



## Terms of Reference of ESHG-Y

### 1. **NAME:** European Society of Human Genetics - Young Committee (ESHG-Y)

Alternate name: ESHG-Young or ESHG-Y

### 2. **MISSION:**

ESHG-Y mission is to represent and support the young European geneticists by developing strategies to enhance their interests and programs that aim for a better education. Coming generations are an essential force to meaningful and long-lasting changes in the development of the Human Genetic field worldwide and in Europe in particular.

### 3. **OBJECTIVES:**

#### **Scientific events**

- To contribute to the organization of the scientific program of the ESHG Conference (Scientific Programme Committee).
- Organize different scientific events relevant to all young human geneticists.

#### **Equal access to opportunities**

- To facilitate access to scientific and educational information in human genetics to all young human geneticists.
- To design strategies to facilitate access to international training opportunities.
- To be committed to carry out all the ESHG-Y activities without discrimination based on ethnicity, religion, gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

#### **ESHG-Y Network**

- To increase the representation of young human geneticists from Europe in different scientific events and human genetic projects.
- To build a growing community and to facilitate communication between young European human geneticists.

- To manage a network of volunteers acting as representatives of different European countries and are from the ESHG-Y community who will support the executive activities of ESHG-Y.
- To initiate and to implement new projects that will enhance the performance of young human geneticists and sustain the young generation to be heard, understood, and empowered.
- To develop collaborations with other human and medical genetic societies from all over the world.
- To promote interdisciplinary collaborations.

#### **Young Leadership**

- To support tomorrow's young leaders in the European human genetics field that will bring a positive influence and will motivate young geneticists to get more involved in ESHG-Y activities.
- To support young geneticist leaders to become forces of change in their own national scientific community aiming at increasing the level of development of the human genetic field in all European countries.
- To participate in close collaboration with the ESHG in the elaboration of strategies and policies that will ensure the equal and harmonious development of the human genetic field in Europe.

#### **4. GENERAL POLICY**

- All members, including committee members, are volunteers.
- All activities undertaken under ESHG-Y guidance are non-remunerated activities.
- The ESHG-Y is a standing committee of the ESHG having its own agenda within the framework of ESHG, which is not a legal entity by itself, and that is financially and administratively dependent on ESHG.
- The ESHG-Y operates within the financial parameters set by the ESHG Board.

#### **5. THE ESHG-Y COMMITTEE STRUCTURE**

- The term 'YOUNG' is defined according to the definition used for ESHG 'Early Career Investigators' - Researchers/Geneticists with no more than 4 years of post PhD experience or equivalent in Clinics. Furthermore, candidates should not hold a permanent position.
- The Committee is composed of 7 members elected for a period of 4 years.
- The Committee is composed of 1 chair, 2 vice-chairs, 2 secretaries, 2 spokespersons.
- The position of "Consultant" can be offered for a period of two years, based on the ESHG-Y request, to former ESHG-Y Committee members regardless of their age or current professional status. Consultants do not have the right to actively participate in any voting process during the ESHG-Y meetings.
- The position of "Associate member", maximum 3 persons during a calendar year, can be offered for a period of one year, based on the ESHG-Y request, to young geneticists who are ESHG trainees (i.e. registered with ESHG as a trainee), with an outstanding CV. Associate members do not have the right to actively participate in any voting process during the ESHG-Y meetings and can not represent the ESHG-Y Committee in an official position.
- The elected committee members hence known as the ESHG-Y board can at all times review/revoke its decision in case of a conflict if the Consultant/Associate member collaboration is not fruitful for the objectives and aims of the ESHG-Y
- The members of the Committee must also be registered members of the ESHG.
- The members of the Committee represent at least 4 different European countries.
- The committee defines the aims of the ESHG-Y in collaboration with the ESHG Board for the period of the mandate.
- The members of the ESHG-Y Committee are elected by the ESHG-Y members that are young geneticists with advanced-degree genetics professionals in training as resident and clinical fellows, advanced-degree genetics professionals working as postdoctoral fellows, students working toward a post-baccalaureate, masters, professional, doctoral, or doctorate degree in the field of Human Genetics and students working toward a bachelor's, first, ordinary or honors degree at the time of the ESHG annual meeting.

