

ASDG Branch Representative – Statement of Duties

The branch representatives of the Australasian Society of Diagnostic Genomics are volunteer members. Branch representatives are the initial point of contact for local members and are responsible for liaising with both branch members and the executive. Branch representatives should act in the best interests of the ASDG and should act under the broad direction of the ASDG executive.

The main roles of the branch representatives are broadly outlined below.

Communication:

- Distribute emails sent from the secretary to branch members
- Update the email contact list each year after HGSA registration
 - A new list should be sent to you from the HGSA secretary
- Send a notification email to those to be deleted and to the new members to be added
- Be a contact between the membership and the executive
- Any job vacancies in the branch can be sent to the membership and to the secretary for distribution to the entire membership
- Communicate any important branch based issues to the executive such as job vacancies, local meetings and any other issues that may be of interest to ASDG members.

Participate in Executive meetings:

- By teleconference
- In person at the ASDG and HGSA conferences (or send a proxy if unable to attend)
- Report back any important information to your branch members

End of year report:

- The Secretary will contact you prior to the HGSA AGM and request an end of year report for the state branch
- State your activity for the year

Facilitate state-based communication and education:

- Regular branch ASDG meetings
 - e.g. to review a conference for members who couldn't attend or to invite a speaker to give a presentation
 - Send an agenda and keep a record of the meeting and brief minutes
- Coordinate annual ASDG rotating branch webinar presentation with HGSA
 - Organise speakers



Australasian Society of Diagnostic Genomics

A special interest group of the HGSA

- Liaise with HGSA secretariat to send out communication for the upcoming webinar
- Chair the session
- Field questions from the membership to the speaker
- Pre-exam tutorials / study groups
- End of year / New Year dinner
- Apply for and manage funding to support above activities

Conference Organisation:

- The branch representative will be the chair of the local organising committee for any ASDG interim meetings or HGSA conferences held in the state and will organize the meetings with the assistance of the local organising committee and the ASDG executive.

SOD Authorised By: Sebastian Lunke

Date Effective: 21/7/22