# ACMG Board of Directors Procedures and Policies Manual

## Job Description

### Committee Member

<table>
<thead>
<tr>
<th>Reports To</th>
<th>Committee Chair</th>
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<tbody>
<tr>
<td><strong>Description</strong></td>
<td>Participates in completing the ongoing work of the committee as detailed in the bylaws, committee charter, strategic plan, and directions from the BOD.</td>
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<tr>
<td><strong>Purpose</strong></td>
<td>The work of the committee is limited to the specific purpose established by the bylaws and/or board, as articulated in the committee charter. The committee acts to complete specific ongoing tasks of the organization and fosters ongoing growth of the ACMG.</td>
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<tr>
<td><strong>Appointment</strong></td>
<td>The committee member is appointed by the committee chair, subject to approval by the ACMG President. A committee member must be an ACMG member and may be a Director.</td>
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<tr>
<td><strong>Term</strong></td>
<td>Two years, renewable once, commencing at the annual meeting in the spring.</td>
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| **Selection Procedure** | 1. Each year, a call for committee membership will be issued to all ACMG members in good standing.  
2. A list of volunteers to serve on committees will be circulated to all committee chairs.  
3. Committee members will be proposed by the committee chair, subject to approval by the ACMG President.  
4. An individual may not serve on more than one ACMG committee at any one time.  
5. A committee member is appointed to a two-year term, renewable once. If selected as vice-chair and/or chair, the individual’s term on the committee will be extended, as necessary, to complete the term(s) of office.  
6. Upon completion of service on a committee, an ACMG member may be appointed to another committee.  
7. An ACMG member may be reappointed to a committee after at least two years have elapsed from retirement from that committee.  
8. An ACMG member may be appointed to an advisory role on a committee on which that individual has served by the committee chair, on approval by the ACMG President. |
| **Responsibilities** | 1. Abides by ACMG conflict of interest policy.  
2. Reads, and is familiar with committee charter and relevant ACMG bylaws.  
3. Remains up-to-date on issues that may affect the committee.  
4. Keeps confidential matters confidential until approved for disclosure. |
| **Committee Business and Meetings** | 1. Attends and actively participates in preferably all, but no less than 80% of committee meetings, whether in-person or by conference call.  
2. Accepts and completes assignments of work related to the mission of the committee as requested by the committee chair.  
3. Reviews and edits committee reports and manuscripts in a timely manner.  
5. Provides input and new ideas for committee activities on a regular basis.  
6. Abides by committee-specific member responsibilities as set forth in committee charter. |