



The Association of Genetic Technologists: The Organization for Cytogenetic & Molecular Professionals

Qualifications and Duties for Elected Positions

AGT announces open positions for election in 2025. All nominees must be regular AGT members in good standing. The deadline for nominations is April 6, 2025.

President-Elect

Term of Office: 6 years

Qualifications and Duties: This position requires organizational skills, good verbal and written communication skills, and a sincere interest in AGT and its members. Nominees must have served either on the Board of Directors or Council of Representatives.

The first two years as President-Elect provide a learning phase as assistant to the President in office. In the third and fourth years, as Chief Executive Officer of AGT, the major responsibilities are:

- organizing and directing Board of Directors' meetings;
- communicating regularly with Board members regarding finances, projects, and policies; and
- working with AGT's Executive Office to ensure deadlines and contractual obligations are met. If elected, travel to the annual meeting of the Board of Directors is required at your expense.

For the final two years, as Past-President, the focus is on advising the current President on roles and responsibilities of the office, while providing a historical prospective based on experience.

Director-At-Large (2 positions)

Term of Office: 3 years

Qualifications and Duties: The position of Director requires good organizational skills and an ability to coordinate duties and deadlines with AGT's Executive Office. If elected, attendance at the AGT Annual Business Meeting / Board meeting is required and any associated travel is at your own expense. Nominees run for the Director-At-Large positions and are appointed by the BOD to fill the vacant positions of Public Relations Director and Annual Meeting Director.

- **Annual Meeting Director:** Works with the Executive Office and Annual Meeting Steering Committee to plan an annual meeting program. Responsibilities include developing the meeting content and schedule in accordance with the needs of the membership; enlisting speakers for scientific sessions and for workshops; developing an exhibitor prospectus and recruiting vendors and sponsors, accordingly; arranging marketing and publicity to promote the meeting; and coordinating social events. Candidates should have a broad network of contacts in cytogenetics and molecular genetics laboratories. Candidates should be regular attendees of the Joint Annual Meeting and should be familiar with the educational needs of the organization. Annual Meeting Director requires good organizational and communication skills. In addition, an ability to coordinate duties and deadlines is imperative.
- **Public Relations Director:** Responsibilities include promotional activities and public relations of the Association. Interaction with those involved with membership, education, and the Board of Certification is strongly encouraged. The Director disseminates information about how to obtain membership, regional meetings, local seminars and workshops, particularly events relating to certification, and all other activities of the organization. The Director will interact with other related organizations as necessary to maintain AGT's presence in the Genetics community. The Director will promote arrangements to have AGT publicized at other association's meetings and in their journals. The Director reviews the results of each salary and staffing survey developed by AGT and compiles the information into an article that is available in the *Journal of the Association of Genetic Technologists* and for sale to non-members. The Director ensures the AGT website is up-to-date and serves as the administrator for AGT's social networking sites. The Director will assist in the creation, and review of all external communications to AGT members and interested parties.

Nominate

The deadline for nominations is April 6, 2025.