

The ASCP Nominations Committee seeks your help in identifying outstanding ASCP members for open ASCP Board of Director positions. Nominations are being sought for both laboratory professional and pathologist members. New Board members would begin their service following the 2020 Annual Business Meeting on September 11, 2020.

The Directors are the stewards of the organization and responsible for the Society's governance activities. The ASCP Board develops the strategies and policies that govern the operation of the Society and is responsible for the fiscal health of the organization, programs, and overall performance of the organization.

Qualified candidates must be ASCP Fellows or Members in good standing and must be willing to devote the necessary time and commitment to serve ASCP. The Board meets three times a year for two to three days for each meeting. The fall Board of Directors meeting is held in conjunction with the ASCP Annual Meeting. Board members also may be asked to serve as a member for an ASCP Commission or Committee which would require additional time commitment. The Secretary, Treasurer and At-Large positions are open to both laboratory professional members and pathologists. The Vice President and President-Elect positions are limited to pathologist members.

Please let us know who among your colleagues is ready and willing to serve the profession at the leadership level. Self-nominations are accepted. Please send the following information for each individual you believe should be considered:

- Nominee's name
- One-page personal statement outlining professional/leadership skills of why this individual should be considered

All candidates will be contacted concerning open positions to determine willingness to serve.

The deadline for nominations is **February 7, 2020**. Please address nominations to the Chair, ASCP Nominations Committee at 33 West Monroe Street, Suite 1600, Chicago, IL 60603 or fax to the ASCP Executive Office at 312.541.4767 or email to [ascpnominations@ascp.org](mailto:ascpnominations@ascp.org).

If you have questions or would like more information, please contact:

**Dr. Melissa P. Upton**

ASCP Nominations Committee Chair/  
Immediate Past President  
[mupton@uw.edu](mailto:mupton@uw.edu)

**Lucy Beck**

ASCP Director, Governance Activities  
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**Melissa P. Upton, MD, FASCP, Chair**

Dana Altenburger, MD, FASCP  
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Lee Hilborne, MD, MPH, FASCP, DLM  
LoAnn Peterson, MD, MASCP  
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## Frequently Asked Questions

To help you better understand the process and more actively participate in it, a list of questions and answers to most common queries:

### What board positions must be filled this year?

ASCP is seeking nominations for one President-elect, one Vice President, and three at-large positions (two Fellow and one Member position) and there may be an additional position depending on the selection of the Vice President position. Current members serving in the At-Large positions may be eligible for reappointment.

### Who is the ideal board candidate?

There is no “ideal” board candidate. Instead, ASCP wants its board to include individuals with diverse backgrounds so that it can make well-rounded decisions that reflect its entire membership. The Nominations Committee considers leadership experience, ASCP volunteer service, gender, race, and ethnic diversity, among other factors.

### What criteria will the Nominations Committee use to select board candidates?

The only requirement of board candidates is that they are a member of ASCP with sufficient leadership experience. Assuming they meet membership requirements, the Nominations Committee will evaluate board candidates based on their background, including their credentials, past leadership, past involvement in ASCP commissions/councils/committees and/or educational programs.

### What do board members do?

Board Members are responsible for overseeing the operation of ASCP, such as maintaining the commitment of ASCP’s mission, establishing strategic direction, ensuring compliance with all applicable legal requirements, and maintaining the organization’s financial well-being.

### How much time does board service require?

Although board members must be willing to invest time in preparing for and thoughtfully participating in board meetings, the time commitment is not onerous. The ASCP Board meets face-to-face three times a year. In addition, members may be asked to serve in other roles, such as on one of the commissions or committees.

### Can I nominate myself?

Yes. ASCP members may nominate themselves for board service by following the same procedures they would use in order to nominate someone else.

### What is the nominations process?

ASCP Nominations Committee will accept board nominations through **February 7, 2020**. The Nominations Committee will deliberate and recommend one candidate per position to the ASCP Board of Directors in April. In August, the slate will be posted on the ASCP website and members have the ability to submit additional nominees (see ASCP bylaws for additional information). The final slate will be posted and voted on at the end of August. The terms of service for new members will begin after the 2020 Annual Business Meeting.

### What if I am interested, but not elected?

There is always next year! Also, there are always many volunteer opportunities within the Society.

### How do I nominate a candidate?

If you know of an individual who meets the Nominations Committee’s criteria, and who might be willing to serve on the Board, please submit the individual’s name along with a brief statement (less than one page) outlining why you believe this individual should be considered. ASCP will then contact the candidate to confirm interested and gather additional information.

### When are nominations due?

Nominations must be received by **February 7, 2020**.

### Who can answer other questions that I have?

For more information about the nominations process, or about nominating criteria, contact the Nominations Committee Chair, Melissa P. Upton, FASCP at [mupton@uw.edu](mailto:mupton@uw.edu) or Lucy Beck, ASCP Director, Governance Activities at (312) 541-4951 or [lucy.beck@ascp.org](mailto:lucy.beck@ascp.org).

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## President-elect

*Open to Fellow members.*

### Primary Responsibilities

The President-elect shall perform any and all duties assigned by the Board of Directors. In the absence or incapacity of the President, the President-elect shall discharge the functions of the President.

### Time Commitment

- 3 Board meetings per year (1-4 days in length)
- Conference calls (as needed)
- Other Liaison responsibilities as assigned

### Term

- One year term
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## Vice President

*Open to Fellow members.*

### Primary Responsibilities

The Vice President shall perform any and all duties assigned by the Board of Directors. In the absence or incapacity of both the President and President-Elect, the Vice President shall discharge the functions of the President.

### Time Commitment

- 3 Board meetings per year (1-4 days in length)
- Conference calls (as needed)
- Other Liaison responsibilities as assigned

### Term

- One year term
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## Secretary

*Open to both Fellow and Laboratory Professional members.*

### Primary Responsibilities

The Secretary shall perform all duties usually incident to the office of the Secretary and such other duties as may be assigned by the Board of Directors. The Secretary shall be responsible for the accuracy of minutes and other official documents of the Board of Directors.

### Time Commitment

- 3 Board meetings per year (1-4 days in length)
- Conference calls, as needed
- Other Liaison responsibilities as assigned

### Term

- Three year term.
  - Eligible for re-appointment for one additional term.
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## Treasurer

*Open to both Fellow and Laboratory Professional members.*

**Note: Nominations are not needed for 2020 for Treasurer position.**

### Primary Responsibilities

The Treasurer shall perform all duties usually incident to the office of Treasurer and such other duties as may be assigned by the Board of Directors. The Treasurer shall oversee the funds of the Society, its financial policies and the preparation of an annual budget for approval by the Board of Directors. The Treasurer shall also provide a complete financial report at the annual business meeting of the Society.

### Time Commitment

- 3 Board meetings per year (1-4 days in length)
- Conference calls, as needed
- Serves as Chair of the Finance Committee
- Other Liaison responsibilities as assigned

### Term

- Three year term
  - Eligible for re-appointment for one additional term
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## At-Large Positions

*Positions are designed for both Fellow and Laboratory Professional members.*

### Primary Responsibilities

The Board of Directors shall govern the activities of the Society and shall be responsible for its fiscal viability and for achieving the mission of the Society. All Board members shall have a duty of loyalty and care to the Society, which includes preparation for, attendance at, and participation in all regularly and specially scheduled meetings of the Board.

### Time Commitment

- 3 Board meetings per year (1-3 days in length)
- Conference calls, as needed
- Other Liaison responsibilities as assigned

### Term

- Three year term
  - Eligible for re-appointment for one additional term
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