



Australasian Society of Diagnostic Genomics

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SOP 18: Australasian Society of Diagnostic Genomics (ASDG) Committee- Terms of Reference (T.O.R)

Date of issue:

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Mission Statement:

The Society is established to promote the highest standards of clinical genomics throughout Australasia and for the advancement of science within the field of diagnostic genomics.

The Society will engage with Australasian genomic scientists with the aim of promoting the interests, both practical and ethical, of diagnostic genomics scientists. The society will promote and facilitate meetings and discussion for matters relevant to the practice of diagnostic genomics and engage with organisations with a similar focus elsewhere. The society will operate within the constitution of the Human Genetics Society of Australasia as a "Special Interest Group in Diagnostic Genomics". Where required the ASDG will represent the interests of its members in relevant committees.

The ASDG Committee will exist and function in full capacity while ASDG exists as a society.

Definitions

Genomic: Both genetics and genomics and cytogenetics

New and early career diagnostic genomic professionals and students: <10 years

Members

Executive Committee:

- Chair
- Vice Chair
- Treasurer
- Secretary
- Immediate past chair
- QAP chair or delegate (non-voting, reporting only)

Ordinary members

- State/National representative from:
 - NSW
 - ACT

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- VIC
- SA
- WA
- QLD
- TAS
- NZ
- Early career representative
- Chair Board of Censors (Cytogenetics and Molecular)

On occasion other members can be asked to attend the meeting as required. This may include

- Representative of the current local organising committee (ASDG or HGSA) on request of the executive
- Archivist
- Individuals within the membership may be seconded to the Committee for specified projects for a designated duration, as appropriate.

Election of Committee Members

Calls for nominations for committee membership shall be made 3-6 months prior to the end of their term for fixed term positions and as soon as practical following the resignation of any sitting committee member.

Note that there is no nomination process for the Chair as the Vice Chair assumes this position following the completion of their two year term as Vice Chair. Nominees for Vice Chair are asked to provide a CV and will ideally have 3 years of leadership experience, and a higher degree (MHGSA, Masters, PhD, FHGSA, or FFSc).

All fixed term positions shall start and finish at an Annual General Meeting, even if that results in the usual term limits being exceeded.

Where positions are vacated outside the regular cycle, a call for nominations shall be made by the executive committee as soon as possible, ideally within 4 weeks of a position becoming vacant. Committee members in positions that are filled outside of the regular voting cycle will have to re-nominate at the next relevant voting AGM and will commence their usual term if confirmed (see Table 1).

Votes are only required where more than one nomination is received for a given position. Where possible votes will be held at AGMs where minimum quorum rules apply. For votes outside of AGM to be valid, at least 10% of the eligible membership must participate in the vote. The minimum participation requirements for non-executive roles can be waived by the executive committee.

The executive committee will decide on the eligibility of all candidates by simple majority.

Table 1: Committee positions details

Position	Usual Term	Call for nominations	Requirements	Elected by
Chair	2 yrs	NA	Full term as vice chair (unless chair resigns early)	NA
Immediate Past Chair	2 yrs	NA	Full term as chair	NA
Vice Chair	2 yrs, must	3mths before AGM	At least 5 years of	All ASDG members

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	nominate for election/confirmation at AGMs in odd years	in odd years	leadership experience in a diagnostic laboratory and a higher degree (MHGSA, Masters, PhD, FHGSA, or FFSc). Min 3yrs ASDG membership. Must submit CV and 1pg statement of intent.	
Treasurer	2x2yrs, must nominate for election/confirmation at AGMs in even years	3mths before AGM in even years	Min 2 yrs of post-graduate employment in a diagnostic laboratory, min 2yrs ASDG membership	All ASDG members
Secretary	2x2yrs, must nominate for election/confirmation at AGMs in even years	3mths before AGM in even years	Min 2 yrs of post-graduate employment in a diagnostic laboratory, min 2yrs ASDG membership	All ASDG members
Early career representative	2x2yrs, must nominate for election/confirmation at AGMs in odd years	3mths before AGM in odd years	ASDG membership, at least 2 but no more than 10 years experience in a ASDG relevant diagnostic environment at commencement of term	All ASDG members
State Representatives	2x2yrs, must nominate for election/confirmation at AGMs in odd years	3mths before AGM in odd years	ASDG membership, at least 2 years experience in a diagnostic laboratory as a technician or scientist at commencement of term	All ASDG members in relevant state



