



HUMAN GENETICS SOCIETY OF AUSTRALASIA LTD

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Terms of Reference

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Contents

Purpose	2
Establishment.....	2
Relationship to the Society	2
Membership.....	2
Operation	3
Meetings	3
Term.....	3
Communication.....	3
Finance.....	4
Termination.....	4

Purpose

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

The aims of the AACG PIC are to:

- Identify, assess, and prioritise the current professional issues facing clinical geneticists in Australia and New Zealand.
- Represent the interests of clinical geneticists in advancing solutions to these issues.
- Actively identify new and emerging professional issues over time.

Establishment

Committee members will be selected by the AACG PIC on behalf of the AACG 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 OR two Co-Chairs
- Secretary

Relationship to the Society

The AACG PIC Committee reports to the AACG. It is subject to the provisions of the HGSA Constitution and its By-Laws, and to the direction of the AACG (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 15 members, who will:

- be current members of the HGSA, and ideally (but not necessarily) AACG members
- hold Fellowship of the Royal Australasian College of Physicians (FRACP) in Clinical Genetics and have been awarded FHGSA by the HGSA (excepting Trainee member(s))
- include at least one member from each of:
 - AACG Executive
 - Royal Australasian College of Physicians (RACP) Clinical Genetics Advanced Training Committee (ATC)
 - Clinical Oncology Society of Australia (COSA) and HGSA Cancer Genetics Special Interest Group (Cancer SIG) as nominated by the Cancer SIG Executive.
 - Australasian Society for Inborn Errors of Metabolism (ASIEM) representatives as nominated by the ASIEM Executive
 - the following additional practice areas:
 - prenatal/reproductive
 - private practice
 - New Zealand

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- Clinical Genetics Trainee (2nd or 3rd year)
 - 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 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 are to be uploaded to the Committee folder on 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.
- EOI's 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 AACG 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 AACG quarterly. The AACG 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 AACG and are subject to any expenditure limits determined by the AACG Executive, HGSA Executive or Board of Directors. Funds provided by the HGSA or the AACG 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 AACG 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 AACG.