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National Society of Genetic Counselors

**Policy on Nominations and Elections**

The following policy relates to the process of nominating officers and directors of the National Society of Genetic Counselors and supports Article 7 of the Bylaws of The National Society of Genetic Counselors. This policy was adopted by the Board of Directors of the National Society of Genetic Counselors on 11/13/2007, updated on 10/26/2011 and revised on 01/30/2018, and reviewed on 02/25/2019 and 01/03/2020.

**Nominating Committee Responsibilities**
The Nominating Committee is charged with the responsibility to put forth a slate of candidates for open positions on the Board of Directors that will best lead NSGC and that, to the degree possible from the pool of eligible nominees, reflects the high value NSGC places on diversity of all kinds, including diversity in skills, specialty, experience, culture, ethnicity and gender. The Nominating Committee’s two primary responsibilities are as follows:

1. Present a slate of officers to serve for one-year terms beginning on January 1 of the following year.
2. Present a slate of directors to serve for two-year terms beginning on January 1 of the following year.

This slate of candidates shall be the result of a thorough examination of all nominations that were received through the Call for Nominations process.

**Nominating Committee Composition and Formation**
The Nominating Committee shall consist of eight members: the Immediate Past President (Chair), the President, two (2) Directors-at-Large (appointed by the President), and four (4) non-Board members appointed by the Membership Committee. The term of service of Nominating Committee members shall be 1 year with a limit of one term in a given role. During their term of service on the Nominating Committee, committee members shall not be eligible for consideration for positions open on the given slate.

**Nominations Process**
The Nominations Committee Chair establishes the timeline for the Nominations process in accordance with NSGC Bylaws relating to ballot distribution and voting requirements.

The Nominating Committee will meet via conference call prior to the Call for Nominations to review and prepare the current year’s application materials, as well as to discuss the overall nominations timeline for the year and the leadership positions available.

**Call for Nominations**
During the first quarter of each year, the Nominating Committee will open a Call for Nominations to the NSGC Membership. Within the Call for Nominations, the Nominating Committee shall notify the membership of the positions on the Board of Directors that are up for election, as well as the term lengths, qualifications and responsibilities associated with each available position. Members interested in being considered for available positions may identify themselves to the Nominating Committee and will be provided with required application materials. Members will also have the opportunity to nominate individuals for consideration by the Nominating Committee.

During the Call for Nominations time-period, the members of the Nominating Committee shall also reach out to eligible NSGC members to encourage them to request and submit application materials. All candidates that were nominated by an individual other than themselves will be asked to accept or decline their nomination.

Individuals serving as NSGC Committee Vice Chairs in the current year will not be eligible for consideration for a Board position in the following year.

**Applicant Review**
All committee members shall be responsible for reviewing the full set of applicants. The Nominating Committee will meet via a series of mandatory conference calls.

The committee shall select the best qualified candidate for each available position and develop a slate that, to the degree possible from the pool of nominees, reflects the high value NSGC places on diversity of all kinds, including diversity in skills, specialty, experience, culture, ethnicity and gender. The committee may recommend those individuals that are not selected for the ballot for other volunteer opportunities and programs available within NSGC.
Multiple Board Members from a Single Institution
The Nominating Committee will strive to ensure that no more than one individual from a single institution is represented on the Board of Directors at a given time. For the purposes of this policy, an institution is broadly defined as the overarching entity encompassing all departments, divisions, and programs within its mission (e.g., a separately-named institute within a larger university health system would be considered part of the same institution as a department within one of the system’s hospitals).

In the event that multiple candidates are nominated from the same institution, the Committee should choose the candidate who best complements the interests, experiences, and skills of the incoming Board, even if all candidates are equally ranked overall. Highly-ranked candidates who are not chosen for the Board because of concerns about institutional balance should be offered other leadership roles within NSGC; if possible, until a Board position comes available. Likewise, if one or more candidates are nominated from the same institution as an existing (continuing) Board member, such candidates should be informed of this policy upon nomination and offered an opportunity to discuss their options with the Nominating Committee Chair.

Given the strategic role of NSGC’s Board of Directors, the policy above was developed to avoid perceived or real conflicts in organizational governance due to over-representation on the Board by a single institution. While the Nominating Committee will aim to uphold this policy, its primary role is to ensure that NSGC selects a balanced, skilled governing board to lead the organization forward. In the future, there may be unavoidable circumstances whereby multiple directors are employed by the same institution (e.g., an existing director takes a job at the same hospital as a fellow Board member). In exceptional instances over the course of its careful deliberations, the committee may also occasionally decide that the organization is best served by selecting an individual who happens to be from the same institution as an existing Board member. Under no condition would the number of total members (officers and directors) on the Board from the same institution exceed two members.

Candidate Notification
Following the committee’s determination of the candidates being placed on the slate, the Nominating Committee Chair is responsible for notifying all candidates of the committee’s decision. The accepted candidates should be notified first, so that, in the event that a candidate opts not to be placed on the ballot, the committee may select an alternate. Candidates should be notified before the call for nominations opens for the Board of Directors of the American Board of Genetic Counseling and Board of Directors for the Accreditation Council for Genetic Counseling to allow any candidates not selected to nominate themselves for the ABGC or ACGC Board of Directors. Once the slate of candidates has been finalized, the NSGC Board of Directors shall be notified of its composition.

Ballot Preparation and Election
The slate of candidates shall be presented to the NSGC Membership for approval via an online election ballot. The ballot shall allow for a write-in option for each position. Per the NSGC Bylaws, the ballot must be distributed ten (10) weeks prior to the Annual Meeting.

During the election period, a series of announcements will be sent to the NSGC membership to notify them of voting process. Per the NSGC Bylaws, only Full members will be eligible to vote. A quorum (10% of the Full membership) of votes shall be required. The slate shall be considered ratified with the approval of a majority of the quorum. In the event that a write-in candidate receives votes from a majority of the quorum, the slate shall be returned to the Nominating Committee for consideration according to the process above, and a new slate presented to the membership for vote.

The election process shall be governed by the Bylaws of the Society.
Policy on Decision Authorization

The following policy provides clarification to NSGC’s Roles and Responsibilities with regard to the level of authority that accompanies each classification. Approved by the NSGC Board of Directors on 11/13/2007 and reviewed on 02/25/2019 and 01/03/2020.

Makes Decisions
The items under the “Makes Decisions” refer to who is ultimately responsible for making the decision and who is held accountable for the decision and its outcome.

Makes Recommendations
“Makes Recommendations” refers to those who have the responsibility and authority for each item. Things listed here mean that NO decision or conclusion can be made before the recommendation is made. This list is reserved for those really important items; these recommendations are a critical part of the decision making process.

Provides Input
The items that are listed under “Provides Input” refer to things that are probably a duty of that group, committee, task force or individual, but decision momentum isn’t dependent on the advice provided.

Monitors
“Monitors” refers to a list of issues that are always being evaluated and assessed by the group, committee, task force or individual.
National Society of Genetic Counselors

Policy on Leadership/Staff Evaluation

The following policy details the annual evaluation of the leadership and staff of NSGC. The purpose of evaluating the leadership of NSGC is to ensure that the needs and well-being of the organization are being met. This policy was approved by the NSGC Board of Directors on 11/13/2007, revised on 1/6/13 and reviewed on 02/25/2019 and 01/03/2020.

Board of Directors
Each member of the NSGC Board of Directors has the responsibility to complete a self-evaluation on an annual basis in order to critically analyze their individual performance as a member of the NSGC Board of Directors, and also to analyze the overall performance of the NSGC Board of Directors. The purpose of this evaluation is to identify any problematic trends within the governance of NSGC.

Executive Director
An annual evaluation of the Executive Director will be facilitated by the NSGC Executive Committee with the participation of the NSGC Board of Directors. The Board of Directors will monitor performance by awareness of the Executive Director's job description and careful attention to all reports delivered to the Board of Directors. Constructive criticism should be specific so that appropriate corrective action may be taken by the Executive Director.

Staff
The Executive Director has the responsibility to evaluate the performance of all key staff members. The Executive Director maintains the authority to manage and supervise all NSGC personnel with the exception of Legal Counsel, Investment Manager and auditors. Constructive criticism should be specific so that appropriate corrective action may be taken by the NSGC staff.
National Society of Genetic Counselors

Policy on Conflict of Interest & Disclosure Form

The following policy outlines requirements for disclosure and management of conflict of interest within NSGC’s Board, Committees, Task Forces, SIGs and Workgroups. This policy was approved by the NSGC Board of Directors on 4/15/13 and reviewed on 02/25/2019 and 01/03/2020.

The National Society of Genetic Counselors (NSGC) promotes the professional interests of genetic counselors and provides a network for professional communication. Local and national continuing education opportunities and the discussion of all issues relevant to human genetics and the genetic counseling profession are an integral part of membership in NSGC. NSGC is dedicated to advancing the various roles of genetic counselors in health care by fostering education, research, and public policy to ensure the availability of quality genetic services.

The integrity of NSGC, and the activities it undertakes, depends on the avoidance of conflicts of interest, or even the appearance of such conflicts, by the individuals involved in those activities. At the same time, NSGC recognizes that its members have significant professional, business and personal interests and relationships. Therefore NSGC has determined that the most appropriate manner in which to address actual, potential or apparent COI is initially through liberal disclosure of any relationship or interest which might be construed as resulting in such a conflict. Disclosure under this Conflict of Interest Policy (Policy) should not be construed as creating a presumption of impropriety or as automatically precluding someone from participating in an NSGC activity or decision-making process. Rather, it reflects NSGC’s recognition of the many factors that can influence one’s judgment and a desire to make as much information as possible available to other participants in NSGC-related matters.

Any individual involved in an NSGC activity or decision-making process has an obligation to disclose any conflicting or potentially conflicting personal, professional, or business interests he/she may have, directly or indirectly, with the affected activity or decision. Potentially conflicting interests may relate to NSGC’s programs and services (e.g., educational courses) or its operations (e.g., contracts with third parties). In the event that an officer, director, or member of an NSGC Task Force, SIG group, or other committee (collectively, referred to herein as "committee members") determines that he/she has a COI on a particular matter, he/she shall disclose the conflict to the NSGC’s Board of Directors or to the other committee members, as applicable.

In addition, participants in NSGC-related activities are obligated to disclose the positions they hold or relationships they have with other organizations or entities that may conflict, directly or indirectly, with their NSGC activities. They also have an obligation to disclose any significant financial interest in, or other relationship with, an entity having a “commercial interest” in the activity. A commercial interest may exist not only where the entity’s products or services are under consideration by NSGC, but also where the entity’s products or services are in competition or potential competition with those under consideration. By the disclosure of such interests, other participants will have the opportunity to take potential biases into consideration. In addition, the Board of Directors (or, as applicable, committee members) will be in a better position to determine whether the participant may have an interest in conflict with the interests of NSGC.

To help assure full disclosure of any actual or potential COI, all participants in NSGC-related activities, including the NSGC’s staff, officers, directors, and committee members must comply with this Policy and annually sign and submit a Disclosure Form (a copy of which is attached hereto) (i) acknowledging that he/she is aware of and has read the Policy; and (ii) disclosing the information described above. If, subsequent to any such annual disclosure (but prior to execution of a new annual Disclosure Form), an NSGC officer, director, or staff or committee member becomes aware of a relationship required to be so disclosed, that officer, director, staff, or committee member shall promptly make the required disclosure by submitting a revised Disclosure Form identifying the organization, business, group, entity, etc., and describing the nature of the relationship.

It is the responsibility of the disinterested members of the Board of Directors or, as applicable, committee members, to interpret and apply this Policy. And, inasmuch as the Policy is stated in general terms, the Board of Directors or its designee(s) should use their best judgment applying this policy.

Conflict of Interest Disclosure Form
I affirm that the following are all of my (including my immediate family and household\(^1\)) material business, financial, and organizational interests and affiliations which are or could be construed to be reasonably related to the interests, activities, and programs of NSGC:

Please complete the following form or attach the same information in some other form. If you have no information to list, please state “None.”

<table>
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<tr>
<th><strong>Business Interests and Positions.</strong> Please list any memberships on boards, offices held, employment or consulting arrangements or other affiliations you have had within the previous 12 months (or reasonably expect to have within the next 12 months) with any organization, business, group, agency, or other entity that has done business with, or potentially competes with, NSGC, or that you reasonably believe may do business with, or compete with, NSGC.</th>
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<td><strong>Material Ownership Interests.</strong> Please list any material ownership interests (including stock options but excluding indirect investments through mutual funds and the like) in any entity that has a commercial interest in any activity, contract, or matter directly related to the activities of NSGC (just the fact of ownership must be reported and not the actual amount of such holdings).</td>
</tr>
<tr>
<td><strong>Organizational Interests and Positions.</strong> Please list any leadership roles or positions you have held (e.g., board member, committee member, chair, president, advisor, contributor) in any organization, business or other entity that involves, or may be perceived to compete with, or be contrary to the interests of NSGC.</td>
</tr>
<tr>
<td><strong>Actual, Potential, or Apparent Conflicts.</strong> Please list any other activities, positions, or interests you engage in, hold, or anticipate engaging in or holding that reasonably could be perceived to conflict with the interests of NSGC.</td>
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I have read, understand and agree to the terms of NSGC’s Conflict of Interest Policy. To the best of my knowledge and belief, the information reported above is complete and accurate, and I am not aware of any other personal or professional position(s) or interest(s) or activities in which I am, or am about to be, engaged that reasonably may be anticipated to conflict with the interests of NSGC.

Signature: ___________________________ Date: ___________

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\(^1\) For purposes of this Disclosure Form, the term “immediate family or household” refers to an individual’s spouse, minor child, or other person with whom such individual directly shares income.
Policy on Reimbursement and Honoraria from Outside Organizations

The following policy outlines reimbursement of expenses and acceptance of honoraria by the leadership and staff of NSGC when representing NSGC to an outside organization. The purpose of outlining this policy is to ensure transparency and manage conflict of interest. This policy was approved by the NSGC Board of Directors on 10/27/2014 and reviewed on 02/25/2019 and 01/03/2020.

Reimbursement of Expenses
If an NSGC volunteer leader or staff member engages in activity or is asked to speak at a conference or meeting of an outside organization on the Society’s behalf, NSGC will pay for reasonable travel and out-of-pocket expenses (including transportation, lodging, and meals) incurred in connection with such activity. Reimbursement of such expenses requires approval by NSGC staff. Per diem transportation and meal expenses should not exceed $125. Roundtrip airfare in excess of $500 requires authorization from NSGC Staff prior to purchase.

If offered, NSGC volunteer leaders and staff will accept reimbursement or payment of reasonable travel and out-of-pocket expenses from outside organizations when these individuals perform contracted work, including a speech, appearance, or similar activity in connection with the volunteer leader or staff member’s official NSGC role.

