BRANCH OFFICERS TOOLKIT – OVERVIEW

The Branch Officers Toolkit, available online at www.asm.org/branches, provides Branch officers with information and forms relevant to their work with ASM Branches. Outlined below is an overview of the services provided by National ASM for the Branches, the requirements for Branches to maintain good standing with ASM, and program guidelines and forms contained in the Toolkit.

For questions or additional information on the ASM Branch program, contact ASM HQ (adempsey@asmusa.org or branchactivities@asmusa.org)

I. Maintaining Good Standing Status with National ASM

Only Branches in “good standing” per the ASM Constitution and By-Laws are eligible to elect Councilors to serve on the ASM Council on Microbial Sciences. In order to be in “good standing,” each ASM Branch is required to confirm the following on an annual basis:

1. The Branch held at least one meeting.
   ✔ Confirmed through the completion and submission of the “Branch Annual Report” due to ASM HQ on December 31
2. Branch Officers are National ASM members.
   ✔ Confirmed through the submission of the “Annual Notification of Branch Officers Form” due to ASM HQ on July 1
3. 25 Full ASM National members are members of the Branch.
   ✔ Confirmed through process outlined in “Reporting of ASM Full National Members on Branch Membership Lists” guidelines; due to ASM HQ on December 31

All forms and guidelines referenced above are available in the online Branch Officers Toolkit at www.asm.org/branches

II. Programs and Services Provided by National ASM for the Branches

For detailed information on the programs listed below, download the program guidelines and forms from the online Branch Officers Toolkit at www.asm.org/branches

1. Branch Funding Program –
   a. Branches are eligible to apply for Branch Regional and/or Branch National Funding to support their meetings and other activities
   b. Deadline for Funding Proposals December 11
2. ASM Distinguished Lecturers –
   a. ASM Distinguished Lecturers are available to speak at Branch meetings
   b. Each Branch is eligible for one Lecturer per program year
   c. All travel expenses for ASM Distinguished Lecturers are covered by National ASM
3. Speakers’ Bureau for Student Chapters –
   a. Educates students about microbiology-related career opportunities
   b. Speakers available to travel to local Chapter or Branch meetings or give talks “virtually”
   c. No cost to Student Chapter or Branch

4. Online Branch Dues Collection –
   a. New and renewing Branch members can join/renew Branches online through the ASM website

5. Publicity and Other Services for Branch Meetings –
   a. Bulk Emails – upon request, National will send bulk e-mails on behalf of individual Branches
   b. Branch Meetings Calendar on ASM website
   c. Complimentary ASM Student Memberships (up to 4 per Branch per year)
   d. ASM Press Discounts at Branch Meetings
   e. ASM Officer Travel to Branches

6. Branch Logos –
   a. Logos are available for use on Branch materials

7. Branch Meetings Manual –
   a. The Texas Branch Meetings Manual (authored by Dr. Millicent (Mimi) Goldschmidt) is a useful, comprehensive guide for organizing a successful Branch meeting. It is provided on the Branch website as a reference for all the Branches.

All guidelines and forms relevant to the programs referenced above are available in the online Branch Officers Toolkit at www.asm.org/branches

III. Students and Postdocs
National sponsors a Student/Postdoctoral Chapter program. Branches are encouraged to foster the formation and growth of Chapters within their regions. For a list of ASM Chapters and for information on how to start new Student/Postdoctoral Chapters, go to: www.asm.org/studentchapters

IV. National Membership
   • All Branch members are encouraged to join National ASM and take advantage of the many services it offers: www.asm.org/join

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