## **6. THE ROLE OF THE CHAIR, VICE-CHAIR, SECRETARY, SPOKESPERSON, CONSULTANT AND ASSOCIATE MEMBER**

### **a. The Chair's roles**

- To represent the ESHG-Y in interactions with medical, scientific, and socio-political officials, as well as with third parties.
- To coordinate the ESHG-Y Committee mission, especially the achievement of its missions and projects (described in sections 2. and 3.).
- To develop the ESHG-Y strategy.
- To supervise the organization of scientific events organized by ESHG-Y.
- To maintain links with the ESHG members and other institutions.

### **b. The Vice – Chair's roles**

- To work directly with the Chair to solve professional, scientific, and educational issues.
- To maintain contact with all National Young Genetic Societies from Europe.
- To organize the elections for the new committee members.
- To supervise ESHG-Y publications.
- To develop the ESHG-Y Network.
- To keep the ESHG-Y web page and social media platforms up to date.

### **c. The Secretary's roles**

- To manage our mail correspondence and maintain contact between the ESHG-Y and its members.
- To announce and promote events organized by the ESHG-Y.
- To prepare the meetings of the ESHG-Y Committee.
- To keep records and legal documents of the ESHG-Y members.

### **d. The Spokesperson's roles**

- To represent the ESHG-Y in the public space.
- To ensure that public announcements are made in the most appropriate manner and through the most appropriate channels.
- To faithfully represent and advocate for the ESHG-Y's positions.

### **e. The Consultant's roles**

- To offer overall guidance to the ESHG-Y Committee.
- To draft amendments and supervise the ESHG-Y committees' actions and votes.
- To constantly expand expertise and offer expert advice for complex projects.

### **f. The Associate Members roles**

- To fill a skill gap of the ESHG-Y Committee.
- To participate in the ESHG-Y Committees activities, given their own knowledge and expertise.

## **7. ELECTIONS FOR THE MEMBERS OF THE ESHG-Y COMMITTEE**

- Elections are organized by the ESHG-Y Committee in collaboration with the ESHG.
- Any ESHG member that holds an **ESHG Trainee Membership** can apply to become a committee member.
- The candidate must send via email a motivation letter and a 2-page CV to the ESHG-Y Committee for evaluation at least 60 days before the ESHG annual meeting.
- The candidate names will be shared on the ESHG-Y mailing list and social media at least 50 days before the ESHG annual meeting.
- The voting process should start at least 30 days before the ESHG annual meeting.
- The voting process should end 20 days before the ESHG annual meeting.
- The elections' results will be revealed at the ESHG annual meeting.

## 8. ELECTIONS FOR THE POSITIONS OF CHAIR, VICE CHAIR, SECRETARY, AND SPOKESPERSON WITHIN THE ESHG-Y COMMITTEE

- The election is organized by the ESHG-Y Committee Members for the positions of chair, vice-chair, secretary, and spokesperson in accordance with their availability.
- The election will be held in the first month after announcing the new ESHG-Y Committee Members and the new board meets.

## 9. SELECTION OF ESHG-Y REPRESENTATIVES FOR DIFFERENT COMMITTEES

- Selection as ESHG-Y representatives is organized by the ESHG-Y Committee for positions as representatives in different ESHG committees each year in accordance with their availability.
- The selection will be held in the first month after announcing the new ESHG-Y Committee Members.
- Only members of the ESHG-Y Committee are allowed to participate in these appointments.

## 10. Selection and role of the Chair-Elect for ESHG-Y (Amendment January 2025)

### Objective:

The Chair-Elect position is designed to ensure a smooth leadership transition within the ESHG-Y Committee. The Chair-Elect will assist the outgoing Chair in their final year, gaining insight into committee operations and preparing to assume the Chair role in the following term.

### Election Process:

The **Chair-Elect** will be **elected by the current ESHG-Y Board**, including the outgoing Chair and other outgoing board members.

The Chair-Elect will **automatically assume the role of Chair** at the end of the current Chair's term, serving for the next full term.

### Responsibilities:

- **Supporting the Chair:**
  - Assist the Chair with decision-making and strategic initiatives during their final year.
  - Attend meetings, contribute to discussions, and help maintain relationships with internal and external stakeholders.
- **Transition Preparation:**
  - Shadow the Chair to learn the role's duties, ensuring a seamless leadership transition.
  - Help coordinate meetings, manage timelines, and ensure continuity in committee activities.
- **Future Leadership:**
  - Prepare to lead the committee next term by staying informed about ongoing projects and relationships.
  - Ensure strategic continuity by contributing to long-term planning during the transition period.

### Term:

The Chair-Elect will serve for **one year** alongside the outgoing Chair before assuming the Chair position at the start of the next board term.