Honoraria
NSGC Board members, liaisons or staff members who are engaged by an outside organization to speak, participate in activities or contribute knowledge on behalf of the Society may not accept honoraria from outside organizations. Outside organizations may instead choose to make unrestricted, unsolicited, donations to NSGC or one of NSGC’s restricted funds.
National Society of Genetic Counselors

Policy on Committee and Task Force Member Expectations

This policy covers the expectations regarding work performed by Committee and Task Force members. This policy was approved by the NSGC Board of Directors on 11/13/2007 and revised on 01/30/2018 and reviewed on 02/25/2019 and 01/03/2020.

The NSGC Committees and Task Forces serve as educational and consultative resources for the Board of Directors and the NSGC membership. Committee and Task Force members must:

- Be a member of NSGC and in good standing unless otherwise dictated by the Board of Directors.
- Meet the eligibility requirements outlined in the NSGC Bylaws to serve on a committee.
- Submit updates and information to the appropriate Board Members on a timely basis.
- Attend required Committee or task force meetings as needed.
- Be willing to work toward meeting the charges of the committee or task force.
- Understand and accept that the Board of Directors will take committee and task force suggestions into consideration, but will make all final reviews and decisions.

Responsibilities

Annual expectations and Committee charges are presented by the NSGC President to Committee Chairs and Task Force Chairs on an annual basis. All NSGC Committee and Task Force Chairs and Vice Chairs are required to inform all members of their committee or task force of their responsibility to adhere to the Board Expectations for Committee and Task Force Members.
National Society of Genetic Counselors

Policy on Executive Office Exit

Considering a change in the management company for the National Society of Genetic Counselors (NSGC) is inevitable and can be a very challenging time for the organization. The following policy ensures that NSGC is prepared for this eventuality - either planned or unplanned - to ensure the stability and accountability of NSGC until such time as a new, permanent management company or other management solution is identified. This policy was approved by the NSGC Board of Directors on 11/13/2007 and reviewed on 02/25/2019 and 01/03/2020.

Authorization
The NSGC Board of Directors is responsible for evaluating the management company of NSGC annually, and so shall have the authorization to determine if the management needs of the Society are not being met. The NSGC Board of Directors must ensure that the management company of NSGC is a good fit for the Society’s mission, vision, values, goals and objectives, as well as having the necessary skills for the organization. The NSGC Board of Directors has final approval of the replacement management company.

Implementation
In the event that there is a need to change management companies for NSGC, the Board of Directors is responsible for overseeing all transitions, for appointing interim executive leadership to assess the management needs of NSGC in order to recruit a management company, and ensuring that all previously made commitments are adequately executed. The NSGC Board of Directors must continue to fulfill its fiduciary obligation to NSGC and negotiate a contract with the replacement management company that is not detrimental to NSGC’s future interest and continues to provide the organization the flexibility desired to make future strategic employment decisions.
National Society of Genetic Counselors

Policy on Committee Terms

The following policy relates to appointment and term length of NSGC Committee Chairs and Committee Members. This policy was adopted by the Board of Directors of NSGC on 10/23/12 and reviewed on 02/25/2019 and 01/03/2020.

Committee Chair/Vice Chair Terms
The Chair of each standing Committee serves a two-year rotation. The President-Elect appoints this individual to first serve as the committee’s Vice-Chair for one year immediately before serving as Chair. Committee Chairs may, but are not required to, remain on the Committee for a third year and participate in committee calls and activities in an advisory capacity.

Committee Members
The Committee Chairs with input from the staff and Board liaison, appoint committee members to help meet the committee charges for the given year, as well as their indicated interests determined through the Board Nomination process, another NSGC leader, or self-referral. Each Committee has a limited number of available positions. This structure was established to staff Committees according to its charges.

The recommended standing Committee size is 10-15 members with a recommended two year term-limit for each Committee member. Both size and term limits are at the discretion of Committee Chairs, as some Committees may benefit from longer terms or additional members. Size of a Committee should ensure that all Committee Members will have a role in ongoing Committee projects. If a committee needs additional help to accomplish specific charges, the Committee may recruit non-committee members to participate on Committee workgroups, task forces, and specific project efforts. Committee leadership may appoint these individuals during the year; these appointees and are not required to participate in overall Committee activities.

The two-year term-limit policy ensures a continuous rotation of members through each Committee, which increases opportunities for more members and ensures committee composition includes new and different perspectives. The two-year term limit also encourages Committee Members to pursue different experiences with other NSGC leadership positions after serving a Committee for two years.
Policy on NSGC Ethics Advisory Group

The following policy relates to the NSGC Ethics Advisory Group. This policy was approved by the NSGC Board of Directors on 11/13/2007 and reviewed on 02/25/2019 and 01/03/2020.

Composition
The Ethics Advisory Group will be composed of seven (7) NSGC Full Members in good standing and one non-member bioethicist. Members will serve rotating terms of three (3) years. The group is encouraged to recruit members with a diversity of experience.

Responsibilities
- As an advisory group of NSGC, the Ethics Advisory Group will not respond to any issues related to NSGC, including issues related to the Journal of Genetic Counseling.
- Responses given by the Ethics Advisory Group must comply with the NSGC Policy on Ethics Inquiry Review Program.

Reporting
The Ethics Advisory Group will report directly to the NSGC Board of Directors.
- The Ethics Advisory Group will provide a quarterly report to the Board of Directors on the topics of inquiries received and responses provided.
National Society of Genetic Counselors

Policy on JEMF/AHSPA Board Liaison Appointment

The following policy relates to the appointment of the NSGC Board Liaison to the JEMF Advisory Group and the AHSPA Committee. This policy was approved by the NSGC Board of Directors on 07/17/2008 and reviewed on 02/25/2019 and 01/03/2020.

Authorization
The NSGC President Elect will appoint the incoming JEMF/AHSPA Board Liaison annually. A two-year term for the JEMF liaison is preferred whenever possible. The JEMF/AHSPA Board Liaison will not be subject to the JEMF Advisory Group or AHSPA Committee application process, and no approval for this appointment by the JEMF Advisory Group or AHSPA Committee Chairs is required.

The JEMF/AHSPA Board Liaison will serve in a liaison capacity and will not occupy an official Committee position on the JEMF Advisory Group or AHSPA Committee.
National Society of Genetic Counselors

Policy on Finance Committee

The following policy relates to the composition of the NSGC Finance Committee. This policy was adopted by the Board of Directors of the National Society of Genetic Counselors on 11/13/2007 and reviewed on 02/25/2019 and 01/03/2020.

Composition
The Finance Committee will consist of seven members: the President, President-Elect, Past President, Secretary/Treasurer, Secretary/Treasurer Elect, and 2 Directors-At-Large. The Directors-At-Large shall be appointed by the NSGC President. The Finance Committee shall be chaired by the Secretary/Treasurer.

Terms
All terms of service shall be one year.
National Society of Genetic Counselors

Policy on Investment Funds

The following investment policy provides guidance for the investment of NSGC funds for the purpose of managing investment risk and to optimize investment returns. This policy was approved by the NSGC Board of Directors in September 2005, and reapproved on 6/20/2011 and reviewed on 02/25/2019 and 01/03/2020.

Introduction

This statement of investment policy has been adopted by the Board of Directors of the National Society of Genetic Counselors (NSGC) to provide guidelines for the investment of funds held by the society.

For the purposes of managing investment risk and to optimize investment returns within acceptable risk parameters, the funds held will be divided into two separate investment pools. The process for determining the dollar amount in each pool is set forth in the “Procedures” section of this document. The two investment pools shall be called the “Short Term Fund” and the “Long-Term Fund.”

Procedures

1) The following procedures will be followed to ensure the investment policy statement is consistent with the current mission of NSGC and accurately reflects the current financial condition:
   a. The Secretary/Treasurer with the Secretary/Treasurer-Elect shall review this investment policy annually for any necessary revisions.
   b. The Secretary/Treasurer with the Secretary/Treasurer-Elect will make recommendations for any revisions or modifications for initial approval by the Finance Committee.
   c. The Board of Directors will either approve the policy as recommended by the Finance Committee or return the policy to the Finance Committee for further revisions.

2) The following procedures will be used to determine the dollar amounts to be placed in the Long-Term Fund. Dollars not specifically designated for the Long-Term Funds will be restricted to investments designated in the “Investment Guidelines” for the Short Term Fund.
   a. The Secretary/Treasurer working with the Finance Committee will approve the dollar amounts placed in the specific funds based on an analysis of historical cash flows needs provided by the Secretary/Treasurer.

3) The services of an Investment Consultant to the Secretary/Treasurer and Secretary/Treasurer-Elect will be sought to direct the management of NSGC funds. (Russell M. LaGreca of Morgan Stanley Smith Barney currently fills this role.). The following procedure shall be followed to engage a new or replace a current Investment Consultant.
   a. The Secretary/Treasurer, Secretary/Treasurer-Elect, and the Executive Director will determine the need for hiring or replacing of an Investment Consultant.
   b. The Finance Committee, along with the Executive Director, will review the candidate(s) and make a recommendation to the Board of Directors, who shall have final approval.
   c. The Executive Director shall have authority to hire or replace an Investment Consultant, based on this approval.

4) It is anticipated that from time to time the services of a Registered Investment Manager may be sought to manage portions of NSGC funds. The following procedure shall be followed to engage a new or replace a current registered Investment Manager. The same procedure shall apply for both individually managed accounts and mutual funds (with the exception of money market mutual funds).
   a. The Investment Consultant will recommend the need to hire or replace an Investment Manager.
   b. The Secretary/Treasurer, Secretary/Treasurer-Elect, and the Executive Director will review the candidate(s) and shall have final approval.

5) It shall be the responsibility of the Secretary/Treasurer to work with the Investment firm to implement the policy as approved.
Assignment of Responsibility

Responsibility of the Board of Directors
The Board of Directors is charged with the responsibility of managing organization assets in accordance with the fund’s purpose and restrictions. The Directors shall discharge its duties solely in the interest of the organization, with the care, skill, prudence and due diligence under the circumstances then prevailing, that the prudent person, acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of like character with like aims. Where applicable and appropriate, the Directors shall delegate the discharge of these responsibilities through the Finance Committee. The specific responsibilities relating to the investment management of assets include:

1. Projecting the financial needs and communicating such needs to the Investment Consultant(s) on a timely basis;
2. Determining the risk tolerance and investment time horizon and communicating these to the appropriate parties;
3. Establishing reasonable and consistent investment objectives, policies and guidelines, which will direct the investment of the assets;
4. Prudently and diligently selecting qualified investment professionals, including Investment Manager(s), Investment Consultant(s), and Custodian(s) (currently Morgan Stanley SmithBarney);
5. Quarterly evaluation of the performance of the Investment Manager(s) to assure adherence to policy guidelines and monitor investment objective progress;
6. Developing and enacting proper accounting and financial management controls and procedures.

Responsibility of the Investment Consultant(s)
The Finance Committee and Board may choose to engage an Investment Consultant from time to time. The Investment Consultant’s role is that of a non-discretionary advisor to the Finance Committee and Board of Directors. Investment advice concerning the investment management of the assets will be offered by the Investment Consultant, and will be consistent with the investment objectives, policies, guidelines and constraints as established in this statement. Specific responsibilities of the Investment Consultant(s) include:

1. Assisting in the development and periodic review of investment policy;
2. Conducting investment manager searches when requested by the Board;
3. Providing “due diligence”, or research, on the Investment Manager(s);
4. Providing recommendations on investment managers to hire;
5. Monitoring the performance of the Investment Manager(s) to provide the Finance Committee with the ability to determine the progress toward the investment objectives;
6. Communicating matters of policy, manager research, and manager performance to the Board;
7. Reviewing investment history, historical capital markets performance and the contents of this investment policy statement to any newly appointed members of the Board;
8. Developing and enacting proper accounting and financial management controls and procedures.
9. Monitoring the asset allocation of the Long Term Fund and providing the Finance Committee with recommendations for changing asset allocation within the guidelines set forth in this IPS.

Responsibilities of the Investment Managers
Each Investment Manager will have full discretion to make all investment decisions for the assets placed under its jurisdiction, while observing and operating within all policies, guidelines, and constraints, as outlined in this IPS. Specific responsibilities of the Investment Managers include:

1. Discretionary investment management, including decisions to buy, sell, or hold individual securities, and to alter asset allocation within guidelines established in this IPS and approved by the Finance Committee;
2. Communicating any major changes to economic outlook, investment strategy, or any other factors that affect implementation of the investment process;
3. Informing the Investment Consultant of any material change to the investment management organization. Examples include material changes in portfolio management personnel, ownership structure, investment philosophy, etc.; and
4. Voting proxies on behalf of the NSGC, and, when requested, communicating information concerning such voting to the Finance Committee on a timely basis.

Responsibilities of the Custodian
The Custodian will physically (or through agreement with a sub-custodian) maintain possession of securities owned by
NSGC, collect dividend and interest payments, redeem maturing securities, and effect receipt and delivery following purchases and sales. The Custodian will also perform regular accounting of all assets owned, purchased or sold, as well as movement of assets within fund accounts.

NATIONAL SOCIETY OF GENETIC COUNSELORS
SHORT TERM FUND

Purpose
The purpose of the Short Term Fund is to provide sufficient cash to meet the financial obligations of the NSGC within the current annual budget cycle, while allowing for maximum returns on funds not immediately needed for day-to-day operations.

Investment Objectives
The investment objectives of the Short Term Fund are:

1) Liquidity;
2) Preservation of capital; and
3) To optimize the investment return within the constraints of (1.) & (2.) above.

Investment Guidelines

ALLOWABLE INVESTMENTS
The Secretary/Treasurer shall be authorized to invest the NSGC Short Term Fund as follows:

1) Federally-Insured Certificates of Deposit, none of which should exceed the insurable limit, including interest per institution at commercial banks or savings and loans institutions;
2) Money Market Funds that invest in U.S. Government backed securities;
3) Interest bearing checking accounts in federally insured banks and savings and loans not to exceed federally insured amounts for the total amounts in all accounts at an institution; and
4) Direct Obligations of the U.S. Government, its agencies and instrumentalities.

MATURITY
The maturities on investment for the Short Term Fund shall be limited to 12 months or less. The Secretary/Treasurer and Secretary/Treasurer-Elect, working with the Investment Consultant shall be responsible for scheduling maturities. A laddered maturity approach designed to meet cash flow requirements is recommended.

REPORTING
A statement reviewing the schedule of investments, the account value, and the activity of the account will be prepared monthly by the Investment Consultant. The statement will be sent to the Accountant, and a duplicate copy will be sent to the Secretary/Treasurer. The Executive Director, Secretary/Treasurer, and Finance Committee members will have electronic read-only access to the statement as needed. Reporting will include the following:

1) Schedule of investment.
2) Interest income year to date.
3) Current yield.

This information is available on the monthly statement prepared by the Investment Consultant.
NATIONAL SOCIETY OF GENETIC COUNSELORS
LONG-TERM FUND

Purpose
The purpose of the NSGC Long-Term Fund is to enhance the purchasing power of funds held for future expenditure and to maintain the financial stability of the association. The NSGC Accountants and Investment Consultant recommend that the equivalent of six months’ to one year’s annual budget be held in this account as reserves. Funds earmarked for emergencies in other accounts are also considered to be in reserves.

