

**About the AGTA Managing Executive Committee and Membership**

**Background**

The Australasian Genomic Technologies Association Inc. (AGTA) is the principal body for the promotion of genomics research in Australasia. We have a 20-year history of fulfilling our mission to: *(i)* bring together Australasian research groups utilising genomic technologies; *(ii)* convene and underwrite an annual meeting of members and facilitate workshops on the use of genomic technologies and the analysis of genomic data; *(iii)* facilitate and accelerate genomic and related technology development in Australasia and *(iv)* support student and early career researchers, the genomic technology leaders of the future.

AGTA is an incorporated association, a registered charity and a member of the Technologies cluster of Science and Technology Australia (STA). The AGTA Managing Executive Committee consists of up to 15 members, representing (where possible) each State and Territory of Australasia and New Zealand with at least one member (maximum of four) from each State.

The Committee currently consists of seven officers and eight ordinary members, all of whom have voting rights. Ordinary members, who do not hold office bearer positions, will generally be an active member of one or more AGTA Executive Working Groups (WG’s), the focus of which may change from time to time, according to changes in the genomic landscape and/or activities of the association.

**Governance**

The governance and operation of the Association is guided by our **Constitution** or Model Rules, available from: <https://tinyurl.com/AGTA-Constitution>

**Becoming a Committee Member**

Should positions on AGTA’s managing executive committee become vacant, a call for nominations shall be sent to all financial members and AGTA associates *(e.g.)* non-member conference delegates, along with a link to access AGTA’s Executive Committee Nomination form, at least **21 days prior to the Annual General Meeting** (AGM). The nomination form can be downloaded from: <https://tinyurl.com/AGTA-Nom-Form>.

Nominations must be made by a current financial member of the Association, seconded by another (both sign), the Nomination form must then be signed by the nominee and sent to the AGTA Secretary (info@agtagenomics.org.au) no less than **10 days** prior to the AGM. AGTA’s annual general meetings are held during the scientific meeting/conference ([www.agtaconference.org](http://www.agtaconference.org/)).

Please note: AGTA Executives are elected to the committee by members however, office bearer (OB) positions are assigned post-election, following discussion by the Executive committee, when OB positions, and when OB positions become vacant. That is, a member may be elected to AGTA Executive committee *per se*; they may not be nominated by members for a particular office bearer position/role.

*In 2019, the AGM will be held* ***on Tues. October 8th, from 12:45PM to 2:00PM*** *at the Pullman,*

*Albert Park Lake, Melbourne, Vic.*

***All welcome to attend***

**Office-bearer Positions - Current**

President; Vice President; Secretary and Public Officer; Treasurer, Vice Treasurer; Website/Communications Officer and Membership Officer. In general, a new committee member will commence as an ordinary member, and then progress to an office bearer role over time, pending availability.

**Working Groups**

An AGTA managing executive committee member will generally hold an office bearer position or, if an ‘ordinary member’ of the executive, will be part of one or more AGTA Working Groups (WG’s), sometimes both.

Example WG’s include: The International Genetics Congress - 2023 WG; Succession Planning WG; Annual Conference Guidelines WG; Small Grants Scheme WG, Student Education WG, Social Media WG.

**Position Description: AGTA Managing Executive**

AGTA managing executive committee members report to the President and broadly, are responsible for:

* Representing the interests and perspectives of the AGTA Executive/Board to members within their State/Territory, and vice-versa.
* Communicating relevant activities and programs information to AGTA members
* Facilitating networking amongst AGTA members