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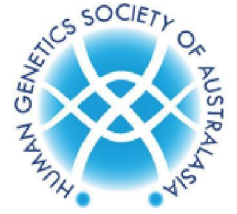
Meetings:

- The committee will meet at least twice yearly. Meetings will be held via teleconference or by face-to-face meeting conducted at the ASDG biannual interim meeting and the HGSA annual scientific meeting where possible.
- The executive committee will meet at least quarterly and in addition to the other specified meetings.
- The executive is responsible for organising an Annual General Meeting for the SIG in adherence with the HGSA constitution. The AGM shall be held virtually or as a hybrid meeting in July of every year
- The executive committee in coordination with the LOC will hold membership engagement meetings (Business meetings) at all HGSA, ISM and SIG conferences.
 - These meetings shall have the primary purpose of connecting with membership, giving updates on current ASDG business and engagements, and to listen to feedback and concerns of membership.
 - A call for agenda items shall be sent to membership no 4-8 weeks prior to the meeting.
 - This meeting is informative only and does not require quorum. All voting and decisions are to be deferred to the AGM or, where required, be put to membership via an out-of-session virtual vote (e.g. via a survey).



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Terms of Reference

The terms of reference are defined, reviewed and maintained by the ASDG executive committee. All changes to the TOR need to be unanimously endorsed by all members of the executive committee and disseminated to members of the Committee for feedback. Finalised TOR will be disseminated to membership for noting and made available on the ASDG/HGSA website. Any feedback from membership is to be recorded by the secretary for consideration in the next review cycle.

The Committee is subject to and will work within the framework and the Constitution of the HGSA

It is the responsibility of the committee and all its members:

1. To promote and encourage scientific activities and the advancement of diagnostic genomics in Australasia for the benefit of patients and in the interests of public health;
2. To advise HGSA and/or other appropriate bodies on all matters affecting genomic services in the Health and allied services, including:
 - a. the development of a recognised career structure for genomic scientists, the organisation of the service, the evaluation of scientific equipment and the design of laboratories;
 - b. the development and maintenance of professional standards by supporting and promoting the training and education of genomic scientists and support staff, and to liaise with the Board of Censors in Diagnostic Genomics;
 - c. The development and maintenance of Best Practise Guidelines within the field of Diagnostic Genomics
3. To promote meetings for the discussion of subjects of importance in diagnostic genomics;
 - a. including Standards and procedures, quality, research and innovation, training and education
4. To collaborate with other societies or organisations that have a common interest with the Society, in the promotion of meetings and other joint enterprises;
5. To uphold and maintain the reputation and status of the Society;
6. To promote professional behaviour and mental wellbeing among membership
7. To encourage collaborative and contribute to studies and/or surveys between the states of Australia and New Zealand in regard to rare conditions of important issues or new techniques in diagnostic genomics
8. To coordinate or assist with the formation of, and delegation of duties to, subcommittees, other bodies, advisers or representatives;
9. To receive and review reports from subcommittees, other bodies, advisers or representatives
10. To take action to rectify identified issues or implement identified opportunities for improvement within the society, its subcommittees and other affiliated bodies and organisations, as appropriate;
11. To do all such things that may in the opinion of the Committee spread or increase the knowledge and standing of diagnostic genomics;



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Authority

A quorum is required for all decisions of the Committee and Executive Committee unless otherwise specified herein.

For Committee, quorum is a minimum of three members of executive committee (including either the chair or vice chair) plus at least three non-executive committee members.

For the Executive Committee, quorum is a minimum of three members including the chair or vice-chair.

The executive committee has the authority to remove any committee member from their position with a $\frac{2}{3}$ majority of all executive committee members.

The Committee/Executive Committee has the authority to review an individual's status of membership for ASDG and any affiliated committees, and enact changes to membership status if deemed necessary.

Review of membership status is generally the responsibility of the executive committee. Any significant changes to membership (e.g. removal from committee position due to professional misconduct) has to be endorsed by the majority of the executive committee, including the chair or vice-chair.

Any concerns regarding the performance or membership of the executive committee shall be referred to the HGSA council following unanimous endorsement of all non-executive members of the Committee.