Objectives
The objectives of the account should be pursued as a long-term goal designed to maximize the returns without exposure to undue risk, as defined herein. It is understood that fluctuating rates of return are characteristic of the securities markets. The greatest concern should be long-term appreciation of the assets and consistency of total return on the portfolio. Recognizing that short-term market fluctuations may cause variations in the account performance, the expectations of the account will be to achieve the following objectives over a five-year moving time period:

1. The account's total expected return will exceed the increase in the Consumer Price Index by 5% annually. On a quarter-to-quarter basis, the actual returns will fluctuate and can be expected to exceed the target about half the time.

2. The account's total expected return will exceed the increase in the Treasury Bill Index by a minimum of 4% annually. On a quarter-to-quarter basis, the actual returns will fluctuate and can be expected to exceed the target about half the time.

Understanding that a long-term positive correlation exists between performance volatility (risk) and expected returns in the securities markets, we have established the following short-term objective:

The portfolio should be invested to minimize the likelihood of low negative total returns, defined as a one-year return worse than negative 11%. It is anticipated that a loss greater than this will occur no more than one out of twenty years.

Investment Guidelines
The investment policies and restrictions presented in this statement serve as a framework to achieve the investment objectives at a level of risk deemed acceptable and to provide consistency from Secretary/Treasurer to Secretary/Treasurer. These policies and restrictions are designed to minimize interference with efforts to attain overall objectives, and to minimize excluding any appropriate investment opportunities.

PROHIBITED INVESTMENTS
The following investments and investment activities are prohibited:

Individual investments and investment activity not specifically approved by the Executive Director, Secretary/Treasurer, and members of the Finance Committee are prohibited.

DIVERSIFICATION
Investment of the Long Term Fund shall be so diversified so that the portfolio will, on average, yield higher returns and pose a lower risk than any individual investment found within the portfolio, unless under the circumstances it is clearly prudent not to do so.

TARGET ASSET MIX
The Long-Term Fund shall be comprised of the asset classes listed in the table below. The target weight is the desired weight for each asset class. The minimum weights and maximum weights are to allow for normal market fluctuations and to allow for temporary over/under weight allocations that are believed to be desirable by either the Finance Committee or the Investment Consultant.

The Finance Committee will monitor the asset allocation of the Long Term Fund based on quarterly reports provided by the Investment Consultant. It is the responsibility of the Investment Consultant to monitor the fund on an on-going basis and to make recommendations for portfolio rebalancing to ensure that the funds remain within Investment Policy guidelines.
The one exception allowed to the specified target asset mix is new monies designated for investment in the Long-Term Fund. It is recommended that a dollar cost averaging approach be used to invest new monies; necessitating the holding of cash and equivalents during the period investments are being made.

<table>
<thead>
<tr>
<th>ASSET CLASS</th>
<th>MINIMUM WEIGHT</th>
<th>TARGET WEIGHT</th>
<th>MAXIMUM WEIGHT</th>
</tr>
</thead>
<tbody>
<tr>
<td>EQUITY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>U.S. Large Capitalization Stocks</td>
<td>15%</td>
<td>22%</td>
<td>29%</td>
</tr>
<tr>
<td>U.S. Mid Capitalization Stocks</td>
<td>3%</td>
<td>5%</td>
<td>7%</td>
</tr>
<tr>
<td>U.S. Small Capitalization Stocks</td>
<td>3%</td>
<td>5%</td>
<td>7%</td>
</tr>
<tr>
<td>International Stocks</td>
<td>13%</td>
<td>19%</td>
<td>25%</td>
</tr>
<tr>
<td>TOTAL EQUITY</td>
<td></td>
<td>51%</td>
<td></td>
</tr>
<tr>
<td>FIXED INCOME</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>U.S. Government/Corporate Intermediate Bonds</td>
<td>16%</td>
<td>24%</td>
<td>31%</td>
</tr>
<tr>
<td>International Bonds</td>
<td>3%</td>
<td>5%</td>
<td>7%</td>
</tr>
<tr>
<td>High Yield Corporate Bonds</td>
<td>3%</td>
<td>5%</td>
<td>7%</td>
</tr>
<tr>
<td>TOTAL FIXED INCOME</td>
<td></td>
<td>34%</td>
<td></td>
</tr>
<tr>
<td>ALTERNATIVES</td>
<td>10%</td>
<td>15%</td>
<td>20%</td>
</tr>
</tbody>
</table>

**EQUITIES**

The equity asset classes should be maintained at risk levels roughly equivalent to the sectors of the market represented, with the objective of exceeding a nationally recognized index measuring the performance of the designated sector over a five-year moving time period net of fees and commissions. Mutual funds conforming to the policy guidelines may be used to implement the investment program.

The following definitions shall apply for the purposes of this policy:

**U.S. Large Capitalization Stocks:** A portfolio of stocks composed primarily of US-based companies having a market capitalization, on average, exceeding $10.0 billion and whose primary shares trade on a major US exchange. The generally accepted, nationally recognized index for this asset class is the Standard & Poor’s 500 Stock Index. (S&P 500)

**U.S. Mid Capitalization Stocks:** A portfolio of stocks composed primarily of US-based companies having a market capitalization, on average, between $2.0 billion and $10 billion and whose primary shares trade on a major US exchange. The generally accepted, nationally recognized index for this asset class is the Russell Midcap Index.

**U.S. Small Capitalization Stocks:** A portfolio of stocks composed primarily of US-based companies having a
market capitalization, on average, of less than $2.0 billion. The generally accepted, nationally recognized index for this asset class is the Russell 2000 Index.

International Stocks: A portfolio comprised primarily of stocks of non-U.S. based companies, the primary shares of which are traded on exchanges outside the U.S. American Depository Receipts are considered International Stocks. The generally accepted, nationally recognized index for this asset class is the Morgan Stanley Capital International Europe-Australasia-Far East Index (EAFE).

FIXED INCOME
Investments in fixed income securities will be managed actively to pursue opportunities presented by changes in interest rates, credit ratings, and maturity premiums. Mutual funds conforming to the policy guidelines may be used to implement the investment program. The following definitions shall apply for the purposes of this policy:

U.S. Govt/Corp Intermediate Bonds: A portfolio consisting primarily of investment grade fixed income securities denominated in U.S. dollars issued by the U.S. Government or U.S. corporations having a weighted average maturity of less than 10 years. The generally accepted, nationally recognized index for this asset class is the Barclays Capital Government/Corporate Intermediate term Bond Index.

High Yield Corporate Bonds: A portfolio consisting primarily of bonds issued by U.S. corporations and the majority of the bonds are rated below BBB/Baa. The generally accepted, nationally recognized index for this asset class is the Barclays Capital High Yield Index.

International Bonds: A portfolio consisting primarily of fixed income securities denominated in currencies other than U.S. dollars. Issuers may be both governments and corporations. The generally accepted, nationally recognized index for this asset class is the Citigroup Non-US Dollar World Government Bond Index.

Alternative Investments
Investment in alternatives may be considered by this organization within the context of an overall investment plan. The objective of such investments will be to seek to diversify the portfolio, complementing traditional equity and fixed-income investments and improving the overall performance consistency of the portfolio. It is acknowledged that there is no guarantee that this objective will be realized.

Alternative investments, including for example hedge funds, managed futures, commodities and other non-traditional investments, shall be utilized through mutual funds or professionally managed pools of such investments to provide for a prudent level of diversification.

Investment Manager Selection and Evaluation Criterion

Investment Manager Selection
In selecting the Investment Managers for the Long Term Fund, the Finance Committee working with the Investment Consultant, will consider a variety of statistical and non-statistical factors. These factors, measured over a multi-year period, may include the Investment Manager’s investment objectives, performance relative to its index and peer group, risk characteristics, return characteristics, investment style, fees, manager tenure and turnover, style consistency and the degree of correlation with other Investment Managers employed by NSGC.

Investment Manager Monitoring and Review
The ongoing monitoring of investment options must be a regular and disciplined process. It is the mechanism for revisiting the Investment Manager selection process and confirming that the criteria originally satisfied remain so, and that an Investment Manager continues to be a valid selection. While frequent change is neither expected nor desirable, the process of monitoring investment performance relative to specified guidelines is an on-going process.

The Finance Committee working with the Investment Consultant, will monitor, on a periodic basis, the same factors identified above under “Investment Manager Selection”. The placement of a manager on a “watch list” may be required if an Investment Manager:
1. Has a change in manager or analytical staff;
2. Has experienced style drift;
3. Has performed unfavorably on an absolute basis relative to its index or peer group over rolling five year periods;
4. Has performed unfavorably on a risk adjusted basis relative to its index or peer group over rolling five year periods;
5. Has violated the NSGC’s investment policy guidelines;
6. Has material litigation filed against the firm;
7. Has material changes in firm ownership structure; or
8. Has exhibited any other unfavorable factors that the Finance Committee or the Investment Consultant deem material since the initial selection of the Investment Manager.

Watch list status is expected to last no longer than one quarter and will be used to evaluate the factors that led to the watch list designation. If, at the conclusion of the watch list evaluation, the Finance Committee has overall satisfaction with the Investment Manager, no further action is required. If areas of dissatisfaction exist, it is the responsibility of the Finance Committee, working with the Investment Consultant, to consider taking steps to remedy the deficiency, including the removal of the Investment Manager.

**Investment Manager Removal**

The Finance Committee, working with the Investment Consultant, may remove an Investment Manager when it believes such removal is in the best interest of the Long Term fund, taking into account all relevant factors including, and without limitation, a lack of confidence in the Investment Manager's ability to:

1. Achieve performance and risk objectives;
2. Comply with investment guidelines; or
3. Maintain a stable organization and retain key relevant investment professionals.

The watch list is not the only route for removing an existing manager. The aforementioned events or conditions, or any other events or conditions of concern identified by the Finance Committee or the Investment Consultant, may prompt the immediate removal of an Investment Manager without it being watch listed. Any decision to remove an Investment Manager will be made on an individual basis, and will be made based on quantitative and qualitative review.

**Performance Reporting**

A statement reviewing the schedule of investments, the account value, and the activity of the account will be prepared monthly by the Investment Consultant. The statement will be sent to the Accountant, and a duplicate copy will be sent to the Secretary/Treasurer. The Executive Director, Secretary/Treasurer, and members of the Finance Committee will have electronic read-only access to the statement as needed. The Long-Term Fund will be evaluated quarterly on a total return basis. Returns will be compared to:

1) Consumer Price Index plus 5%;

2) Three-month Treasury Bill Index plus 4%; and

3) Nationally recognized indices measuring the performance of the classes specified in the target asset mix.

Comparisons will show results for the latest quarter, year to date and 1-year, 5-year, and 10-year trailing returns. The report will be prepared by the Investment Consultant, and copies will be sent electronically to the Secretary/Treasurer and the Executive Director. The Secretary/Treasurer will present the reports to the Finance Committee and the Board of Directors.
National Society of Genetic Counselors

Policy on NSGC Budget Exceptions

The following policy relates to any exceptions to the NSGC Budget. This was approved by the NSGC Board of Directors on 3/1/08, revised on 1/13/14 and reviewed on 02/25/2019 and 01/03/2020.

Reallocation of Funds
The Executive Director may reallocate funds for staff time from one budget program to another as required under the following conditions:

1. The total expenditure for staff time after reallocation does not exceed total staff time approved by the Board of Directors in the annual budget.
2. The reallocation of funds is for initiatives that have been approved by the Board of Directors.
3. The reallocation of funds does not change the general intent of the original program(s) or achievement of strategic or operational objectives.

The Secretary/Treasurer shall be notified of any reallocation of funds and the reason for the reallocation.

Approval of New Expenditures
Any request for expenditure of funds not included in or exceeding the approved budget for the fiscal year in which the expense will require submission of an Unbudgeted Request (Appendix 3) Form, outlining:

- Description and purpose of the unbudgeted request
- Amount of the request
- Impact of request on NSGC’s strategic plan, branding efforts or existing policy and procedures
- Criteria for measuring success or effectiveness of the expenditure

The Unbudgeted Request Form must be submitted to the Secretary/Treasurer and Executive Director, and reviewed by the Finance Committee. The Finance Committee will forward the request and a recommendation for action to the entire Board of Directors for consideration of an amendment to the annual operating budget. The expense must be approved by the Board prior to expenditure or commitment of any funds.
Audit Policy

This policy ensures that the NSGC financials are reviewed, on an annual basis, by an independent certified public accounting firm. This policy was adopted by the NSGC Board of Directors on 11/13/2007 and revised on 01/30/2018 and reviewed on 02/25/2019 and 01/03/2020.

Selection and Management

- The NSGC Finance Committee will review the performance of the CPA firm managing the Association’s audit annually or sooner if the situation warrants. If applicable, a RFP will be developed and distributed for the sole intent of replacing the CPA firm.

- Every five (5) years, or sooner if the situation warrants (see item above), a RFP for the management of the Association’s audit needs will be developed and distributed.

- The management of the audit for NSGC will be performed by the Association staff.

- The audit specifications shall include a management letter to the Board of Directors regarding internal financial operations and controls and recommendations for improvement, where applicable.

Audit Approval

- The Board of Directors will approve the final audit report with the recommendation of the Finance Committee.

- The Secretary/Treasurer will hold a call with the Audit firm without staff present prior to making a recommending approval of the Audit to the Board of Directors.

Evaluation

The performance of the CPA firm will be evaluated by the NSGC Secretary/Treasurer in conjunction with the NSGC Finance Committee.
National Society of Genetic Counselors

Policy on NSGC Membership Dues

The following policy is regarding the NSGC Membership dues. This policy was revised by the NSGC Board of Directors 11/13/2007 and revised on 01/30/2018 and reviewed on 02/25/2019 and 01/02/2020.

Annual Dues
Annual dues will be established annually for the following membership levels:
- Full Member dues
- Associate Member dues
- New Genetic Counselor dues (Full members with 2 or less years in practice)
- Student Member dues
- Emeritus Member dues

New Members
New Members joining will pay dues in their first year of membership as follows:

<table>
<thead>
<tr>
<th></th>
<th>Joining Jan - Jun</th>
<th>Joining Jul - Dec</th>
<th>New Member Special Rate (18-month membership)*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Member</td>
<td>100% of annual dues</td>
<td>50% of annual dues</td>
<td>150% of annual dues</td>
</tr>
<tr>
<td>Associate Member</td>
<td>100%</td>
<td>50%</td>
<td>150%</td>
</tr>
<tr>
<td>New Genetic Counselor</td>
<td>100%</td>
<td>50%</td>
<td>150%</td>
</tr>
<tr>
<td>Student Member</td>
<td>100%</td>
<td>50%</td>
<td>150%</td>
</tr>
</tbody>
</table>

*The New Member Special Rate will be valid starting July 1 of the first year of membership through December 31 of the next year, making the initial dues payment valid for up to 18 months, dependent on the join date of new member. After this initial membership period, the member will be invoiced on the annual dues cycle.

