

<b>SEAALAS Standard Operating Procedure</b>		<b>Revision 00 Date: 4/20/2011</b>
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- I. The TBR shall be nominated by the President and approved by the Executive Committee at the first quarterly meeting.
- II. The TBR serves a 3 year term starting at the first quarterly meeting and may be re-elected for consecutive terms by the board.
- III. The TBR is not a voting member of the board.
- IV. The TBR is required to be a national AALAS member and SEAALAS member in good standing and with AALAS certification at the LAT or LATG level.
- V. The individual as the TBR will provide SEAALAS representation for AALAS with responsibilities as follows:
  - a. Participate in Committee for Technician Awareness and Development (CTAD) and TBR meetings at the National AALAS meetings (if unable to attend the National meeting, the TBR will appoint a representative with Executive Committee approval to attend in their place).
  - b. Included in TBRs' responsibilities are:
    - i. Sharing technicians' activities, ideas, and suggestions.
    - ii. Assisting technicians in promoting biomedical research on a local basis.
    - iii. Providing technicians with professional opportunities and strategies.
    - iv. Encouraging technician participation in AALAS at a local and national level.
    - v. Requesting technicians' articles for AALAS publications.
- VI. The TBR will be responsible for the following duties:
  - a. Assist SEAALAS with reviewing and approving any educational materials and/or programs for technical education that is technician oriented.
  - b. Inform members through institutional representatives, newsletters, and/or web page of Continuing Education Opportunities and other information that may be important to technicians.
  - c. Be a member of the Program Committee

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- d. Solicit presentations for the technician tips sessions for SEAALAS meetings and be responsible for moderating this session.
- e. Solicit notifications of recent certifications of SEAALAS members within organizations for recognition at the SEAALAS Annual Meeting and Awards Banquet.
- f. Prepare certificates and pins for newly certified SEAALAS member to be recognized at the SEAALAS Annual Meeting and Awards Banquet.
- g. Appoint judges and coordinate the selection of the Technician Presentation Award.
- h. Announce the Award winner at the SEAALAS Annual Awards Banquet and present applicable award.
- i. Announce and newly certified members at SEAALAS Annual Meeting and Awards Banquet and present them with the applicable pin and certificate.
- j. Contact member institutions to collect names of persons teaching training classes, prepare and present Certificates of Recognition at the Annual Awards Banquet.