

ASDG Vice Chair – Statement of Duties

The Vice Chair of the Australasian Society of Diagnostic Genomics is a volunteer member. The Vice Chair holds responsibility for assisting the Chair in leading the Executive committee to uphold the Terms of Reference of this committee.

The main roles of the Vice-Chair are broadly outlined below.

Leadership of the ASDG

- Where required by absence or delegation perform the duties of the Chair
- Assume the role of Chair on the completion of their term of office

Preparation for Chair

- Contribute to committee discussions
- Be familiar with all relevant documentation required for the administration and governance of ASDG, including SOPs, TORs, and relevant HGSA documents

Committee engagement

- Liaise with current Local Organising Committees to ensure informed decision making at Executive outside of committee meetings
- Actively engage with state representatives to ensure dissemination of corporate knowledge and to encourage ongoing state-based activities, including the organising of quarterly meetings with all state representatives

SOD Authorised By: Sebastian Lunke, Corrina Cliffe, Fiona Webb, Ben Nash, Ben Lundie

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