Dues Increase
The NSGC Board of Directors, with the recommendation of the Finance Committee, will approve all dues increases.

Membership Renewal
Current members' dues are payable on or before January 1 of the year covered by the dues. Notice will be given to any member that has not paid by December 31. If dues remain unpaid by March 1, the non-paying member will be removed from member list and benefits will cease, including listing in the online and print member directories and the online Find a Genetic Counselor directory. Membership dues for delinquent members will be paid at the normal annual rate upon reinstatement to membership.

Membership Conversion
Student members graduating in the middle of a membership year may remain in the Student category until the next dues renewal period, and may register for the Annual Conference in the Student registration category (including no assessment of late fees for registration after the early registration deadline), but will be granted all benefits of New Genetic Counselor membership in NSGC. During the next dues renewal period, all graduated students will be invoiced as New Genetic Counselor Members.

Membership Criteria and Benefits
Each member is entitled to all benefits that NSGC offers for the category of membership for which they are paying dues as outlined in the NSGC Bylaws.
National Society of Genetic Counselors

Policy on Disbursement and Use of Grant Funds

This policy ensures that the various grant funds available through National Society of Genetic Counselors (NSGC) Committees, Subcommittees and SIGs are disbursed in a manner consistent with NSGC accounting procedures. Any grant award must be included in the approved NSGC budget, and must be disbursed and spent within the fiscal year for which it is budgeted. This policy was approved by the Board of Directors on 11/13/2007 and reviewed on 02/25/2019 and 01/03/2020.

Lump Sum Payment
- Funds must be budgeted for the fiscal year(s) during which disbursement will occur
- Date of disbursement must be clearly indicated in the grant application materials
- Total amount of grant award and grant funding period must be clearly outlined in the grant application materials and notification of grant award
- Grantee will be issued one check or wired funds for the total amount of the grant award on or around disbursement date
- Periodic status reports regarding expenditure of grant funds are required according to the terms outlined in the notification of grant award
- A final detailed accounting of expenditures must be submitted at the end of the grant period
- Any remaining funds not expended at the conclusion of the grant period will be returned to NSGC and deposited into the NSGC Operating Account or designated grant account
- Grantees may apply for a no-cost extension if total funds have not been used by the end of the funding period. Decisions regarding no-cost extensions will be made by the designated grant committee, or the NSGC Finance Committee

Quarterly Payments
- Funds must be budgeted for the fiscal year(s) during which disbursement will occur
- Dates of disbursement or disbursement schedule must be clearly indicated in the grant application materials
- Total amount of grant award and grant funding period must be clearly outlined in the grant application materials and notification of grant award
- Grantee will be issued quarterly checks or wired funds for specific payment amounts as outlined in the notification of grant award, on or around disbursement dates
- Periodic (quarterly) status reports regarding expenditure of grant funds are required according to the terms outlined in the notification of grant award
- A final detailed accounting of expenditures must be submitted at the end of the grant period
- Any remaining funds not expended at the conclusion of the grant period will be returned to NSGC and deposited into the NSGC Operating Account or designated grant account
- Grantees may apply for a no-cost extension if total funds have not been used by the end of the funding period. Decisions regarding no-cost extensions will be made by the designated grant committee, or the NSGC Finance Committee

Reimbursement Basis
- Funds must be budgeted for the fiscal year during which funds will be disbursed and expenditures will occur
- Total amount of grant award and grant funding period must be clearly outlined in the grant application materials and notification of grant award
- Grantee will submit for reimbursement of expenditures up to the total amount of the grant award to the NSGC Executive Office as expenses occur, or at intervals specified in notification of grant award
- Expenditures will be reimbursed only with documentation of expenses through original receipts and/or invoices
- Funds not disbursed by December 31 of the fiscal year during which the grant is budgeted will no longer be available for reimbursement unless these funds are included in the budget for the following fiscal year.

Use of NSGC Grant Funds
- NSGC grant funds may not be used to fund capital expenses, including computer hardware or software, other electronic or office equipment that will endure beyond the duration of the grant.
- NSGC grant funds may not be used to develop products that generate revenue for the grantee (individual, group of individuals, NSGC Committee or Subcommittee or NSGC SIG).
NSGC grant funds used to develop products that have the potential to generate revenue for NSGC may be considered for funding; however the NSGC Executive Office must be contacted by the grant committee prior to funding the project to determine the logistical feasibility and cost-effectiveness of offering the product for revenue.
National Society of Genetic Counselors

Policy on NSGC Legal Counsel

The following policy is regarding the employment of outside legal counsel for the purpose of providing sound advice for all legal matters of the organization. This policy was approved by the NSGC Board of Directors on 11/13/2007, revised on 1/13/14 and reviewed on 02/25/2019 and 01/03/2020.

Evaluation
The Executive Director and NSGC Executive Committee shall annually review and evaluate the performance of NSGC’s Legal Counsel. The Executive Director shall communicate all review results to NSGC’s Legal Counsel for discussion. If the Legal Counsel is found lacking in any areas of the review, he/she shall have an opportunity to speak on these findings and make changes if necessary.

Termination
In the event that the Executive Director and NSGC Executive Committee deem it necessary to terminate the current Legal Counsel, they will bring this recommendation to the NSGC Board of Directors for approval. The Executive Director will communicate this to the current Legal Counsel and seek a replacement.
National Society of Genetic Counselors

Policy on Whistleblower Protection

The following policy relates to whistleblower protection. This policy was approved by the NSGC Board of Directors on 3/20/2008, revised on 1/13/14 and reviewed on 02/25/2019 and 01/03/2020.

The NSGC Board of Directors, volunteers and staff pride themselves on adherence to federal, state, and local laws and/or regulations, including business ethics policies. As such, even though it is not obligated to do so, NSGC has decided to voluntarily adopt a whistleblower protection policy. Pursuant to this policy, any Board member, volunteer or staff who becomes aware of any violation of federal, state, or local law or regulation, including any financial wrongdoing, should immediately report the violation to the Executive Director to allow the organization to investigate and, if applicable, correct the situation or condition.

If the Executive Director is involved or is believed to be involved in the matter being reported, employees may, in the alternative, make a report to the NSGC’s legal counsel. The Board of Directors, volunteers and staff will conduct an investigation and take appropriate action within a reasonable period of time. Such complaints will be held in confidence to the extent the needs of the investigation permit.

“Financial wrongdoing” may include, but is not limited to:
- Questionable accounting practices;
- Fraud or deliberate error in financial statements or recordkeeping;
- Deficiencies of internal accounting controls;
- Misrepresentations to Society officers or the accounting department (including deviation from full reporting of financial conditions).

If any NSGC Board Member, volunteer or staff reports in good faith what the person believes to be a violation of the law and/or financial wrongdoing to NSGC, its legal counsel, or to a federal, state, or local agency or assists in an investigation concerning financial wrongdoing, it is the NSGC policy that there will be no retaliation taken against the employee.

NSGC Board of Directors, volunteers and staff are reminded of the importance of keeping financial matters confidential. Board Member, volunteer and staff questions concerning the confidentiality or appropriateness of disclosure of particular information should contact the Executive Director.
Confidentiality Policy

The following policy relates to the access to and handling of confidential information gained by participation on NSGC’s Board of Directors, Committees, Subcommittees, Task Forces or Work Groups or other work on behalf of NSGC. This policy was adopted by the Board of Directors of NSGC on 2/19/2010, revised on 1/13/14, and reviewed on 02/25/2019 and 01/03/2020.

Access to Confidential Information
From time to time, NSGC member volunteers will have access to various forms of confidential information concerning NSGC members. This information may be sensitive in nature.

Handling Confidential Information
Members of NSGC’s Board of Directors (“Board”), Committees, Subcommittees, Task Forces or Work Groups and other NSGC members working on behalf of NSGC will maintain the confidentiality of all information, data, meetings, discussions, deliberations and decisions and all materials provided in connection with the Board, Committee, SIG, Subcommittee, Task Force or Workgroup’s work including, but not limited to, data and other information received in connection with participation in NSGC activity that members know or reasonably should know is confidential (collectively “Confidential Information”) received in connection with members’ work with NSGC.

Members will use the Confidential Information only for the purpose of the work being performed by the Board, Committee, Subcommittee, Task Force or Workgroup, or other work on behalf of NSGC and not for any other purpose.

Members will not disclose to anyone, reproduce or otherwise use any Confidential Information except for authorized communications with the NSGC Board of Directors, Executive Director, and/or other authorized NSGC representative.

Confidentiality Agreement
Members will be required to sign an acknowledgement and Agreement of Confidentiality (Appendix 4) prior to participating on an NSGC’s Board, Committees, SIGs, Subcommittees, Task Forces or Work Groups, or other work on behalf of NSGC.

Exception
Confidential Information that is otherwise publicly known or that is made available through no fault of the member is not subject to the terms of this policy.
National Society of Genetic Counselors

Record Retention Schedule

This policy was revised in March 2008 and revised on 01/30/2018 and reviewed on 02/25/2019 and 01/03/2020.

Permanently

- Audit reports (Accounting, Admin)
- Cancelled checks for important payments such as property purchases and special contracts (checks should be filed with underlying transaction papers) (Accounting)
- Cash books (Accounting)
- Chart of accounts (Accounting)
- Contracts (still in effect) (Admin)
- Deeds, mortgage and bills of sale (Admin)
- Depreciation schedules (Accounting)
- Financial statements (year-end, other optional) (Accounting, Admin)
- General/private ledgers, year-end trial balance (Accounting, Admin)
- Insurance records (current accident reports, claims, policies, etc. Expired policies should be kept 3 years) (Admin)
- Journals (Admin)
- Legal and other important correspondence (i.e. certification, contracts, etc.) (Admin)
- Minutes books (board of directors, stockholders, including bylaws and charter) (Admin)
- Patents and related papers (Admin)
- Property appraisals by outside appraisers (Admin)
- Property records (including costs, depreciation reserves, year-end trial balances, depreciation schedules, blueprints and plans) (Admin)
- Reports submitted to the Board of Directors (committee, task force, etc.) (Admin)
- Retirement and pension records (HR)
- Tax returns and worksheets, revenue agents’ reports and other documents relating to determination of income tax liability (Accounting)
- Trademark registrations and copyrights (Admin)
- Training manuals (Admin)

Keep for 7 Years

- Accident reports and claims for settled cases (Admin)
- Accounts payable ledgers and schedules (Accounting)
- Accounts receivable ledgers and schedules (Accounting)
- Cancelled checks (Accounting)
- Expense analysis and distribution reports (Accounting)
- Expense reports (including personal) (Accounting)
- Expired contracts, mortgages, notes and leases (Admin)
- Garnishments (Accounting)
- Inventories of products, materials and supplies (Admin)
- Invoices (from vendors) (Accounting)
- Notes receivable ledgers and schedules (Accounting)
- Payroll records and summaries (HR)
- Personnel records of discharged employees (HR)
- Sales records (Admin)
- Subsidiary ledgers (Accounting)
- Time sheets/cards/books (Accounting)
- Vouchers for payment to vendors and employees (including travel and allowance and reimbursement of employees and officers) (Accounting)
- Withholding tax statements and tax returns and worksheets (relating to tax liability) (Accounting)

Keep for 5 Years

- Correspondence (general and routine) with customers/members and/or vendors (Admin)
Keep for 3 Years
- Bank statements and reconciliations (Accounting)
- Employment applications (HR)
- Insurance policies (expired) (Admin)
- Internal audit reports (Admin)
- Internal reports (miscellaneous) (Admin)
- Invoices to members/customers (Admin)
- Petty cash vouchers (Accounting)

Keep for 2 Years
- Duplicate deposit slips (Accounting)

Keep for 1 Year
- Requisitions (Admin)

Addendum: NSGC Minutes and Reports Retention
NSGC Board of Directors meeting minutes, once approved, should be permanently stored within the Executive Office administrative files. Additional documents submitted to the Board of Directors, including task force, SIG, and committee reports, should also be permanently stored within the Executive Office administrative files. All documents are property of NSGC. Please see entire record retention schedule for information on other records.

Addendum: Materials for and Notes from NSGC Meetings
Print and electronic materials from meetings of the NSGC Board of Directors, Committees, SIGs, Task Forces and Work Groups should not be kept by the individual meeting participants for more than one year. Notes taken by the individual participants of NSGC Board of Directors, Committee, SIG, Task Force or Work Group meetings should be destroyed after one year. One year is deemed a reasonable amount of time to allow for personal reference of said materials and notes.
National Society of Genetic Counselors

Policy on Policy Review

The following policy relates to the review of all NSGC Board of Directors approved policies. This policy was approved by the NSGC Board of Directors on 11/13/2007 and reviewed on 02/25/2019 and 01/03/2020.

Revisions
The Executive Director and NSGC Board of Directors shall identify any NSGC approved policies that need to be updated in order to accurately reflect the workings of the organization.

Authorization
The NSGC Board of Directors has sole authority to approve any NSGC policies, including policy revisions.
Policy on External Support for Educational Programs and Publications

The following policy discusses how the NSGC seeks to ensure the integrity and objectivity of educational programs and publications that are supported in part or in full by outside entities. This policy was approved by the Board of Directors on 1/13/14 and reviewed on 02/25/2019 and 01/03/2020.

Background
The scientific integrity of NSGC’s educational programs is dependent upon appropriate management of potential conflicts of interest. As the entity that approves and provides continuing education for genetic counselors, the NSGC strives for balance, independence and objectivity in all of its educational activities through appropriate disclosure of both actual and potential conflicts of interest. The NSGC Policy on Conflict of Interest is intended to help guide the management of potential conflicts, primarily through disclosure of all financial and/or other interests that might be construed as resulting in actual, potential, or perceived conflicts. NSGC’s Conflict of Interest Policy has been in existence since 1994 and is reviewed and updated by the NSGC Board of Directors on an annual basis.

NSGC’s Speaker Contract and Conflict of Interest Policy is in place not only to ensure disclosure of financial and other interests, but also to make specific judgments regarding situations in which financial relationships are inconsistent with responsible clinical research practices. NSGC’s Conflict of Interest Policy does not automatically presume impropriety on the basis of financial interests or other relationships of a commercial nature. Instead, it takes into account the many factors that can influence judgments about clinical research data, and seeks to make that information available to those reviewing the data prior to presentation or publication.

The NSGC conducts a number of activities connected to clinical research, both directly and indirectly, including scientific and educational programs at the NSGC Annual Conference and other regional educational offerings; the Journal of Genetic Counseling; educational and professional publications; genetic services research and clinical practice guidelines development; and the development of public policy statements regarding genetic issues. NSGC requires the participants in these activities, as well as all Committee and Board activities, to disclose any financial interests or other relationships with an entity having an interest in the subject matter in question.

