

Position Title: Member, ASHG Career Development Committee (CDC)

[ROSTER](#) | [ACTION PLAN](#)

Work Location: Primarily remote with an in-person meeting at the ASHG Annual Meeting location

Impact/Description: The committee shall recommend, and upon approval by the Board of Directors, carry out activities concerned with the training and career development of ASHG members. The committee will guide career fairs, career panels, mentoring, etc., with an initial focus on career needs during the training and early-career periods. Topics might include careers outside academia; mentoring; soft skills; work-life balance and mental health; lab management; grant writing; etc. The committee's work is guided by its [action plan](#), an ASHG Board-approved document created in support of the Society's [Strategic Plan](#). The activities are reviewed by the Board for funding on an annual basis.

Position Roles and Responsibilities:

- Provide input and recommendations to the board for strategic planning and other decisions in areas that support the Society's goals, mission, and resources.
- Meet in person once per year at the fall annual meeting. A registration discount is provided for the annual meeting.
- Participate in bi-monthly (every other month) conference calls.
- Participate in additional email communications and conference calls as necessary to both plan for career-related events at the annual meeting and to address the broader needs of the ASHG trainee and early-career professionals' community.
- Participate in one or two sub-committees of the CDC (typically after the first year of committee membership).
- Help in promoting ASHG Trainee resources on social media by sharing ASHG content/posts, as well as engaging other members in conversation.
- Other duties as needed.

Qualifications:

- Must be a current ASHG member
- Working toward an advanced degree (e.g., MS, MD, PhD), or have received your advanced degree.
- Leadership skills
- Interpersonal skills, including tact and diplomacy
- Good oral and written communication skills
- Understands the roles and responsibilities of the CDC

continued

ASHG CAREER DEVELOPMENT COMMITTEE (CDC)

Commitment:

- Three-year term; no member may serve more than two consecutive terms. Typical service is no more than three hours per month.

Benefits:

- Leadership training and experience
- Networking opportunities with peers and leaders in the human genetics field
- Help advance trainee and early-career professional development in the field of human genetics
- 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.