



# HUMAN GENETICS SOCIETY OF AUSTRALASIA

ARBN. 076 130 937 (Incorporated Under the Associations Incorporation Act)  
The liability of members is limited

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## Terms of Reference

Title:	<b>HGSA Board of Censors for Genetic Counselling</b>
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### Function

The [HGSA Board of Censors \(BoC\) for Genetic Counselling](#) is a committee of the HGSA, and is responsible for the regulation of HGSA genetic counsellors.

The aim of the Board is to maintain the professional credibility of MHGSA/FHGSA genetic counsellors and protect the recognition of these individuals as the appropriately qualified health care professionals to be providing genetic counselling in Australasia.

Members of the Board will administer the regulation of Members and Fellows in Genetic Counselling through its Committees, to ensure a coherent and consistent approach to the process of regulation.

The Board will set Policies and convene and oversee Committees for:

- Accreditation of Masters of Genetic Counselling Programs
- Certification of Members and Fellows in Genetic Counselling
- Continuing Professional Development (CPD) for Genetic Counsellors
- Recency and Resumption of Practice for Genetic Counsellors.

The Board will also set Policies for:

- [The Scope of Practice for Genetic Counsellors](#)
- [The Code of Ethics for Genetic Counsellors](#)
- [English Language Proficiency for Genetic Counsellors](#)
- [Competency Standards for Genetic Counsellors](#)
- [Mandatory Declarations for Genetic Counsellors](#)
- [Professional Indemnity Insurance for Genetic Counsellors.](#)

### Board Membership

The Board will consist of at least five and no more than eleven members, who will:

- be current members of the HGSA
- be FHGSA certified genetic counsellors
- have current regulatory status
- have at least two years of professional experience post-FHGSA certification.

Members of the [Board of Censors for Genetic Counselling](#) or any of its functional sub-committees ([Accreditation Committee](#), [Certification Committee](#), [Continuing Professional Development \(CPD\) Committee](#), or [Recency and Resumption of Practice Committee](#)) must not hold a current position on the [Genetic Counsellor Professional Concerns and Complaints Committee \(PCCC\)](#).

### **Appointment of Board Members**

New Board members will be selected by the current and outgoing Board members on behalf of the HGSA Council. They will include at least the following:

- Chairperson for the Board (Ex-officio Committee Chair)
- the Chairs of each Committee of the Board
  - Accreditation Committee Chair
  - Certification Committee Chair
  - Continuing Professional Development Committee Chair
  - Recency and Resumption of Practice Committee Chair.

### **Relationship to the Society**

The [Board of Censors for Genetic Counselling](#) is a Committee of the HGSA. The Board and its Committees are subject to the provisions of the HGSA Constitution and its By-Laws, and to the direction of the HGSA Council, with regard to all matters in connection with the Board including, but not limited to, its establishment, membership, operation, and termination. Committees of the Board report to the HGSA Council through the Board. Administrative support for the Board and its Committees is provided through the HGSA Secretariat.

### **Operation**

The Board will elect the following Executive Officers from among its members for the term of the Committee:

- Chairperson
- Deputy Chairperson
- Secretary
- Treasurer.

The Chairperson for the Board will be an outgoing Committee Chair who has completed their term as Committee Chair and held at least one term on the Board. The Chairperson for the Board will also act as the HGSA member representative to the National Alliance of Self Regulating Health Professions (NASRHP).

On retirement or resignation of an Executive Officer, a replacement shall be elected by the Committee from the remaining membership of the Committee until their normal term as a member of the Committee ends. Office holders will be eligible for re-appointment for one further term unless they have vacated office for at least one term and, if re-appointed, may serve up to two further terms. The quorum for a meeting of a Committee is at least half the full membership of the Committee.

## **Board Meetings**

At a minimum, the Board will meet at least twice yearly. Final minutes of all meetings are to be uploaded to the [Board of Censors](#) page on the HGSA website via the HGSA Secretariat.

The Chairperson or Deputy Chairperson must be present at each meeting of the Board. In the absence of the Chairperson, the Deputy Chairperson will be the chairperson of the meeting. The person acting as chairperson will have an ordinary vote and a casting vote. The quorum for a meeting of a Board is the full membership of the Board less one if a final decision concerning recommendation of Certification of a member is to be made. For all other meetings of a Board, the quorum is two less than the full membership of the Board but the Chairperson or Deputy Chairperson must be present.

## **Term**

Members of the Board will stand for a term of two years, and will be eligible for re-election for one only further term of office. Having vacated office for at least one term, a previous Board member may serve up to two further terms. Whenever possible, the terms of the Board Members will be staggered to ensure continuity and institutional memory such that at least two of the members of each newly constituted Board will have been members of the previous Board.

## **Communication**

The Board will provide final recommendations and any other recommended action to the HGSA Council in writing. Boards will recommend to Council the certification of Members and Fellows who have met their requirements for certification or recertification. The Board will only consider applications for certification or recertification from financial members of the Society.

The Board will keep all proper and necessary records and accounts, including, but not limited to, minutes of all proceedings and resolutions of meetings of the Board. Notice of a meeting of the Board, the agenda for the meeting, and the minutes of the meeting will be distributed to all members of the Board.

The Board will provide written reports of their activities to the HGSA Council. The [Board of Censors](#) will include reports of its Committees in its reports to HGSA Council, and will inform the HGSA Council in writing no more than one calendar month after any change in Board or Committee membership.

## **Finance**

The Boards will charge fees for regulation, and the amounts of any fees charged will be determined by the Boards after discussion with, and approval of, HGSA Council. The regulatory process will be self-sustaining, and the projected operating costs of the [Board of Censors](#) and its Committees will be accounted for in full by the fees. Expenditures of the Board and its Committees are subject to any expenditure limits determined by the HGSA Council. Funds provided by the HGSA to the Board for a specific purpose must be used for the purpose intended. In liaison with the HGSA Secretariat, the Board will maintain a current and projected budget for the Board and its Committees including a balance of funds held for contingencies and exceptional expenses plus 10%. The income and expenditure of Boards will be processed by the Treasurer of the Society under the direction of the individual Boards, and will be subject to the annual audit of the Society.

## **Termination**

The termination of the Board and its Committees is at the discretion of the HGSA Council. Upon termination of the Board, its Committees will also terminate. All records developed, acquired, created or maintained by the Board and its Committees will be transferred to the HGSA Council.