NSGC Policy on Independence from Funding Sources
NSGC conducts professional continuing education programs, advocates for access to genetic and genomic services, and supports rigorous clinical and translational research. These programs are supported in part by funding from non-profit organizations and corporations. To ensure that NSGC’s programs are developed and conducted independent of sponsor influences, NSGC has established the following policies, procedures and firewalls:

Separation of Program Development from Commercial Support
NSGC is a not-for-profit 501(c)(6) tax-exempt organization with a mission to advance the various roles of genetic counselors in health care by fostering education, research and public policy to ensure the availability of quality genetic services. NSGC operates from a Board-approved strategic plan and annual plan of work. NSGC programs originate with the elected Board of Directors or with volunteer Committees comprised of NSGC members.

As a provider and approver of continuing education (CE), NSGC maintains control over its program planning and content and separates program planning from commercial support solicitation to minimize any opportunity for companies to influence program development or content. Per NSGC policy, sponsors may not have input into the following:

- Identification of continuing education needs
- Determination of NSGC educational objectives
- Selection of educational content
- Selection of persons and organizations that will be in a position to control the content of the continuing education
- Selection of persons and organizations that will be in a position to approve the content of the continuing education
- Selection of educational methods
- Evaluation of the supported activity
Any volunteer leader having a relationship with an NSGC sponsor must disclose this information on a Conflict of Interest disclosure form, however, this should not automatically exclude the member from participating in NSGC educational projects. Any conflict of interest will be managed according to NSGC’s overall COI policies (please refer to the NSGC Conflict of Interest Executive Summary and the NSGC Conflict of Interest Disclosure Form). NSGC accepts financial support for continuing education programs in compliance with applicable industry standards. Additionally, presenters/speakers at any NSGC sponsored program must sign an NSGC conflict of interest disclosure form and publicly disclose any actual or perceived conflicts of interest, at the time of the presentation.

Exhibitor/Sponsor Rules and Regulations
NSGC’s Exhibitor/Sponsor Rules and Regulations are designed to maintain the educational and scientific focus of NSGC meetings. These Rules and Regulations establish standards for certain business transactions, including rental of exhibit space and permission to offer sponsored educational sessions or ancillary events. All such ancillary events must be educational in nature and related to the field of genetics and genomics.

Conflict of Interest Policy
NSGC has a comprehensive conflict of interest policy in place to identify, prevent, and manage conflicts of interest in its programs.

For additional information, see NSGC’s Policy on Conflict of Interest.
Policy on Conference Location

The following policy relates to the location of all NSGC Conferences, including the Annual Conference. This policy was adopted by the NSGC Board of Directors on 11/13/2007 and reviewed on 02/25/2019 and 01/03/2020.

Authorization
The Executive Director with input from the President and Program Committee Chair shall authorize all conference locations.

Criteria
The location of conference shall be determined with consideration of the following criteria:

- Annual budget
- Layout of meeting space
- Convenience and affordability to members
- City of interest
- Location and dates of competing conferences (ASHG, ACMG, CAGC)

The Executive Director and staff, Program Committee, and individual board members may provide input regarding the location of conferences.

The location of the Annual Conference will rotate geographically. Selection of the location should take into consideration the location of other genetics meetings. The location of the Annual Conference should avoid all major religious, national and other commonly recognized holidays.
National Society of Genetic Counselors

Policy on Conference Fees

The following policy relates to the determination of conference fees. This policy was adopted by the NSGC Board of Directors on 11/13/2007, revised on 1/13/14 and reviewed on 02/25/2019 and 01/03/2020.

Registration Fees
The registration fee for attending the NSGC Annual Conference shall be established by the Board of Directors, following recommendation from the Finance Committee and staff. The fees for the conference shall be established during approval of the annual budget by the Board of Directors for the fiscal year in which that conference occurs.

Exhibit Fees
The fees to exhibit shall be established by the Executive Director following consultation with the staff, Finance Committee, and Program Committee Chair when applicable. The exhibit fees shall be consistent with the annual budget established by the Board of Directors. The Executive Director shall determine application and payment procedures.

Sponsorship
The pricing of sponsorship for NSGC conferences shall be established by the Executive Director following consultation with the staff, Finance Committee, and Program Committee Chair when applicable. Sponsorship pricing shall be consistent with the annual budget established by the Board of Directors. The Executive Director shall determine application and payment procedures.

Advertising Fees
The Executive Director is authorized to develop, price and offer advertising opportunities for NSGC Conferences.
National Society of Genetic Counselors

**Policy on Conference Fee Refunds**

The following policy relates to the refund of conference fees. This policy was adopted by the NSGC Board of Directors on 11/13/2007 and reviewed on 02/25/2019 and 01/03/2020.

**Registration Fee Refunds**
Registration fees for all NSGC conferences shall be refunded, less a processing fee to be established by the Executive Director, specific to each conference. Registration fees paid within two weeks of any conference shall not be eligible for a refund unless approval of the Executive Director is obtained, in writing.

**Annual Conference Exhibit/Sponsor Fee Refunds**
If Exhibitor/Sponsor participation is canceled by the Exhibitor/Sponsor prior to a date at least 60 days in advance of the conference, the Exhibitor/Sponsor will receive a 50% refund for the total amount contracted. If cancellation is made after the established date, there will be no refund and Exhibitor/Sponsor participation contracted for must be paid for in full. Cancellations must be directed in writing to NSGC. NSGC assumes no responsibility for including the name of the canceled Exhibitor/Sponsor or a description of their products in the show catalog, brochures, news releases, or any other materials concerning the show. Any space not claimed and occupied prior to two (2) hours from event start time may be resold or assigned by NSGC without obligation on the part of NSGC for any refund whatsoever unless special arrangements have previously been made with NSGC in writing. If any circumstances or event beyond the control of NSGC causes cancellation of all or any portion of the event NSGC agrees to refund any portion of the registration fee for which NSGC is reimbursed by insurance or other third party and shall not be liable for any other refund or payment arising from the cancellation or for other liability or damages arising from the event.

**Advertising Fee Cancellations and Changes**
Cancellations are not accepted and copy corrections not guaranteed after the reservation deadline(s). On contract or schedule insertions, previous copy will be repeated if changes are not received by the artwork deadline(s).
National Society of Genetic Counselors

Policy on Annual Conference Speaker Payment

The following policy is regarding NSGC Annual Conference speakers. This policy was approved by the NSGC Board of Directors on 11/13/2007, revised on 1/13/14 and reviewed on 02/25/2019 and 01/03/2020.

Speaker Types
There are two types of speakers: 1) Non-genetic counselor speakers, and 2) genetic counselor speakers. Genetic counselor speakers are individuals who have completed, or are enrolled in, a master’s degree program in genetic counseling.

Honorarium and Travel Expenses
Honorarium amounts are determined on a per-session basis and represent the total amount available for each session. Equal division of funds available among co-facilitators is recommended when more than one presenter is involved, but is not required. Recommended speaker honorariums will be determined during the annual budget process.

Non-genetic counselor speakers are eligible to receive expense reimbursement in addition to their honorarium. Recommended travel reimbursement amounts will be determined during the annual budget process.

Registration
All speakers in Plenary, Educational Breakout, Workshop, Pre-and Post-conference Symposia sessions (genetic counselor and non-genetic counselor) will receive complimentary, full-conference registration. The CEU fee for full members and non-members is included in this complimentary registration, however, it does not include add-ons such as a Pre-Conference Symposia or the Conference Recordings. Add-ons will be an additional fee for all attendees and speakers. The speaker complimentary full-conference registration is non-transferable if a speaker is unable to attend the full conference.

For additional information, please see the NSGC Speaker Contract and COI form in Appendix 1.
Policy on Awards Program

The following policy details the process of the Awards Program. The purpose of the Awards Program is to acknowledge the actions and behaviors of exemplary genetic counselors, as well as recognizing volunteers for their contributions. Presenting these awards at the Annual Conference and posting the names of the winners on the NSGC website will encourage current members to continue in their efforts and will motivate other NSGC members to become involved. This policy was adopted by the Board of Directors of the National Society of Genetic Counselors on 12/18/2007, reviewed on 02/25/2019, reviewed on 5/21/2019, and revised on 01/03/2020.

Awards Subcommittee Development

Composition of the Awards Subcommittee
The Awards Subcommittee shall be composed of seven members. The committee shall be chaired by the Membership Committee Chair, and shall include 2 Directors-At-Large (one of whom currently serves as Board Liaison to the Membership Committee), the Membership Committee Vice-Chair, an additional Membership Committee representative, and 2 NSGC Members-At-Large. The Awards Subcommittee shall be appointed by the Membership Committee Chair. When appointing the Director-At-Large, additional Membership Committee representative, and two NSGC Members-At-Large to the Subcommittee, the Chair will ensure that the Subcommittee reflects NSGC's diverse membership demographics compiled in the Professional Status Survey, taking into account measures such as years of experience, region and type of practice, among others.

Additionally, Awards Subcommittee members are not eligible to be nominated for a leadership award, and in volunteering for the subcommittee recuse themselves from being considered. The Awards Subcommittee member should also recuse themselves from nomination reviews and/or discussions where close relationships with nominees may impact fair evaluation of all nominees.

Responsibilities of the Awards Subcommittee
The Awards Subcommittee members will be responsible for the following:
- Reviewing award nominations and ranking in timely fashion
- Participating in selection conference call
- Assist with phone notification of award winners
- Assist with email notification of nominees not selected
- Assist with email notification to nominators

Responsibilities of the NSGC Executive Office Staff
- Collect nominations
- Contact nominees to obtain their current curriculum vitae
- Confirm nominee’s award eligibility
- De-identify nominations and distribute to Membership Committee Chair
- Coordinate video vignettes, distribution of awards at the Annual Conference
- Coordinate coverage of winners’ NSGC membership dues for the following year

Awards Process

Nominations for Awards
The Awards Subcommittee shall issue a call for Awards Nominations in the spring/early summer of each year. The call shall remain open for one full month. NSGC members shall be asked to submit the following with their nomination:
- Candidate’s First, and Last Name
- Candidate’s City, State of Residence
- Award recommendation
- Reasons for suggesting this individual as a candidate.
- Name of person submitting the nomination (optional, but encouraged)

Nominations will be collected by NSGC Executive Office Staff. NSGC Executive Office Staff will contact nominees to inform them of the nomination, obtain their current curriculum vitae, and provide them with the relevant award application
and instructions. NSGC staff will also confirm nominee’s award eligibility, including that they are NSGC members in good standing. These materials will be presented to the Awards Subcommittee within one week following the conclusion of the Call for Nominations.

The Awards Subcommittee members shall review the materials and rank qualified nominees. The Awards Subcommittee will meet by conference call to select the award winners. Award winners will be announced in advance of the NSGC Annual Conference in order to encourage participation in the leadership awards presentations.

**Scoring and Review**
The Awards Subcommittee members shall review the materials and score qualified nominees. The Chair will then compile scores and rank nominees based on average score. The Awards Subcommittee will meet by conference call to select the final award winners within one month of the close of nomination window.

**Notification and Distribution**
Award winners will be notified by telephone by Subcommittee members. Nominees not selected will be notified via email by Subcommittee members. Nominators will be notified of the outcome of their nomination via email by Subcommittee members.

Award winners will be announced in advance of the NSGC Annual Conference via member communication. Award winners should be confidential until the member-wide communication is sent.

Awards will be presented and distributed at the NSGC Annual Conference. Recipients will be highlighted in a video vignette and will also receive a plaque recognizing their achievement. Winners will also receive a free full member NSGC membership for the calendar year following their award.

**General Timeline**
Annual alignment of timeline and responsibilities should occur between the Chair and staff liaison, however a high-level timeline should be anticipated annually, as outlined below:

<table>
<thead>
<tr>
<th>Month</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>May</td>
<td>Subcommittee established by Chair, timeline and responsibility alignment between Chair and NSGC staff liaison</td>
</tr>
<tr>
<td>Jun</td>
<td>Call for nominations opens</td>
</tr>
<tr>
<td>Jul</td>
<td>Call for nominations closes after 30 days, nominations compiled, nominees reviewed and selected, notifications sent to all nominees and nominators</td>
</tr>
<tr>
<td>Aug</td>
<td>Video shells developed with awardees and staff liaison</td>
</tr>
<tr>
<td>Sep</td>
<td>Membership notified</td>
</tr>
<tr>
<td>Oct/Nov</td>
<td>Awards presented at Annual Conference</td>
</tr>
</tbody>
</table>

**Description of Awards**
The Awards Subcommittee shall call for nominations for the following awards:
- Natalie Weissberger Paul National Achievement Award
- Leader in Diversity and Inclusion
- Leader in Cultural Advocacy
- New Leader
- Strategic Leader
- Outstanding Volunteer

With the exception of the Natalie Weissberger Paul National Achievement Award, in the event that viable nominees are not received for one or more of the leadership award categories, the Awards Subcommittee shall have the option to grant additional awards in another existing category so that a minimum of six awards are presented during a given year.

**Eligibility**
In addition to the eligibility criteria listed below, nominees must be current NSGC full or emeritus members in good standing. Current members of the NSGC Board of Directors and Awards Subcommittee are not eligible for an award.

**Award Criteria**
The Natalie Weissberger Paul National Achievement Award
The Natalie Weissberger Paul National Achievement Award is the most distinguished honor within the National Society of Genetic Counselors (NSGC) Awards Program. Natalie Weissberger Paul retired in 1993 after a long career with the March of Dimes Birth Defects Foundation. A long-time advocate for genetic counselors and NSGC, she was instrumental in promoting the profession in its early years and in securing financial support for numerous initial projects and publications. NSGC established this award in 1994. Ms. Weissberger died in January 1996. This award honors one outstanding member who has served NSGC with exemplary national achievements and volunteer activities on behalf of NSGC and the profession. The award is customarily bestowed annually.

Individuals may be nominated to acknowledge and celebrate outstanding contributions to the genetic counseling profession. Candidates may be selected from all specialties of the profession.

Leader in Diversity and Inclusion
This award recognizes one outstanding individual who has demonstrated leadership and/or exemplary achievements in dedication to diversity and inclusion efforts within the genetic counseling profession. Candidates will be considered based on one or more of the following criteria:

- Significant contributions to improving diversity and inclusion in any genetic counseling role, practice/specialty area(s), research, industry, and/or training
- Achievements may include efforts towards increasing minority recruitment to the field of genetic counseling, researching gender/race parity in the genetic counseling profession, providing education on diversity & inclusion efforts at institution or to trainees, etc.
- Expansion of services, which may include, but is not limited to, the establishment of genetic counseling training programs outside the United States, defining new roles, creating career ladders, etc.

Leader in Cultural Advocacy
This award recognizes an individual demonstrating significant dedication to cultural advocacy to stakeholders, patients and communities outside of the genetic counseling profession. Cultural advocacy may include, but is not limited to, exploring or elevating person-focused experiences across race, ethnicity, gender identity, sexual orientation, and/or spoken/understood language. Candidates will be considered based on one or more of the following criteria:

- Significant work with under-represented populations, such as: providing multilingual genetic counseling services, coordinating/conducting research with underserved or vulnerable populations, and developing/disseminating accessible health information.
- Significant contributions in addressing/eliminating health care disparities in genetics/genomics/genetic counseling.
- Education of lay/healthcare communities regarding genetics/genetic counseling/genetic technology in underserved populations, vulnerable populations, or an international venue.
- Expansion of services, which may include, but is not limited to, the establishment of genetic counseling clinics or services outside the United States.

