



## Terms of Reference

Title:	<b>ASDG Professional Issues Committee</b>
Document Number:	2025TOR1
Publication Date:	March 2025
Location:	<a href="https://hgsa.org.au/ASDG/ASDG/About/ASDG-PIC.aspx">https://hgsa.org.au/ASDG/ASDG/About/ASDG-PIC.aspx</a>
Replaces:	N/A
Last Reviewed:	April 2025
Next Review Date:	December 2025

*This document is published online, please access the most current version at the location above.*

---

### Contents

Purpose .....	1
Establishment.....	2
Relationship to the Society .....	2
Membership.....	2
Operation .....	2
Meetings .....	2
Term.....	3
Communication.....	3
Finance.....	3
Termination.....	3

### Purpose

This Professional Issues Committee (PIC) (herein known as the Committee) is an operational sub-committee of the Australasian Society of Diagnostic Genomics (ASDG) Special Interest Group of the Human Genetics Society of Australasia (HGSA).

The aim of the ASDG PIC is to address workforce challenges in diagnostic genomic laboratories, with a focus on recruitment, training, accreditation, and retention of qualified laboratory professionals.

---

## Establishment

Members will be selected by the ASDG PIC on behalf of the ASDG and the HGSA Board of Directors. The Committee will elect the following Executive Officers from among its members for the term of the Committee:

- Chairperson and Deputy Chairperson
- Secretary

## Relationship to the Society

The ASDG PIC Committee reports to the ASDG. It is subject to the provisions of the HGSA Constitution and its By-Laws, and to the direction of the ASDG (on behalf of the HGSA Board of Directors) with regard to all matters in connection with the Committee including, but not limited to, its establishment, membership, operation, and termination. Administrative support for the Committee is provided through the HGSA Secretariat.

## Membership

The Committee will consist of at least 5 and no more than 20 members, who will:

- be current members of the HGSA and ASDG
- include members who are MHGSA, FHGSA, and FFSc
- include at least one member from each of:
  - ASDG Executive
  - ASDG Quality Assurance Program (QAP)
  - HGSA Board of Censors for Diagnostic Genomics
  - Royal College of Pathologists of Australasia (RCPA) Examiners of Genomics FHGSA
  - New Zealand
  - Early career representative
- Representative liaison with Australian Genomics/Genomics Australia
- HGSA representative(s) (e.g. CEO, COO) will attend to provide support to the Committee and maintain connection with HGSA Board of Directors and other HGSA Committees.
- At the discretion of the Chair, additional co-opted members may be invited to join the Committee or workstreams after its establishment in order to support the activities of the Committee.

## Operation

### Meetings

- At a minimum, the Committee will meet at least quarterly. Additional meetings may be called depending on the needs of the Committee.
- The quorum for a meeting is a majority of the full membership of the Committee.
- A Chairperson or Deputy Chairperson must be present at each meeting of the Committee. In the absence of a Chairperson, the Deputy Chairperson will act as chairperson.
- The person acting as chairperson for the meeting will have an ordinary vote and a casting vote.
- Final minutes of all meetings will be uploaded to the HGSA Google Drive.

---

## **Term**

- Committee members will stand for a term of two years, with no more than half of current members to retire at one time.
- On retirement or resignation of an Executive Officer, a replacement shall be elected by the Committee from the remaining membership of the Committee until their normal term as member of the Committee ends.
- Office holders will be eligible for re-appointment for one further term unless they have vacated office for at least one term and, if re-appointed, may serve up to two further terms.
- EOIs to the HGSA membership are recommended on an annual basis, to provide opportunities for new members, recruit for specific skills or knowledge, and replace any existing members who wish to vacate a position.

## **Communication**

The Committee will keep all proper and necessary records and accounts on the HGSA cloud file storage platform. This includes but is not limited to minutes of all proceedings and resolutions of meetings of the Committee. Notice of a meeting of the Committee, the agenda for the meeting, and the minutes of the meeting will be distributed to all members of the Committee.

The Committee will maintain transparent communication with the HGSA and ASDG membership via the organisations' newsletters and mailing lists as needed.

The Committee will provide reports of their activities and recommendations in written reports to the ASDG quarterly. The ASDG will include Committee reports in its reports to the HGSA Board of Directors, and will inform the HGSA Board of Directors in writing no more than one calendar month after any change in the Committee membership.

## **Finance**

Secretariat support will be provided by HGSA as needed. Any operating costs of the Committee will be accounted for by the ASDG and are subject to any expenditure limits determined by the ASDG Executive, HGSA Executive or Board of Directors. Funds provided by the HGSA or the ASDG to the Committee for a specific purpose must be used for the purpose intended. Expenditures for the Committee will generally be time and/or task limited for a specific activity. If funds are required a written application can be made to the HGSA Executive and Board of Directors, ASGC Executive, and/or external organisations.

## **Termination**

The termination of the committee is at the discretion of the ASDG on behalf of the HGSA Board of Directors or by the HGSA Board of Directors. Upon termination of the Committee, all records, developed, acquired, created or maintained by the Committee will be transferred to the ASDG.