

Position Title: Member, ASHG Program Committee

ROSTER

Work Location: Primarily remote; face-to-face in July in Rockville, MD meeting and at fall Annual Meeting location.

Impact/Description: The Program Committee (PC) is responsible for organizing the scientific program of the Annual Meeting, which is the keystone activity of ASHG. The PC consists of approximately two dozen members representing the full breadth of human genetics/genomics research, including social/ethical and education research. **Please note** that during your tenure, ASHG's policy does not allow Program Committee members to serve as invited speakers or moderators of Invited Sessions. You may be a first author on one submitted abstract if there is no one else that could submit or present the scientific work. The committee currently has 25 regular members and two trainee members.

Position Roles and Responsibilities:

- Provide input and recommendations to the board for strategic planning and other decisions in areas that support the Society's goals, mission, and resources
- Meet in person twice per year, once in July for one-and-a-half days in Bethesda, MD to build the Annual Meeting program and once at the Annual Meeting. Travel expenses are paid by ASHG for the summer meeting; complimentary registration is provided for the Annual Meeting. Attendance at these meetings and the entire Annual Meeting is required every year of your tenure.
- Review Invited Session and Workshop proposals (mid-December to early March): enter online reviews and comments, attend four to five conference calls (January to March), and communicate with proposers to modify and strengthen proposals.
- Review and program abstracts in your area of expertise (June to July): serve as primary abstract reviewer for 100-200 submitted abstracts, recruit three experts to assist with reviewing abstracts, build Platform Sessions from high-scoring abstracts, and invite moderators for Platform Sessions.
- Plan other special sessions for the Annual Meeting as needed, such as joint collaborations.
- Attend the Annual Meeting, with on-site responsibilities including attending and reporting out on your designated sessions.
- Evaluate attendee survey results and suggest improvements for future meetings.
- During PC tenure, ASHG's policy does not allow PC members to serve as invited speakers or moderators of Invited Sessions.
- PC Members are permitted to be a first author on one submitted abstract if there is absolutely no one else that could submit or present the scientific work
- Other duties as needed.

Qualifications:

- Current ASHG member
- Interest in shaping content for Annual Meeting
- Excellent scientific judgment concerning a broad range of genetics research
- Ability to keep tight deadlines
- Good oral and written communication skills

ASHG PROGRAM COMMITTEE

- Interpersonal skills, including tact and diplomacy

Commitment:

- 3 years (12-15 hrs in December-March; 25-30 hrs plus Bethesda meeting in June-July; attendance at Annual Meeting; otherwise, 1-2 hrs/month)

Recognition and Rewards:

- Receive a Certificate of Service

Benefits:

- Helping to shape the future of the field and present new findings
- Opportunity to engage, network, and exchange ideas with others interested in genetics communication
- Contribute to maintaining scientific rigor of material presented at ASHG Annual Meeting

Orientation:

- A phone conference will discuss the expectations of the members and the role the members will play in different tasks.

Committee Website URL: <http://www.ashg.org/meetings/index.shtml>