New Leader
This award shall be presented to a new genetic counselor who has shown significant initiative in their contributions to NSGC and to the profession. Eligible candidates shall have graduated within the 5 years prior to the time of nomination and must be current members of NSGC. Since joining NSGC the member has done one or a combination of the following:

- Made significant contributions to a committee, SIG or task force.
- Participated significantly in mentoring of genetic counseling students.
- Expanded the reach of genetic counseling services/genetic counselors within the medical community (i.e. created a new subspecialty).
- Made significant contributions to education of lay/healthcare communities regarding genetics/genetic counseling/genetic technology.
- Made significant contribution to research involving genetics/genetic counseling.

Strategic Leader
Strategic Leadership Awards shall be presented to outstanding candidates who the Awards Sub-Committee believes promote the genetic counseling profession as a recognized and integral part of health care delivery, through such avenues as education, research and public policy. Candidates must be current members of NSGC. When submitting candidates for nomination, the nominator should consider the methods of NSGC’s current strategic plan. Examples of activities include:

- Demonstration of strategic thinking and leadership skills through his or her work with NSGC.
• Significant contributions to the goals of NSGC as related to the Strategic Plan.

**Outstanding Volunteer**

Outstanding Volunteer Awards shall be presented to candidates for exceptional contribution and volunteerism to NSGC. Candidates must be current members of NSGC. Candidates will be considered based on the following activities:

- Volunteered at the national level on one or more committee(s), task force(s) and or specific project(s) during the specified time frame.
- Made considerable contributions toward the progress of the designated committee(s) during the specified time frame.
- Went above and beyond the expected duty of his/her position.
- The strongest candidates will have made significant contributions to NSGC beyond the specified time frame.

In addition to the criteria outlined above, current members of the NSGC Board of Directors are not eligible for an award.

**Presentation of Awards**

Awards will be acknowledged annually at the NSGC Annual Conference.
National Society of Genetic Counselors

Exhibitor/Sponsor Rules & Regulations

The following policy outlines eligibility requirements and roles and responsibilities of exhibitors and sponsors participating in the NSGC Annual Conference. This policy was reapproved by the Board of Directors of NSGC on 01/30/2018 and reviewed on 02/25/2019 and 01/03/2020.

1. Eligibility
The NSGC Annual Conference is open to companies whose products and services are directly related to the practice and advancement of the genetic counseling and the professional education of those individuals attending NSGC’s Annual Conference. NSGC reserves the right to refuse rental of display space or sponsorship to any company whose display of goods or services is not, in the opinion of NSGC, compatible with the general character and objectives of NSGC. Application of space is not an assurance of eligibility. All applications are subject to review and NSGC reserves the right to refuse any application for any reason deemed appropriate by the NSGC Board of Directors.

NSGC reserves the right to revoke exhibit privileges based on intellectual property violations, unfair trade practices or other activities in the industry deemed illegal, unethical or contrary to the best interests of NSGC.

NSGC reserves the right to remove, at Exhibitor’s expense, any merchandise deemed by the NSGC Board of Directors as not suitable for display at NSGC events. NSGC reserves the right to revoke a company’s exhibit agreement should the company’s products and/or services be considered ineligible by the terms listed above.

Eligible Exhibitors are those who are in good standing with NSGC. NSGC reserves the right to revoke an Exhibitor’s and Sponsor’s privileges and terminate this agreement. If NSGC terminates this agreement for reasons other than those set forth in section 3 below, NSGC will return to the Exhibitor/Sponsor all deposits or fees paid by such Exhibitor/Sponsor.

2. Payment Terms
To confirm Exhibitor/Sponsor participation 100% of payment must accompany signing the event Application & Contract. If any Exhibitor/Sponsor fails to perform any other term or condition of the contract or fails to observe and abide by these Contract Conditions/Rules & Regulations, NSGC reserves the right to terminate the contract immediately without refund of any monies previously paid. No refunds will be given for sponsorships after acceptance by NSGC.

3. Cancellation
Full or partial refunds from cancellations are provided at the discretion of NSGC, with the annual policy published in the Exhibitor/Sponsor Prospectus and Exhibitor Service Kit. Cancellations must be directed in writing to NSGC. NSGC assumes no responsibility for including the name of the canceled Exhibitor or a description of their products in the show catalog, brochures, news releases, or any other materials concerning the show. Any space not claimed and occupied prior to two (2) hours from event start time may be resold or assigned by NSGC without obligation on the part of NSGC for any refund whatsoever unless special arrangements have previously been made with NSGC in writing. If any circumstances or event beyond the control of NSGC causes cancellation of all or any portion of the event, NSGC agrees to refund any portion of the registration fee for which NSGC is reimbursed by insurance or other third party and shall not be liable for any other refund or payment arising from the cancellation or for other liability or damages arising from the event.

Please note, Sponsors may not cancel sponsorships after their acceptance by NSGC except for breach of this agreement by NSGC. No refunds will be given for sponsorships.

4. Marketing Collateral
All marketing pieces prepared by the sponsor must be preapproved by NSGC prior to posting or distributing. NSGC reserves the right to request any change to the content supplied by the sponsor. All marketing pieces must identify who is sponsoring the piece and NSGC will identify all opportunities as ‘sponsored’ when posting or distributing to NSGC membership.

5. Set-Up and Dismantle
Set-up and dismantle hours are listed in the exhibitor services manual and are subject to change, in which case all Exhibitors will be notified in writing. If an Exhibitor is not set up by the time specified in the exhibitor services manual,
NSGC reserves the right to re-assign such space to another Exhibitor or to make other use of the space as deemed necessary or appropriate at the expense of the Exhibitor.

Exhibits are to be kept intact until the closing of the exhibition hall. No part of an exhibit shall be removed during the conference without special permission from NSGC. Any Exhibitor who begins the dismantling of its display before the close of the show will lose priority status in future NSGC events and may altogether lose the privilege of exhibiting and or sponsoring at future NSGC events. All freight must be removed from the facility by 8:00 pm on the last day of move-out. If exhibits are not removed by this time, show management has the right to remove exhibits and charge the expense to the Exhibitor.

6. Trade Show Hours
NSGC will establish show hours on an annual basis and publish these hours in the Exhibitor/Sponsor prospectus and exhibitor services manual. Trade show hours are subject to change. Exhibitors will be notified in writing of any changes prior to the Exhibition.

7. Subletting of Exhibits and Prohibited Uses
Exhibitors/Sponsors are prohibited from assigning or subletting any part of their participation. Nor shall they demo or permit to demo in their space any merchandise or advertising materials which are not a part of their regular products, or which are not compatible with the character of NSGC, without a written request and approval from NSGC. NSGC reserves the right to terminate any portion of the sponsor participation that is not in accordance with these rules without prior approval.

8. Food & Alcoholic Beverages
The serving of alcoholic beverages by Exhibitors in any part of the exhibit area is strictly prohibited, unless prior approval is granted in writing by NSGC or an exhibitor has purchased a sponsorship. All food and/or beverage service must be approved in writing by NSGC and the convention center’s exclusive catering vendor. All associated fees are the responsibility of the Exhibitor unless otherwise stated in sponsorship contract.

9. General Use of Space
All marketing activities of each Exhibitor/Sponsor must be confined to the Exhibitor’s/Sponsor’s allotted booth space. Exhibitors/Sponsors expressly agree not to hold any activity that, in the sole opinion of NSGC, creates a material adverse effect on attendance during the hours of the events. If clarification is needed on a specific activity, Exhibitors/Sponsors must submit a description of the activity to NSGC for approval.

10. Special Visual and Audio Effects
Audio-visual and other sound and attention-getting devices and effects will be permitted only in those locations and in such intensity as, in the opinion of NSGC, to not interfere with the activities of neighboring Exhibitors/Sponsors. Operational equipment may not be demonstrated outside of Exhibitor’s booth space or create noise levels objectionable to neighboring Exhibitors.

11. Hospitality Suites, Meetings Rooms & Special Events
No entertainment, meetings, tours, special events, hospitality suite functions, or other private functions will be permitted during any scheduled NSGC conference activity unless approved in writing by NSGC. Entertainment, meetings, tours, special events, hospitality suite functions, or other private functions must be requested through the meeting space special event request obtained from NSGC show management. Exhibitors who are not in accordance with the stated rules may lose their privilege of exhibiting at this and future NSGC events.

12. Exhibit Construction and Layout
NSGC reserves the right to control the layout of the exhibit hall. Detailed regulations governing the construction, height and layout of exhibits will be included in the Exhibitor Services Manual. These Rules & Regulations are to be considered an addendum to the Exhibitor Services Manual, and are subject to the full power and enforcement as set forth herein. If Exhibitors requiring immediate access to these Rules & Regulations can reference their Exhibitor Services Manual under the Rules & Regulations tab, or contact the NSGC Executive Office for a copy. Each Exhibitor/Sponsor will be held accountable for abiding by these Rules & Regulations governing booth construction and height limitations. Failure to comply could result in various consequences, including losing all future privileges to exhibit at the Annual Conference.

13. Booth Equipment
Standard booth equipment will consist of the following:
• 10’x10’ booth space
• Eight foot (8’) back wall of draperies with aluminum uprights, color to be determined by NSGC
• Three foot (3’) division side rails of draperies, color to be determined by NSGC
• One (1) 7” x 44” company identification sign
• One (1) skirted table, color to be determined by NSGC
• Two (2) chairs
• Two (2) complimentary exhibit only registrations
• Additional registrants must pay the standard registration fee to attend the event
• Complimentary company listing in the Program Book pending deadline
• Carpet not included in booth; exhibitors must purchase booth carpet or floor covering to be permitted to exhibit

Exhibitors will be bound by the booth construction rules included in the Exhibitor Services Manual.

NSGC will employ security guards and take reasonable precautions to safeguard Exhibitor’s/Sponsor’s property. However, NSGC assumes no liability whatsoever for loss or damage, through any cause, of goods, hand carried items or other materials owned, rented or leased by the Exhibitor/Sponsor. NSGC requires that each Exhibitor/Sponsor maintain general public liability insurance against claims for personal injury, death, or property damage incident to, arising out of or in any way connected with the Exhibitor’s/Sponsor’s participation in the event, in the amount of not less than one million ($1,000,000) dollars for personal injury, death, or property damage in any one occurrence. Such insurance maintained by the Exhibitor/Sponsor must be issued by an insurance company reasonably acceptable to NSGC, include coverage of the indemnification obligations of the Exhibitor/Sponsor under these Rules & Regulations, and shall name NSGC as additional insured. Each Exhibitor/Sponsor acknowledges that it is responsible for obtaining for its protection and entirely at its expense, such property insurance for its table-top and display materials as the Exhibitor/Sponsor deems appropriate. Any policy providing such property insurance must contain an express waiver by the Exhibitor/Sponsor’s insurance company of any right of subrogation as to any claims against NSGC.

Certificate of Insurance must name NSGC as co-insured. NSGC shall be named, as an additional insured on Exhibitor’s/Sponsor’s insurance policies and Exhibitor/Sponsor shall provide to NSGC Certificates of Insurance indicating this status.

Force Majeure: NSGC will not be responsible for cancellation, postponement or other circumstances caused by, based on or relating to situations beyond its control, including but not limited to: acts of God, (e.g. rainstorm, flood, wind, damage by the elements, earthquake, tornado, other natural disasters, etc.), terrorism, infectious disease, war, fire, strikes, acts or orders of governmental authorities or third-party responsibility.

15. Exhibitor & Sponsor’s Liability and Hold Harmless
Exhibitor/Sponsor releases NSGC, its contractors and their respective directors, officers, employees, agents and members, and each of them, from any claims, liabilities, losses, damages, costs or expenses relating to or arising out of any injury to any personnel of Exhibitor/Sponsor or to any other person or any loss of or damage to any property of Exhibitor/Sponsor or any other property where such injury, loss, or damage is incident to, arises out of, or is in any way related to Exhibitor’s/Sponsor’s participation in the event, and the Exhibitor/Sponsor shall be responsible for any such injury, loss, or damage, and any expenses relating thereto.

Exhibitor/Sponsor shall indemnify, defend and hold harmless NSGC and its contractors, and their respective directors, officers, employees, agents and members, and each of them, from and against all claims, liabilities, losses, damages, costs or expenses, including reasonable attorney’s fees and costs of litigation, relating to or arising out of Exhibitor’s/Sponsor’s participation in the event, provided that the foregoing shall not apply to injury, loss, or damage caused by or resulting directly from the sole negligence of either NSGC or its contractors. The terms of this provision shall survive the termination or expiration of any signed agreement.

16. Assignment of Exhibit Space
NSGC established a priority point system to equitably assign space to exhibitors. Points are accrued based on several categories as determined by NSGC Show Management. The categories are as follows: length of exhibit with NSGC (2008 – 2019), 2019 Annual Conference Sponsorship level commitment, 2020 Exhibit Space Application received date, Size of space contracted for 2020 by April 10, 2020, 2020 Premier Sponsorship commitment. The details around this program will be released by NSGC Show Management and are to be considered an addendum to this document, and are subject to the full power and enforcement as set forth herein.
17. Assignment of Sponsorships
All NSGC Annual Conference sponsorship opportunities are first right of refusal until a date determined annually and published by the NSGC Executive Office. If an item is not re-contracted by previous sponsoring company, it will become available to any other interested company. NSGC Show Management reserves the right to change these policies at any time without notice.

18. Promotions, Contests, Printed Material, Etc.
All giveaway items with the exception of pens, pencils, luggage tags, pocket calendars and similar items must be submitted for approval to NSGC prior to the event. Sideshow tactics, or other methods, including marketing material considered by NSGC to be objectionable, are expressly prohibited at the NSGC Annual Conference. Prizes, awards, drawings, raffles, lotteries or contests may be permitted in accordance with applicable state laws and prior written approval of NSGC. Requests for approval of such activities must be submitted in writing to NSGC three weeks prior to the opening of the event. Distribution of promotional material to attendees' hotel sleeping rooms, public areas or in technical sessions is strictly prohibited without the prior written approval from NSGC. Use of NSGC hotel and conference-related facility communication systems to promote Sponsors or their products is also prohibited.

NSGC does not distribute an attendee list to its exhibitors. For any lists pertaining to the Annual Conference, these lists are confidential and proprietary and provided as a courtesy. It shall not be sold, distributed or otherwise provided to any outside organization, consultant or service without express permission of NSGC. Any violation of this policy may result in the forfeiture of participation at future NSGC events and membership privileges within NSGC.

