



Position Title: Director, Board of Directors

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

Impact/Description: The Society shall be managed by a Board of Directors comprising the President, President-elect, Secretary, Treasurer, Past President, Executive Director, Journal Editor, and other members of the Society, including one trainee and one junior faculty member or professional equivalent. The Board of Directors shall formulate policies of the Society, elect the Secretary and Treasurer, appoint the Chief Executive Officer and journal editors, fill such vacancies among the officers and directors as may occur between elections, have charge of funds and endowments of the Society, approve the annual budget, delegate signing authority, and conduct such other business as may be desirable.

Position Roles and Responsibilities:

- Adhere to and seek to achieve the mission of the Society.
- Consider themselves as "trustees" and do their best to ensure that ASHG is well maintained, financially secure, and operating in the best interests of the membership and profession.
- Attempt to interpret the needs of ASHG constituents, and properly and fairly interpret the action of ASHG to its constituents.
- Represent all constituents of ASHG and not a particular segment or interest group.
- Provide strategic and generative leadership to help anticipate upcoming needs and trends and shape ASHG's direction toward those needs when consistent with mission.
- Meet in person twice per year, once in March-April for one-and-a-half days in Rockville, and once at the fall Annual Meeting location. Board members receive full reimbursement for the spring meeting and receive reimbursement for one-night hotel to attend the fall meeting. Attendance at these meetings is required every year of your tenure.
- Participate in 1-2 conference calls per year; other business may be conducted by email.
- Set dates of the Annual Meetings for succeeding years.
- Formulate policies of the Society.
- Elect the Secretary and Treasurer of the Board upon the completion of their terms.
- Appoint the Executive Director and journal editors.
- Fill such vacancies among officers and directors as may occur between elections.
- Have charge of funds and endowments of the Society, authorize expenditures and set dues for each membership category.
- Determine affiliation with other professional and scientific organizations as appropriate.
- Recommend bylaw amendments for approval of the membership.
- Conduct other business as may be desirable.

Qualifications:

- Current ASHG membership
- Substantial leadership and volunteer experience on boards and committees
- Knowledge of ASHG's mission, purpose, goals, policies, programs, services, strengths, and needs
- Follow science, research and genetics and genomics trends and keep informed
- Ability to keep to tight deadlines
- Good oral and written communication skills
- Interpersonal skills, including tact and diplomacy

Commitment:

- 3-year term. No incumbent member of the Board of Directors who was elected by the membership shall be eligible for immediate re-election at the expiration of his or her term. A former Board member may, however, stand for re-election after an absence of at least three (3) years from the Board of Directors.

Recognition and Rewards:

- Receive complimentary registration to the Annual Meeting
- Receive a Certificate of Service

Benefits:

- Helping to shape the future of the organization and the field
- Opportunity to engage, network, and exchange ideas with leading geneticists
- Contribute to maintaining scientific rigor of the Society and its success as the primary professional membership organization for human genetics specialists worldwide

Orientation:

A teleconference to discuss the expectations and fiduciary roles of the members.