



**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/Chief Executive Officer 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](#) (both applicants and nominators must be current members)
- Knowledge of ASHG's [mission](#), purpose, goals, policies, programs, services, strengths, and needs
- Follow science, research and genetics and genomics trends
- Ability to meet tight deadlines
- Good oral and written communication skills
- We also strive to include basic, translational, and clinical researchers
- We also seek candidates who contribute to a strategic and strong Board culture.
  - Candidates who have previous experience with the Society's programs; have served in the Society's volunteer leadership (for example, on committees); and/or have other leadership

experience on Boards or mid-to-senior level management responsibilities

- Candidates who bring a strategic eye to the needs of the Society as we emerge from the pandemic and strive to meet the evolving needs of genetics and genomics research
- Candidates with earned community respect and who work well as a member of a collaborative group with group decision-making authority
- Candidates who advance the Board's commitment to diversity of all kinds.

**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.