19. Intellectual Property Matters
The Exhibitor/Sponsor represents and warrants to NSGC that no materials used in or in connection with its demonstration infringe upon the trademarks, copyrights (including, without limitation, copyrights for music and other materials used or broadcast by Exhibitor/Sponsor), or other intellectual property rights of any third party. The Exhibitor/Sponsor agrees to immediately notify NSGC of any information of which the Exhibitor/Sponsor becomes aware regarding actual or alleged infringement of any third party’s trademarks, copyrights or other intellectual property rights. The Exhibitor/Sponsor agrees to indemnify, defend and hold NSGC, and its agents, and successors, harmless from and against all losses, damages and costs (including reasonable attorneys’ fees) arising out of or related to claims of infringement by the Exhibitor/Sponsor of the trademarks, copyrights, and other intellectual property rights of any third party. Notwithstanding the foregoing, NSGC shall not be liable and expressly disclaims all liability for infringement or alleged infringement of the trademarks, copyrights or other intellectual property of any third party arising out of the actions of an Exhibitor/Sponsor.

20. Use of Logo
The NSGC logo may not be reproduced on any items, documents or promotional materials, or published on any websites, social media sites, or in any other print or electronic media without the express permission of the NSGC Executive Office.

21. Exhibit Access
Each exhibitor who registered in advance will receive a printed exhibitor badge available at the exhibitor registration area at the exhibition facility. This badge will entitle registered exhibitors admission to the exhibit area only. Exhibitors must wear badges at all times including setup, exhibit hours and dismantling in order to enter the exhibit area. Exhibitor staff, temporary help and setup personnel must wear exhibitor badges or other badges designated by NSGC. Exhibitor badges do not include admission to other conference functions, nor are they transferable.

22. Conference Registrations
Exhibitors have the right to purchase full conference registrations, which allow access to educational sessions, in accordance with NSGC’s registration policies.

23. Conference Program
One (1) copy of the conference program/exhibitor directory will be available to each exhibiting company.

24. Music Licensing
Exhibitors/Sponsors are responsible for individual ASCAP/BMI music licensing fees or similar statues as may apply outside the United States if applicable to the function. Music played and/or performed, whether recorded or live, will not be covered under NSGCs ASCAP/BMI music licensing agreement.

25. Americans with Disabilities Act/Similar Non-U.S. Statutes
Exhibitors/Sponsors shall be responsible for making their exhibits accessible to persons with disabilities, as required by the Americans with Disabilities Act or similar statutes as may apply outside of the United States and shall hold NSGC harmless from any consequences of failing to do so.

26. Distribution of Marketing Material
NSGC reserves the right to cease distribution of any materials at the NSGC Annual Conference which NSGC in its sole discretion determines are contrary to the best interests of NSGC, its members, or the event. All Exhibitor/Sponsor marketing activities must be confined to the Exhibitor’s/Sponsor’s allotted space. The Exhibitor/Sponsor agrees that, if NSGC determines that an Exhibitor/Sponsor is marketing outside of its allotted space, the Exhibitor/Sponsor will lose the privilege of exhibiting at the NSGC Annual Conference. In addition, NSGC reserves the right to immediately remove all Exhibitor/Sponsor materials if a violation occurs during the conference without issuing a refund.

Distribution of promotional material to attendees’ hotel sleeping rooms, public areas, or in educational sessions is prohibited without prior written approval of NSGC. Use of NSGC hotel and conference-related facilities communication systems to promote Exhibitor/Sponsor, their products/services, or any other of their activities are prohibited during official NSGC Annual Conference.

27. Authority of Management/Enforcement of Rules & Regulations
NSGC shall have the power to adopt and enforce all show attendance rules and regulations with respect to the kind, nature and eligibility of Exhibitors/Sponsors adopted by it or set forth herein. NSGC has the power to enforce all rules and regulations. Show Management’s decision on such matters shall be final.

The Exhibitor/Sponsor acknowledges that its failure to comply with the Rules & Regulations set forth herein will cause harm to NSGC. The Exhibitor/Sponsor agrees that, if NSGC determines that a material violation has occurred, the Exhibitor/Sponsor will lose the privilege of exhibiting at these and future NSGC events. In addition, NSGC reserves the right to immediately remove all Exhibitor/Sponsor materials if a violation occurs during the convention without issuing a refund. All final decisions regarding the enforcement of the NSGC Annual Conference policies are the responsibility of the NSGC Board of Directors.

28. General
All matters and questions not covered by the Rules & Regulations are subject to the decision of NSGC. These Rules & Regulations may be amended at any time by NSGC, and all amendments that may be so made shall be equally binding on all parties affected by them, as are the original regulations. In the event of any amendment or additions to these regulations, written notice will be given by NSGC to such Exhibitor/Sponsors as may be affected by them.
National Society of Genetic Counselors

Policy on Endorsement of Outside Documents

The following policy relates to the endorsement of documents generated by organizations other than NSGC. This policy was adopted by the Board of Directors of NSGC on 4/15/2010 and reviewed on 02/25/2019 and 01/03/2020.

Background
An outside document identified by the membership, an NSGC Committee, Special Interest Group or Board of Directors may be considered for official NSGC endorsement. Like-minded organizations may also request NSGC endorse documents.

Endorsement Process
A proposal for endorsement should be submitted to the Executive Office and referred to the relevant committee for review as follows:

- For documents that are not practice guidelines or public policy statements, the review and approval procedures for the document will be determined by the President and approved by the Board as appropriate.
- Practice guidelines will be submitted to the Practice Guideline Committee and follow the policy on practice guideline approval.
- Position statements will be referred to the Public Policy Committee and follow the policy on Position Statements. Committee recommendation will be sent to the NSGC Board of Directors for consideration.

Disclaimer
NSGC’s endorsement of an outside practice guideline, policy statement or other documents does not imply any specific action on the part of NSGC. Any resulting action will be discussed specific to the circumstances surrounding the endorsement.

Endorsements shall only be made pursuant to a written agreement, in a form acceptable to NSGC in its sole discretion, which includes (i) the ability for NSGC to revoke its endorsement at any time, in its sole discretion; and (ii) an appropriate indemnification of NSGC from the endorsed or sponsoring party.
National Society of Genetic Counselors

Policy on Perspectives in Genetic Counseling

The following policy relates to the Perspectives in Genetic Counseling newsletter and Perspectives Editors. This policy was approved by the NSGC Board of Directors on 11/13/2007 and reviewed on 02/25/2019 and 01/03/2020.

Editors

Perspectives in Genetic Counseling has a volunteer Executive Editor and Associate Editor. The incoming Executive Editor and/or Associate Editor of Perspectives shall be selected by the current PGC Editors and NSGC President, and approved by the Board of Directors. The Editors must be Full members of NSGC.

The PGC Editors shall have five-year terms, with possible re-appointment no more than once. Re-appointment will be at the discretion of the NSGC Board. With Board approval, the Associate Editor will have the first option to become Executive Editor at the end of that person’s term.

Content

The Editors are tasked with requesting, managing, and reviewing all content submitted to verify that it is in line with the NSGC vision, mission, brand, and strategic plan with oversight from the NSGC Board of Directors. The Editors work in tandem with the Executive Office team to create the online publication.
National Society of Genetic Counselors

Policy on NSGC Position Statements

NSGC Position and Policy Statements state publicly the general opinion of the Society on policies, social issues or other concerns that may affect the profession. This policy was revised by the NSGC Board of Directors on 11/13/2007 and on 4/15/2010 and reviewed on 02/25/2019 and 01/03/2020.

NSGC Position Statements publicly convey the Society’s unique views or opinions on issues of expert relevance to our profession. In some instances, NSGC and an outside organization with a shared interest will generate a joint statement. The statement may not coincide with the personal beliefs of each member, but provides a position based on the common interest shared among all members as professional genetic counselors.

Position Statement Authorship
All authors must release their copyrights to NSGC. No names will be associated with the statement since it reflects the membership’s collective view. NSGC may acknowledge task force members (on a case-by-case basis) with their permission.

Authorizing New Position Statements
All suggested topics for position statements should be submitted to the Public Policy Committee (PPC). A task force may be called upon to assess a topic, which will consist of PPC member(s) and (as needed) members-at-large with expertise/interest in the issue or topic. At least one PPC Committee member will lead the task force and serve as liaison to the Committee. The PPC will present its recommendation to draft a new position statement to the Board. If the Board approves a recommendation to develop an NSGC position statement, the PPC will convene a task force, if one has not already been formed. In the case of joint statements, the PPC will collaborate with representatives of the outside organization to compose the statement.

Position statements should be limited in quantity to those of greatest need and impact. The PPC should use the following qualities to evaluate the necessity of a position statement. Of note, not all of these qualities are required for any given topic.

• The statement will endure for a significant period.
• The statement will accomplish a specific goal that aligns with the NSGC Strategic Plan.
• The genetic counselor voice offers a unique perspective on the topic.
• The topic threatens the profession or is of potential harm to patients and the public.
• The topic cannot be resolved through the straight-forward application of genetic counseling principles (e.g. gene patenting).
• The topic is of public interest.

Reviewing Existing Position Statements
The PPC reviews all existing NSGC position statements every three years, or as necessary. The PPC will recommend one of the following recommendations to the Board:

Reaffirm existing statement: NSGC may reaffirm the current statement as is if it still accurately reflects the views of the organization.

Revise existing statement: NSGC may revise an existing statement if the views of the profession have changed or new data has emerged that impacts the statement.

Retire a statement: NSGC may retire a statement if it is out of date or no longer applicable. If the Board approves a recommendation to retire a statement, NSGC will remove it from the website and archive it to NSGC’s administrative files.

The PPC makes a preliminary recommendation to the Board regarding reaffirming, revising, or retiring a statement. In some instances, the Board may seek the opinion of the larger PPC, the original task force that created the statement, and/or, if necessary, a new workgroup to make this determination. If the Board approves a PPC recommendation to revise an existing statement, the PPC will assemble a task force, if not already formed during the evaluation phase. At least one PPC Committee member will lead the task force and serve as liaison to the Committee.
The PPC may recommend combining existing position statements if a statement revision becomes broader and more encompassing. The PPC also has the discretion to consider other alternatives when considering a position statement revision.

Position Statement Timeline and Volume
The PPC will simultaneously generate and/or review a maximum of three NSGC statements. If necessary, the Board will provide direction on prioritization.

Once the Board approves a recommendation, the PPC will submit a final outcome (e.g. a new statement, a revised statement) for Board review and approval.

Guidelines for Writing/Revising Position Statements
- A strong statement is only a few sentences. It is important that the statement is brief and to the point. When reading the statement, the public should instantly identify NSGC’s position and its unique view on the issue.

- While the statement should be concise, NSGC may choose to release a paper in conjunction with the statement to provide further detail on the rationale behind NSGC’s position.

- The statement does not need to speak for the personal views of every NSGC member. The statement is that of NSGC, and may not satisfy every member when viewed from a personal perspective.

- When drafting a position statement, task force members should review the NSGC Code of Ethics to see how the position statement applies to genetic counselors’ conduct and views.

- Position statements must reflect the unique perspective of the genetic counseling profession.

Once the task force considers all possible positions that NSGC could take on an issue, the task force will identify the aspects that most accurately reflect NSGC’s unique expert view on the issue. Even if NSGC could logically support several views, a statement should focus on NSGC’s single most-appropriate position. Questions that may assist with this process include:

- Why does NSGC need this position statement?
- How does this issue affect our profession?
- Are there current misconceptions about our practice or view related to this issue?
- What is the potential influence of the position statement?
- What are all the relevant facets of the issue?
- What controversies over this topic exist and why?
- What is unique about the genetic counseling perspective to this issue?
- Where does our expertise lie related to this issue?
- What should the statement’s scope of the issue include?
- Is there common ground from which to work?
- What literature about this issue exists, especially related to NSGC’s perspective?
- What current or pending public policy decisions exist related to this position statement?

- After evaluating an issue’s complexities in accordance with NSGC’s mission and goals, the task force may recommend that a statement is not necessary, or it is not currently possible for NSGC to form a solid position. If the Board does not agree with this recommendation, either the task force will have another opportunity to complete a draft or the PPC/Board will assemble another task force.

Position Statement Approval
The position statement review process for new and revised statements includes preliminary PPC review, preliminary Board review, NSGC member review (two weeks), final PPC review, and final Board review.

Endorsing External Position Statements
An outside position statement that the NSGC membership, an NSGC Committee, Special Interest Group, or Board identifies may be considered for official NSGC endorsement. In addition, like-minded organizations may request that NSGC endorse a position statement the organization has developed. Position statement-endorsement requests should be submitted to the NSGC Executive Office, which will refer them to the PPC. For rigorous expert review, the PPC will
appoint an advisory committee of at least three NSGC members with expertise in the relevant field. The advisory committee will make endorsement recommendations to the PPC. The PPC will submit its recommendation to endorse the statement to the Board for approval.
National Society of Genetic Counselors

Policy on Professional Status Survey

The following policy is regarding the use of the Professional Status Survey results. This policy was revised on 11/13/2007 and reviewed 02/25/2019 and 01/03/2020.

Oversight
Oversight and management of the Professional Status Survey (PSS) will be the responsibility of the NSGC Executive Office.

Ad Hoc Analysis Requests
Any NSGC member, regardless of membership category, may submit a written request for additional survey analyses by contacting the Executive Director. Requests made by outside parties must be submitted in writing. All reasonable requests as determined by the Executive Director in consultation with the Membership Chair and PSS Subcommittee Chair will be forwarded to the consulting statistician.

Ad hoc Analysis Fees
Any fees charged by the consulting statistician for ad hoc requests will be the sole responsibility of the member(s) or outside party requesting the analysis. The requesting NSGC member will be encouraged to publish the results in some format. All analyses performed will remain the exclusive property of NSGC.

Access to Data
To preserve anonymity of each survey respondent, the consulting statistician and NSGC Executive office will maintain exclusive access to the raw data and the completed surveys. Results for certain demographic information (e.g., salary information) will be reported only when statistically valid.

Review
All results and statistical interpretations reported must be reviewed prior to publication or presentation by the Executive Director in consultation with the Membership Committee Chair PSS, Subcommittee Chair as well as the consulting statistician to ensure that all interpretations are correct, that historical data entry guidelines are understood, and to protect those respondents who may be exposed due to small numbers. Appropriate citation of both the consulting statistician and NSGC is required on any publication.
National Society of Genetic Counselors

Policy on Website Posting

NSGC’s websites, (www.nsgc.org and www.aboutgeneticcounselors.com, provide relevant information on both the Society and the genetic counseling profession to members and consumers alike. The following policy relates to the posting of information on the NSGC website. This policy was approved by the NSGC Board of Directors on 11/13/2007 and reviewed on 02/25/2019 and 01/03/2020.

Authorization
Authorization for posting on NSGC websites will be granted by the Executive Office with oversight from the Executive Director.

Documents and Files
The Society, its Special Interest Groups (SIGs), committees and subcommittees have developed many publications, reports, position papers, and other various documents. Documents developed internally, such as those listed above, shall be posted on the NSGC websites. It is the policy of NSGC that, documents and electronic files developed externally will not be stored within or posted on the NSGC websites. Anyone seeking an exception to this policy must submit their request to the NSGC Executive Office for consideration.

