

ACMG Board of Directors

Roles and Responsibilities

President

The President is the principal executive officer of the College, Chairperson of the Board of Directors, and *ex officio* member of all committees of the Board of Directors. The President supervises and controls the business and affairs of the College and other duties as assigned periodically by the Board of Directors or as provided in the Bylaws. The role also leads the effort to establish, develop, and/or review ACMG's mission and strategic plan.

The President presides over the Board meetings and collaborates with the Chief Executive Officer, other Board officers, and committee chairs to develop agendas for Board meetings. The President interacts and facilitates communication with and among Board members, the Chief Executive Officer and ACMG staff.

The President also presides over the ACMG Annual Clinical Genetics Meeting and leads the following sessions at the meeting:

- Prepares and moderates two Presidential Plenary talks
- Leads the ACMG Annual Membership Business Meeting

The President serves on the following committees:

- Chairs the Board's Executive Committee
- *Ex officio* member of the ACMG Foundation Board of Directors
- Member and Board liaison of the Advocacy and Government Affairs Committee
- Member of the Finance Committee
- Member of the Nominations Committee
- Member of the Personnel Committee
- Member of the Program Committee for the Annual Meeting
- Member of the Topic Selection Committee

Additionally, the President represents the ACMG at meetings with leaders of other national organizations, such as:

- ACMG delegate for the American Medical Association
- ACMG liaison for the Association of Public Health Laboratories
- ACMG liaison for the National Academy of Medicine Translational Genomics Roundtable

The President serves one two-year term commencing at the conclusion of the Annual Clinical Genetics Meeting in the Spring, preceded by a two-year term as President-Elect and followed by a two-year term as Immediate Past President.

Time commitment for the President role: 1.5 days per week.

President-Elect

In the absence of the President, or in the event of the President's inability or refusal to act, the President-Elect will perform the duties of the President. When doing so, the President-Elect will have all the powers

of and be subject to all the restrictions upon the President. The Board of Directors also may designate the President-Elect to oversee additional operations of the College. The President-Elect will be an *ex officio* member of all committees of the Board of Directors and will perform other duties assigned periodically by the Board of Directors, the President or as provided in the Bylaws.

The President-Elect serves on the following committees:

- Member of the Board's Executive Committee
- Chairs the Governance Committee
- Chairs the Conflicts, Composition, and Procedure Review Committee (formerly the COI Committee)
- Chairs the Committee Chairs Committee
- *Ex officio* member of the ACMG Foundation Board of Directors
- *Ex officio* member of the Nominations Committee
- Member of the Finance Committee
- Member of the Personnel Committee

The President-Elect participates with the President, or as a representative of the President, at meetings with leaders of other national organizations.

The President-Elect serves one two-year term, followed by a two-year term as President and then a two-year term as Immediate Past President.

Director, Biochemical Genetics

Director, Clinical Genetics

Director, Clinical Molecular Genetics

A Director on the Board provides guidance on ACMG's mission and vision and actively participates in determining the strategic direction of the organization. Board members also have fiduciary duties, including acting in the best interests of the organization and protecting ACMG's assets. Additionally, Directors assist the ACMG staff in maintaining compliance with legal requirements.

Directors routinely evaluate the performance of the organization and its leadership to make certain the organization's goals are met. Directors must make informed decisions, so it is expected that each Director is familiar with the Bylaws, policies, and procedures of the organization.

A Director must attend and participate in board meetings. Directors also serve as a Board committee liaison to at least one of the ACMG committees and will be expected to collaborate with the committee chair to complete the ongoing work of the organization as specified by the Bylaws and/or the Board. Board committee liaisons serve as an advisor and resource to the committee chair and communicates regularly with the committee chair to remain abreast of all activities pertinent to the committee. Board committee liaisons present committee reports, and any other agenda items related to their assigned committee at Board meetings as required.

The Director serves one six-year term commencing at the conclusion of the Annual Clinical Genetics Meeting in the spring.