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Roles and Responsibilities of the members of the ASDG Committee:

Chair

- Attend and represent ASDG at HGSA Council
- Sit on the HGSA SPC committee as the ASDG representative
- Act as the official spokesperson for the ASDG
- Lead all ASDG meetings, with support from the Vice Chair
- Organise and collate responses to requests for comment/feedback
- Represent ASDG on other HGSA or external committees where requested by HGSA council
 - Responsibility may be delegated to other executive members
- Assume the role of immediate past Chair on the completion of their term of office
- Assist the secretary and LOCs to identify suitable speakers for seminars and conferences as requested

Vice Chair

- Contribute to committee discussions
- 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
- Be familiar with all relevant documentation required for the administration and governance of ASDG
 - Including SOPs, TORs, and relevant HGSA documents
- Liaise with current LOCs to ensure informed decision making at executive outside of committee meetings
- Actively engage with state reps on a regular basis to ensure dissemination of corporate knowledge and to encourage ongoing state-based activities
 - The vice-chair will organise quarterly meetings with all state representatives

Secretary

- Coordinate communication to all membership via the HGSA secretariat
- Ensure all correspondence is saved for reference
- Coordinate meetings as required
- Coordinate administrative support with HGSA
- Maintain a list of contact details for all committee members
- Maintain a register of all current and previous executive committee members, including the dates of start and completion of their roles and terms
- Develop and distribute a schedule for the National Virtual Meetings which should be held at least every two months with hosting by a rotating schedule of State representatives.
- Ensure that standard operating procedures are reviewed and as required amended by the executive committee, at least once in a two year period.
- Request reports from appropriate members prior to meetings
- Distribute agendas and reports prior to meetings
- Take minutes during Committee, AGM and Business meetings and disseminate to the membership in appropriate time
- Take minutes during executive committee meetings and disseminate to members of the executive committee in an appropriate time
- Maintain a version controlled document repository accessible to all members of the executive committee
 - This will be the central location for all ASDG SOPs, SODs, TORs, meeting minutes, member registries and contact lists, and other relevant documents
- Maintain and monitor the asdg and asdg executive email accounts

Treasurer

- Prepare reports for AGM and HGSA as directed by secretary

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- Work with the HGSA office to ensure:
 - all financial records are kept and reconciled against the bank statements
 - all records are saved as appropriate for record keeping and audit
 - expenses are paid on time
 - required documents are submitted to HGSA in a timely manner (invoices and receipts, budgets, contracts, etc.)
 - QAP fees and expenses are processed

Treasurer duties pertaining to conference organisation

- Work with HGSA financial team
- Encourage local organising committee (LOC) to manage their own finances especially if using a Professional Conference Organiser (PCO)
- As required, and in consultation with the ASDG executive, provide start-up funds or help to pay initial deposits to or on behalf of the LOC (must be approved by ASDG Executive)

NOTE: While the treasurer has accountability for ASDG financial activities the HGSA office is responsible for carrying out the routine activities of financial management.

QAP Representative

- To present to the ASDG Executive on any issues relevant to the QAP program.
- Provide a quarterly report including program schedule for previous and impending quarter, any staffing issues, assessment issues or incidents, program performance, participant feedback and financials.

State Representatives

- Facilitate contact between the Executive, Committee and state members.
- Organise state meetings, with frequency as required by state membership. Should ideally organise at least 2 per year.
- Attend Committee meetings, the AGM, and ASDG Business Meetings, or provide a proxy
- Provide reports to the committee and ASDG executive as required, at least 1 months before each committee meeting and AGM
- As per the National Virtual Meeting schedule organise presenters and times for a virtual seminar. It is anticipated that this would occur no more than once per calendar year.
- Assist with locally hosted conferences (HGSA/ASDG) as part of the Local Organising Committee (LOC) as required
 - Is this expected to be required once every 3-4 years

Junior Representative

- Represent new and early career diagnostic genomic professionals and students and present topics of interest or concern to the Committee for discussion
- Promote participation in attendance and participation at conferences and seminars offered by HGSA and ASDG
- Assist the Secretary to maintain a registry of volunteer members that are new and early career diagnostic genomic professionals and students
- Inform the Committee about ongoing educational and career development needs
- Disseminate information on and encourage application for travel grants and awards offered by both ASDG and HGSA
- Regular spot in the ASDG Newsletter



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Board of Censors Chair

- To present to the Committee, for dissemination to the membership, relevant information on examinations, professional development, and education opportunities

Amendment History

Version	Date	Author	Amendments
1	27/06/2021	Louise Carey	New issue.
2	12/09/2022	Sebastian Lunke	Significant amendment