

## **Guidelines for NCMGA Officers Regarding Organization Structure**

The following information was obtained from a membership survey in 2007. These guidelines are intended to outline the preferred organization and structure of the NCMGA and the meetings.

1. By a wide margin members felt that meeting twice a year was an optimal number of meetings. A mixed message was presented regarding location with similar numbers suggesting no change from the rotation used in the past versus having one central meeting per year and one that rotates to the various centers on the periphery. Thus, a new rotation schedule for the hosting sites was created with fall meetings (which include the business meeting) occurring in a more central location in the state (UNC, Duke, Wake Forest) and spring meetings occurring at further locations.
2. Members felt it is important for NCMGA officers to attend both meetings each year
3. Regarding the main purposes of NCMGA, most members felt the focus should be education. Other purposes included communication amongst the genetics community, improvement of genetic services, and networking. Other comments indicated a role for NCMGA in advocacy for issues with a genetics component, a place to discuss problematic patient cases and issues related to operating the business side of the genetics centers.
4. Regarding business meetings there was general consensus that these should be relatively brief unless there is a need to have longer discussion; that there be an agenda posted beforehand and a request for items members would like added to the agenda. Post the minutes afterwards (to the listserve and website); and to separate "typical" business (for example, approving the minutes or a treasurers report) from issues of policy (i.e., devote more extensive time to policy issues as needed).
5. Regarding subcommittee meetings, there were numerous comments expressing some frustration with the subcommittee format and suggestions to have these better organized (set agendas and minutes). Alternatively, if there is no subcommittee plan, use the time for networking or social time. Also, there were suggestions to change the breakouts into mixed professional groups discussing certain topics or timely issues rather than retaining the uniform professional groupings (GC's versus clinical geneticists versus cytogeneticist versus molecular versus biochemical, etc.).
6. A common theme from members was the desire for a website where information could be centralized for members and others wishing to join or attend. A website has been started and should be maintained by the Vice President. Upcoming meeting information should be posted as soon as available from the hosting site.
7. Officers should encourage the host site to consult the "Guideline for Hosting Site Meeting Planners" and to follow these as much as possible.
8. Dues should be continued at this time for \$25 per year with the focus of expenses being covering costs for the educational component of the two meetings per year. Other costs include a minimal cost (\$100 per year) to Homestead who hosts our website and to a webdesign consultant for helping with updates as needed. There are also expenses for organization supplies like stamps, name badges, receipt books, copies, etc...