

UK FORUM FOR GENETICS AND INSURANCE

Composition and Responsibilities of the EXECUTIVE COMMITTEE

Composition

The Executive Committee will comprise at least eight and not more than sixteen members from within the membership of the Forum and will include the Chair, the Deputy Chair, the Honorary Treasurer and the Honorary Secretary. The Executive Committee has the power to co-opt non-voting members to the Committee as it sees fit.

Responsibilities

To pursue the aims of the Forum, having regard to and balancing the relevant interests of the membership.

To produce and review rules¹ to cover, *inter alia*:

- ◆ The conduct of general meetings, including the voting rights of members.
- ◆ The balance between corporate and individual members on the Executive Committee.
- ◆ The rotation of Executive Committee members.
- ◆ The procedure for Executive Committee elections.

To review the status² of the Forum to ensure it remains appropriate.

To recommend membership categories and subscription levels.

To detail the duties of the officers.

To establish sub-committees, the membership of which may be drawn from the general membership³, and to approve the composition and responsibilities of these sub-committees.

To ensure effective administration and sound financial management. To this end,

¹To be made available to members on request.

² Charitable/non-charitable, incorporated/unincorporated etc.

³ The Forum has a policy of actively encouraging contribution from the membership in its sub-committees and working parties. Members may volunteer at any time to take part in work of the Forum or when the Executive Committee or one of its sub-committees makes a specific request for volunteers. Each request will be reviewed by the chair of the Executive Committee or appropriate sub-committees, Sub-group chair as appropriate.

appropriate policies are to be drawn up to cover, *inter alia*:

- ◆ The financial/subscription year
- ◆ Raising funds and controlling expenditure
- ◆ Operation of a bank account and cheque signing
- ◆ Appointment of the Auditor
- ◆ Budgetary control
- ◆ Legislative and other compliance

To ensure an Annual General Meeting is held and that the following matters are included on the Agenda:

- ◆ Changes to the Executive Committee.
- ◆ Annual Accounts.
- ◆ Membership categories and subscription levels.
- ◆ A report on progress made since the previous general meeting and specific actions proposed to be completed before the next general meeting.
- ◆ Rules and changes to the rules

To carry out the following routine duties⁴:

- ◆ Develop methods of identifying potential new members
- ◆ Approve invitations for membership
- ◆ Approve applications for membership.
- ◆ Employ and supervise staff or make outsourcing arrangements as necessary and monitor the contracts.
- ◆ Approve arrangements for meetings, draft agendas and draft minutes.
- ◆ Ensure that the membership database is accurate and up to date.
- ◆ Approve mailings to the membership.
- ◆ Consider non-routine correspondence and approve draft responses.
- ◆ Approve position papers.

Approve the annual budget and monitor income and expenditure during the year.

Additional responsibilities⁵ are detailed at the Appendix.

⁴ Where appropriate, these duties may be delegated to the Honorary Secretary or Honorary Treasurer.

⁵ Which may be delegated to separate sub-committees

EXECUTIVE COMMITTEE ADDITIONAL RESPONSIBILITIES

Research and programme

- Identify and assemble relevant data and results from research which has already been undertaken.
- Identify (if not initiated by the Forum) and monitor current research projects.
- Identify requirements for further research⁶ and allocate priorities.
- Identify resources for undertaking research and make recommendations to the Executive Committee for commissioning the required research.
- Identify specialists necessary to complement the work of the Forum.
- Consider how to establish the value of the results of genetic tests in the assessment of people's insurability.
- Produce and manage an annual programme of activity (for example conferences and seminars)

Communications

- Draw up guidelines for consideration by the Executive Committee regarding the dissemination of information to members and to the public.
- Keep abreast of all Forum issues and activity through liaison with the other Committees.
- Identify the communications issues facing the Forum and produce a strategy for dealing with them.
- As far as possible be pro-active, for example by developing a forward programme of PR activity, and by drafting suitable briefing documents, press releases, letters to editors, or other forms of external communication.
- When necessary, be re-active and provide a speedy response to unforeseen external events. In this context, the Committee Chairman should maintain a close liaison with the Chair of the Executive Committee when dealing directly with the media.
- Maintain a steady flow of communications to members, for example newsletters and research findings.
- Exploit modern communications media, such as the internet.

⁶ Examples are:

- The social and less mathematical issues.
- The impact of genetics on morbidity.
- Ways in which pooling of risks might be carried out.
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