

Committee Appointment Process

Committee Cycle: The Society's committee cycle begins immediately after the Annual Meeting and formally concludes at the close of the Annual Meeting, generally June 1 through May 31. All volunteer personnel changes take effect at the start of each cycle, unless specifically stated otherwise.

Appointment Timeline: The call for volunteers will close on January 17 and committee appointment recommendations will be submitted to leadership in February. The President-Elect will review and make appointments in March. Thereafter, notices of appointment will be delivered in March and April. Newly appointed committee chairs and members will be invited to participate in committee activities taking place at the Society's Annual Meeting in mid-May, prior to their term's formal start on June 1.

Appointment Process: The ASGCT President-Elect is responsible for approving all committee appointments for the upcoming cycle. The President-Elect will consider all volunteers and recommendations and may solicit the guidance of other leaders in doing so, but is solely responsible for making appointments to committees.

Committee Personnel

Chairs: Each committee will have one chair. Chairs are selected to serve a single two-year term. Chairs must be active members (in any membership class) in good standing. Following their term, chairs may be asked to serve an additional year as a committee member to help aid the transition to the new chair.

Membership: Committee members are appointed to serve up to two consecutive three-year terms. Committee members must be active members (in any membership class) in good standing. There are no upper or lower limits on the number or type of members, though most committees have between 10 and 20 members. Generally, committee members are selected based on alignment with their areas of professional expertise and interest. Reappointment to a second term is at the discretion of the President-Elect.

Staff Liaison: Each committee will be assigned at least one ASGCT staff liaison. Staff liaisons are employees of the Society and do not have any employment reporting relationship to the committee, its chair, or its members.

Meetings

Frequency and scheduling: All committees will be scheduled to meet between six and 12 times per cycle, including one meeting during the Annual Meeting. At the outset of each cycle, the ASGCT staff liaison will work with the committee chair and members to establish a calendar of meetings for the next twelve months.

Meeting Attendance: Committee chairs and members are required to attend each meeting. In the event of a scheduling conflict, chairs and members must notify the staff liaison. If a member fails to attend 60% or more of the committee's meetings, the member may be removed from the committee at the direction of the Board of Directors.

Activities and Initiatives: The Society's committees perform a wide variety of functions including developing programming presented during the Annual Meeting, hosting and creating educational programming, and advising the Board of Directors on policy positions, among many others. Each committee has a mandate defining its scope and is responsible for developing committee initiatives in line with their directive. A full list of [standing](#) and [scientific](#) committee descriptions can be found on the Society's website.