

Position Title: Member, ASHG Program Committee

ROSTER

Work Location: Primarily remote; two-day in-person meeting in July in Rockville, MD; in-person at fall Annual Meeting.

Impact/Description: The Program Committee (PC) is responsible for organizing the scientific program of the Annual Meeting. The PC consists of approximately thirty members representing the full breadth of human genetics/genomics research, including social/ethical and education research.

Please note that during your tenure, ASHG's policy does not allow Program Committee members to serve as invited speakers or moderators of Invited Sessions. You may be a first author on one submitted abstract if there is no one else that could submit or present the scientific work.

Position Roles and Responsibilities:

- Review and program abstracts in your area of expertise (June to July): serve as primary abstract reviewer for 100-200 submitted abstracts, recruit three experts to assist with reviewing abstracts, build Platform and Plenary Sessions from high-scoring abstracts, and invite moderators for Platform Sessions.
- Review Invited Session proposals: enter online reviews and comments, attend three to four conference calls (February to March), and communicate with proposers to modify and strengthen proposals.
- Meet in person twice per year, once in July for a two-day meeting in Rockville, MD and once at the Annual Meeting. Attendance at these meetings and the entire Annual Meeting is required every year of your 3-year tenure.
 - Travel expenses are paid by ASHG for the July meeting;
 - Complimentary registration is provided for the Annual Meeting;
 - Annual Meeting on-site responsibilities include attending and reporting out on your designated sessions
- Plan other special sessions for the Annual Meeting as needed, such as joint collaborations, the late breaking abstract session or other sessions as directed by the Board.
- Evaluate attendee survey results and suggest improvements for future meetings.
- Other duties as needed.

Qualifications:

- Must be a current ASHG member
- Must not be an employee or owner of an [ineligible company](#)
- Interest in shaping content for the ASHG Annual Meeting
- Excellent scientific judgment concerning a broad range of genetics research
- Ability to keep tight deadlines
- Good oral and written communication skills
- Interpersonal skills, including tact and diplomacy

continued

Commitment:

- Three-year term; no member may serve more than one consecutive term. Typical service entails 15-20 hours in January-March; 25-30 hours in June-July, plus attendance at two-day in-person meeting in July; and attendance at Annual Meeting. During other periods, typical service is 1-2 hours a month.

Benefits:

- Helping to shape the future of the field and present new findings
- Opportunity to engage, network, and exchange ideas with others interested in genetics and genomics research
- Contribute to maintaining scientific rigor of material presented at ASHG Annual Meeting
- Grow your professional development
- Receive a Certificate of Service
- List the service on your resume/CV

Orientation:

- A phone conference will discuss the expectations of the members and the role the members will play in different tasks. This is typically scheduled in January.