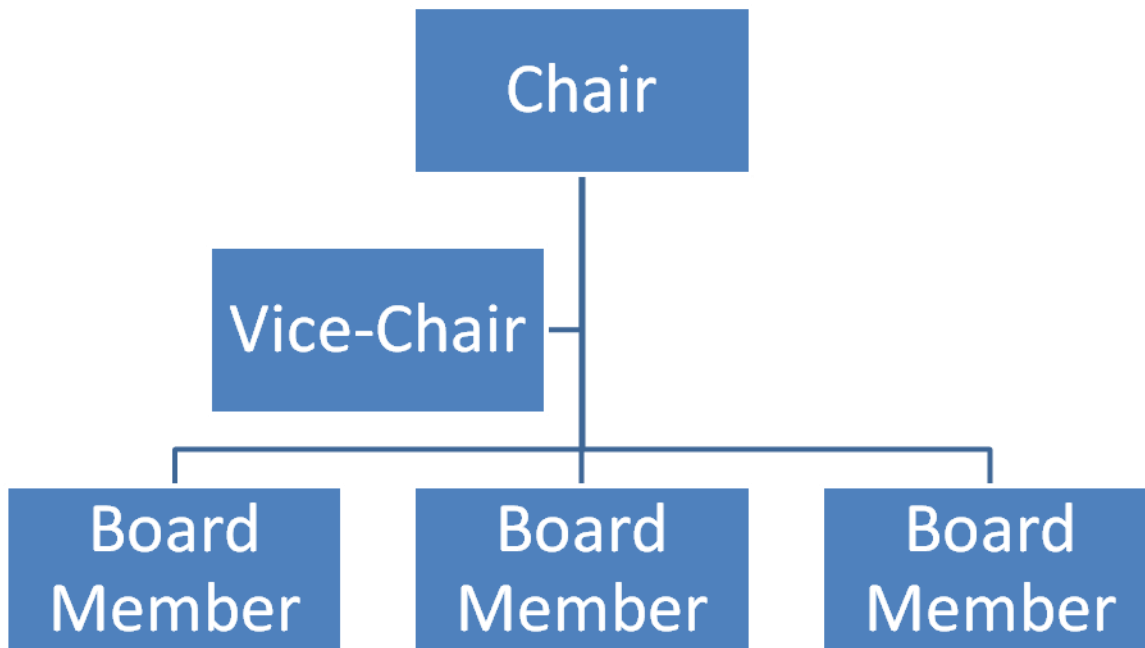
TACLS Student Forum

Student forum (SF) is designed to coordinate the involvement of students interested in participating in the Texas Association for Clinical Laboratory Science (TACLS) and the promotion of the profession. Student forum provides an experience to help students grow professionally and to encourage participation after graduation. All TACLS members who qualify for student membership status are automatically part of the Forum lead by the elected SF officers-Chair, Vice-Chair, and SF Board Members. Officers are elected at the Student Forum meeting during the annual TACLS meeting.

Student Forum Officers

The Student Forum (SF) Board will consist of two executive officers, Chair and Vice-chair and max three (3) Board Members At-large. All SF Board Members will serve a one year term and are required to attend a minimum of two (2) board meetings the year of their term. The first meeting is held the last day of the Annual Meeting. Most additional board meetings are held via teleconference with the exception of the Summer Study Session held in August. It is the responsibility of the Student Forum Board to represent student interests and concerns to the TACLS Board through correspondence and during Board meetings.

Student Forum Organizational Chart



Student Forum Officers Cont'd

Student Forum Chair

- Coordinate with Vice-Chair and board members on projects chosen for Student Forum
- Writes or recommends other SF officers/board members to submit an article for the quarterly TACLS newsletter
- Must make a minimum of one (1) presentation to a high school class, MLS/MLT program about TACLS and/or the profession (power points can be provided)
- Required to attend the TACLS Annual meeting when elected and the following year's meeting¹
- Attend the ASCLS Annual Meeting in July (expected)¹
- Attend the Legislative Day in Washington, D. C. in March (recommended)¹
- Assist in updating the TACLS Facebook page
- Provide mentorship to the incoming SF Chair

¹Subject to budget approval, one executive officer (chair or vice-chair) may be given financial assistance to attend the TACLS and ASCLS events.

Student Forum Vice-Chair

- Works closely with Chair to accomplish projects chosen by the Student Forum
- Writes or recommends SF board members to submit an article for the TACLS newsletter
- Maintain up-to-date student email addresses on the TACLS Student Forum contact list
- Assist in updating the TACLS Facebook page
- Required to attend the TACLS Annual meeting when elected and the following year's meeting²
- Attend the ASCLS Annual Meeting in July (expected)²
- Assume the duties of the Chair in their absence
- Must make a minimum of one (1) presentation to a high school class, MLS/MLT program about TACLS and/or the profession (power points can be provided)

²Subject to budget approval, one executive officer (chair or vice-chair) may be given financial assistance to attend the TACLS and ASCLS events.

Student Forum Board Members at Large (3 positions)

- Works closely with Chair to accomplish the annual project chosen by the Student Forum.
- Respond to the executive officer's request for input or action in a timely manner
- Attend TACLS Annual meeting when elected and the following year's meeting
- Attend the ASCLS Annual Meeting in July (recommended)
- Assist in updating the TACLS Facebook page
- Recommended to make a minimum of one (1) presentation to a high school class, MLS/MLT program about TACLS and/or the profession (power points can be provided)

Election Process:

Nominations:

- Individuals for all Executive and At-large Board Member positions can be nominated or self-nominate
- Prior to the Annual Meeting, nominees are asked to submit a photo and short essay to the current SF Chair detailing what project(s) they would like the SF to complete during their term and why they would be the best candidate
- Nominations will also be accepted at the TACLS SF meeting that is held prior to the Election meeting and the TACLS Annual Meeting

Elections at the Annual Meeting

- Submitted nominee biographies will be available for review by all participants in the Student Forum
- During the SF Election Meeting a Question and Answer Session will be moderated by the current Student Forum officers or a round of speeches for each position will be allowed.
- Ballots will be provided with all candidate names for each position
- Each student present may cast one ballot

Counting the Ballots and Announcing the Winners

- Three (3) members of the SF Board or TACLS Board will individually conduct a manual count of all ballots
- Each member will document, sign, and date their count
- If a counting discrepancy resulting in a conflicting outcome occurs, a recount must be performed by all three counters
- The Student Forum Chair will archive the signed document
- The ballots will be destroyed at the end of the Business Meeting the last day of the convention
- The winners will be announced by the end of the SF Election Meeting