**Eligibility Criteria include but are not limited to:**

* Must be a current financial member of the Association and should not allow their membership to lapse throughout their **3-year-term** on the Executive Committee (a recurring 3-year membership is preferred). NOTE: Non-financial members may pay membership fees at any time and then can apply for vacant positions on the AGTA executive according to the process outlined in this document.
* Be available for an unpaid, voluntary position for a minimum 3-year term (can be re-elected for a subsequent 3-year term).
* Always acts in the best interest of the Association.
* Must be nominated by a current AGTA financial member, seconded by another. First and second nominators must sign the AGTA nomination form, as does the nominee. Completed nomination form(s) must be submitted to the AGTA Secretary by the due date stipulated in the ‘Call for Nominations’ communication (Electronic Distribution Mailout and via social media).
* Champion AGTA’s mission statement - enabling scientific discovery through genomic technologies
* Be familiar with AGTA’s Constitution, available from: <https://www.agtagenomics.org.au/join/>
* Attend monthly executive committee meetings (held via tele- or video- conference).
* Available and willing to attend an annual face-to-face strategic planning day; contribute to presentations, discussions and taking of Minutes.
* Willing to execute the duties of either an office-bearer (2-year term), participate in a working group, be part of a conference organising committee, convene or co-convene an annual conference, or other (3- year term).
* Willing to take on additional tasks including membership of working groups when required; bring new ideas to the committee.
* Willing to promote AGTA within the Australasian genomics community /amongst colleagues and encourage them to become members and supporters of AGTA.

**Process for election to the Executive Committee**

1. Nomination forms will be reviewed and approved by the Committee prior to the AGM, as *“being in respect of a person who has achieved a position of eminence as a result of his or her contribution to scientific knowledge or to the scientific community in Australasia”*. Any persons not so approved shall be advised accordingly by the Secretary in advance of the AGM.
2. At the Annual General Meeting, the number of vacant positions will be confirmed, and nominations announced. If the number of vacant positions is equal to or greater than the number of (approved) nominations, the nominees will be declared accepted as new members of the executive committee.
3. If the number of nominations exceeds the number of available positions, a ballot will be conducted, and the elected nominees shall be announced by the Chair of the AGM (the President, Vice President or their delegate).
4. Should the Executive Committee consider that a nominee who has not been elected can contribute a specialised skill or knowledge to the committee they may, at the discretion of the committee, be co-opted to the committee (one-year term, re-electable), to a maximum of 4 co-opted positions.
5. Only financial (paid up) members have voting rights at the AGM, although anyone including non-members may attend the AGM.
6. If a financial member is unable to attend the meeting in person, they may assign a proxy who may vote on their behalf. The proxy form is available from: [**https://tinyurl.com/AGTA-PROXY-FORM**](https://tinyurl.com/AGTA-PROXY-FORM)

**Time commitment**

Time commitment will be dependent on whether the incumbent holds an office bearer position or is an ordinary member of the committee. Time commitment for an **ordinary member** is up to **5 hrs per month**, including attendance at and preparation for monthly meetings (via teleconference), attendance at and preparation for, annual face-to-face Strategic Planning Day, the AGTA Annual General Meeting (AGM), attending AGTA events, participating in an AGTA Working Group, and communicating with members from the State/Territory that you represent.

Time commitment for an **office bearer** **role** will depend on the position. President, Secretary & Public Officer are arguably the most time-consuming, at approx. 8 hours per month, increasing to **10 or more hours per month** at peak times (annual AGTA conference, AGM or AGTA Planning Day, generally held Sept. - Oct. of each year).

**Desirable skills, experience and attributes**

* Holds or aspires to a leadership position in STEM (whether academic, private sector or government)
* Maintains an awareness of the relevant disciplinary group and its place in the broader sector
* Confident communicator
* Prior board experience is beneficial

**Benefits**

* Career advancement
* Networking
* Volunteer work and the ability to help steer the Association and adapt it to the changing genomics landscape
* Leadership experience
* Being involved in a rapidly changing, cutting-edge technology association
* Experience in management of a NFP Association, compliance, business development, expansion of scientific skills

**Remuneration**

AGTA is a not-for-profit and its Directors are volunteers. AGTA may pay for travel and associated costs for executive committee members when they are required to travel to acquit their duties.

**Queries**

Please contact current committee members via the email **info@agtagenomics.org.au**