Website Links
However, the Society, its Special Interest Groups (SIGs), committees and subcommittees strive not only to provide quality information but also to provide quality resources. Oftentimes, resources will be provided within specific areas of www.nsgc.org in the form of website links. Typical links that will be included on www.nsgc.org include:

- Specific resource documents
- Online publications (magazines, newsletters, or journals)
- Genetic and other health and healthcare-related organizations
- Legislative information
- Others as deemed appropriate by the Executive Office

When links of value are identified by the Society itself, its SIGs, committees and subcommittees and are included within specific content, they will be made available on www.nsgc.org or www.aboutgeneticcounselors.com

Reciprocal Links
In an effort to provide value and to avoid web links just for the sake of web links, www.nsgc.org and www.aboutgeneticcounselors.com do not maintain a generic “reciprocal links” section. If a link exchange request is received and is specific to content published by an NSGC Committee or SIG, the relevant chair and Executive Office must approve the request prior to posting the link.
National Society of Genetic Counselors

Policy on Advertising

The following policy applies to all NSGC publication and marketing materials (e.g., Journal of Genetic Counseling, Perspectives in Genetic Counseling, NSGC website, NSGC Membership Directory). All advertising is subject to approval by the NSGC Executive Office in consultation with the NSGC President. NSGC reserves the right to refuse any advertising at any time. This policy was approved by the NSGC Board of Directors on 11/13/2007 and revised on 01/30/2018 and reviewed on 02/25/2019 and 01/03/2020.

Recruitment Advertisements
All recruitment advertising must be nondiscriminatory and comply with all applicable laws and regulations.

Products
Products, programs, and services must be germane to genetic counseling or related to the health care industry.

The product and advertiser must be clearly identified within the advertisement.

Advertisements shall not be misleading or deceptive. Advertising copy containing statements or inferences that the advertiser cannot substantiate will be rejected.

Product comparisons using trade names will not be accepted without the statement, “Substantiating data based on research is available upon reader request.”

The following disclaimer must be printed at the bottom of any and all advertisements: The message above is a(n) (paid) advertisement and the National Society of Genetic Counselors does not represent or endorse the accuracy of the information or the products or services described.

Placement of Advertising
Requested placement of advertising is not guaranteed unless placement is specified in a signed and paid contract and approved by NSGC.

Liability
NSGC shall not be liable for any failure to print, mail, or distribute all or any portion of any issue in which an advertisement accepted by Publisher is contained if such failure is due to natural disasters, strikes, war, accidents, acts of terrorism, or other circumstances beyond NSGC’s control.

Indemnification of NSGC
In consideration of publication of an advertisement, the advertiser and the agency, jointly and separately, will indemnify, defend, and hold harmless NSGC, its officers, members, and staff against expenses (including legal fees) and losses resulting from the publication of the contents of the advertisement, including without limitation, claims or suits for libel, violation, or right of privacy, copyright infringements, or plagiarism.

Advertiser’s Liability
Advertisers and advertising agencies assume liability for all content of advertisements printed, and also assume responsibility for any resulting claims made against NSGC.

Cancellations and Changes
Cancellations are not accepted and copy corrections not guaranteed after the reservation deadline(s). On contract or schedule insertions, previous copy will be repeated if changes are not received by the artwork deadline(s).

Payment
Payment for any advertisement is due at the time an insertion order is placed. Advertising will not be fulfilled until payment is received.
Policy on NSGC Partnerships

The following guidelines relate to the development of alliance partnerships by NSGC. These guidelines have been developed to help the NSGC Board of Directors determine when a partnership is appropriate and beneficial for NSGC and can further NSGC’s mission and strategic goals, retain NSGC’s independence, avoid conflicts of interest, and guard our professional values. These guidelines were revised on 1/13/14 and reviewed on 02/25/2019 and 01/03/2020.

Definition

A partnership is defined as any relationship mutually beneficial to NSGC and another organization or entity. Examples may include the dissemination of an NSGC product by another organization, dissemination of another organization’s product by NSGC, co-sponsorship of an educational opportunity, a partnership to offer additional benefits to NSGC members, or NSGC endorsement of a product or publication produced by another organization. A partnership may or may not involve monetary or other material returns for the NSGC.

General Guidelines

NSGC’s mission and vision statements should provide high-level guidance for consideration of any partnership. Any partnership that does not support NSGC’s mission threatens NSGC’s ability to provide representation and leadership for the genetic counseling profession. The following questions should be considered by the Board of Directors in reviewing a proposal for an alliance partnership and the NSGC Potential Partner Information (Appendix 7) should be completed for Board assessment of the potential partnership:

- Please describe your organization.
- Please provide a brief description of the proposed relationship or activity:
  - Why are you interested in working with NSGC?
  - What do you envision as NSGC’s responsibilities in the relationship or activity? (We understand these may shift as we continue discussions.)
  - How will you define success for this relationship or activity?
  - Are other organizations involved in this relationship or activity? If so, please indicate the organizations and how they are involved.
  - Please provide any available data or metrics that provide support for pursuing this relationship or activity.
- Do you have a timeline for a decision from NSGC regarding working with your organization?
- What type of relationship are you proposing? (See options below.)

NSGC Strategic Partnership Categories

- Project-based collaboration
  - Time-limited with a clear endpoint or product
  - No integration outside of project
  - Defined outcome

- Strategic Alliance
  - Shared resources and/or input into decision making for ongoing delivery of specific products or services
  - Periodic evaluation of success and review of required resources

- Review/Recommendation/Endorsement
  - Control is with partner organization (not NSGC) outside of agreed-upon boundaries
  - Defined scope of responsibility, e.g. marketing, promotion, verbiage to appear on partner materials (e.g. XXX reviewed, “XXX recommended,” “XXX endorsed”)
  - Defined period for re-review
  - No shared or combined services related to program or product
  - Partners operate independently

- Logo Use
Control is with partner organization (not NSGC) outside of agreed-upon boundaries
Logo use in conjunction with description of NSGC and/or link to NSGC website
No shared or combined services related to program or product
Partners operate independently

**Sponsorship**
NSGC accepts financial and other contributions from those wishing to make both public and private sponsorships. The receipt of outside support will not be conditioned upon, nor will it imply NSGC approval of any request for NSGC to engage in a partnership. No partner may use NSGC’s logo, name or trademarks on its promotional materials without the express written consent of the Society (please see NSGC’s Policy on Name, Logo and Trademark Use).
National Society of Genetic Counselors

Policy on Liaison Relationships

The following policy details the annual evaluation of NSGC liaison relationships. The purpose of evaluating liaison relationships is to ensure that the expectations and outcomes of each liaison relationship are clear and being met. This policy was approved by the NSGC Board of Directors on 11/13/2007, amended on 11/18/2010 and reviewed on 02/25/2019 and 01/03/2020.

NSGC has official liaisons to key organizations, national advisory committees, and initiatives. Liaison relationships can be ongoing or project based with specific outcomes. This policy applies to non-presidential liaisons and details the identification and assessment of new liaison opportunities, the selection and expectations of liaisons, as well as assessment of ongoing relationships.

**Definition**
A NSGC Liaison is a genetic counselor and NSGC member selected by the Board or a subset of the Board with input from NSGC Committees, SIGs or other NSGC members to officially represent the organization and profession at the request of NSGC or in response to an external request. Liaisons relationships are focused on organizations that are critical to NSGC strategic objectives and/or a mechanism for NSGC to have influence and make significant contributions to the field.

**Ongoing Assessment of Existing Liaison Relationships**
Annually, the NSGC Board as part of NSGC’s annual budget development will evaluate existing relationships to determine expectations, return on investment and the financial impact of the liaison relationship. The Liaison Request Form and Assessment Tool will be utilized in this process, and outcomes will include recommendations to continue, discontinue or monitor the opportunity for the future. For active relationships, more detailed information will be provided through the assessment process to assist in training and defining roles and responsibilities for the liaison.

**Identification and Assessment of New Liaison Opportunities**
Requests for new liaison opportunities from within NSGC or externally will be reviewed on an ongoing basis. When a liaison relationship is approved, the Board or a subset of the Board in collaboration with the NSGC staff will review applications, or approach NSGC members they feel would be a good fit for the specific relationship. Liaisons will be selected based upon expertise, familiarity with organization, pre-existing relationships, required skills and other attributes as needed.

**Liaison Training**
The Executive Office will hold a training call with the new liaison, which will include review of liaison roles and responsibilities. Annual goals for each liaison relationship will be discussed with the liaison.

**Roles and Responsibilities of Liaisons**

- **Prior to Meetings:** Liaisons will submit an agenda, if available, for the meetings they will be attending to the President, President Elect and Executive Director. Liaisons will represent the policies of NSGC and not their personal viewpoint. This will enable identification of any issues requiring a response or attention from NSGC, and the liaison will be provided with guidance before attending the meeting. Specific considerations may include:
  - Who else (organizations or their representatives) would be attending the meeting
  - What key messages or issues does the NSGC board want to project
  - What activities (task force, policy or other ongoing NSGC activity) are relevant to the conversation that will take place when the liaison is at a meeting with the group in question

- **During Meetings:** Liaisons will participate as official representatives of NSGC. Whenever possible participation should be active and liaisons should be engaged in discussions. For the purposes of follow-up, liaisons should consider:
  - What opportunities became apparent at the time of the meeting that need follow-up
  - What relationships would warrant further development: if an invitation is extended for the NSGC to engage with another group, define/identify who the contacts are and how to contact them; complete application/request for liaison form
  - What does NSGC get out of this relationship and what can NSGC contribute
Timeline for follow-up activities
• Any current or future synergies or barriers to NSGC’s strategic initiatives

Reporting In Follow-up to Meetings: Within 30 days of meeting attendance, liaisons will submit the Liaison Reporting Form and any other supporting information to the President, President Elect and Executive Director for review, highlighting specific action items.

Reports should be submitted to the NSGC Executive Director, who will then distribute the reports to the Board.

Ongoing Participation: Liaisons are charges with maintaining the liaison relationship and staying up to date on the activities of the organization through discussion forums, newsletters, and other mechanisms. Participate in additional activities as applicable, and keep the NSGC committee informed as needed.

Travel and Reimbursement
Liaisons that receive funding/reimbursement for participation will receive an annual travel budget, which will be monitored by the NSGC Executive Office. Reimbursements will be made through the Executive Office. Every effort should be made to minimize expenses to preserve NSGC’s limited financial resources.
Policy on Affinity Programs

The following policy is regarding any relationship that NSGC and an entity enter into that is mutually beneficial and involves monetary or material returns for NSGC. This policy was approved by the NSGC Board of Directors on 11/13/2007 and reviewed on 02/25/2019 and 01/03/2020.

Selection and Evaluation
The Executive Office shall review any new affinity relationship proposals and evaluate the details of potential relationships, in consultation with the Finance Committee. The Executive Office shall also evaluate any existing affinity programs on an annual basis to confirm that the interests of NSGC are met.

Authorization
The NSGC Board of Directors shall vote to approve any new affinity relationship, with the recommendation of the Finance Committee.
National Society of Genetic Counselors

Policy on Name, Logo and Trademark Use

The following policy relates to the use of NSGC’s name, logos and trademarks. This policy is based on the premise that in certain circumstances, NSGC should allow the NSGC logo, name or trademark to be used by external organizations when guidelines are met which can further NSGC’s mission and strategic goals, retain NSGC’s independence, avoid conflicts of interest, and guard our professional values. This policy was approved by the NSGC Board of Directors on 11/13/2007, revised on 02/24/2009, revised on 01/30/2018, and reviewed on 02/25/2019 and 01/03/2020.

Authorization
Written authorization of the National Society of Genetic Counselors (NSGC) must be obtained prior to the use of NSGC’s name, logos and trademarks for any purpose other than NSGC business in the form of the NSGC Licensing Agreement. NSGC’s name, marks or logos shall not be used where such use could be construed as an endorsement of a company, person, product service or activity unless there is a written agreement between NSGC and the company or individual outlining the terms of the endorsement.

Every proposal for use of NSGC’s logo, name or trademarks must be reviewed and approved by the NSGC Executive Office prior to proceeding, using the Assessment Tool (Appendix 6) to determine if the request meets all criteria for approval, or does not meet the criteria, and therefore will be denied. If the Executive Office determines that the request meets the criteria for approval, but circumstances exist that warrant consideration by the NSGC Board (e.g. an expense is associated, the request may have implications for future requests, etc.), the request, completed Assessment Tool and summary of issues for consideration will be forwarded to the NSGC Board for approval or denial of the request. No request may be approved if the organization requesting use of NSGC’s logo, name or marks does not agree to complete the NSGC Licensing Agreement.

NSGC members, speakers and presenters may acknowledge their participation in NSGC, including awards received, in their vitae, biographies and resumes. This use does not require written approval by NSGC.

General Guidelines
NSGC’s mission and vision statements should provide high-level guidance for approval of request for use of NSGC’s logo, name or trademarks. Any product or activity that does not support NSGC’s mission threatens NSGC’s ability to provide representation and leadership for the genetic counseling profession. In addition, the following guidelines should be considered in reviewing a request for use of NSGC’s logo, name or trademarks:

1. The product or activity bearing the NSGC logo, name or trademark must preserve or promote trust in NSGC and the genetic counseling profession.
2. The product or activity bearing the NSGC logo, name or trademark must not conflict with NSGC’s position statements or practice guidelines.
3. The product or activity bearing the NSGC logo, name or trademark must provide benefit to public health, patient care, or genetic counselor practice.
4. NSGC retains editorial control over any projects and products bearing the NSGC logo name or trademarks.
5. Use of NSGC’s logo, name or trademarks should not impact NSGC’s advocacy activities.

Requests to List NSGC as a Resource
From time to time, NSGC receives requests to list the NSGC website or Executive Office contact information on a brochure, website or other publication for the purpose of serving as a resource. All requests to list NSGC as a resource must be reviewed by the NSGC Executive Office. If the publication is consistent with the General Guidelines as stated above and information presented in the publication is accurate, permission may be granted following this review. If uncertainty exists regarding compliance with the General Guidelines, information contained in the publication, or general value for NSGC in being referenced, this request will be forwarded to the NSGC Executive Committee for review.

Because requests to list NSGC or the NSGC website as a resource on a publication produced by an outside organization do not imply partnership in the same manner as requests to use the NSGC logo, name or trademarks, these requests do not require completion of the Assessment Tool.

Sponsorship
NSGC gratefully accepts financial and other contributions from those wishing to make both public and private sponsorships. The receipt of outside support will not be conditioned upon, nor will it imply NSGC approval of any request by the sponsor for use of NSGC’s logo, name or trademarks, or for NSGC to be listed as a resource. No sponsor may use NSGC’s logo, name or trademarks on its promotional materials without the express written consent of the Society.
Policy on Website Advertising

The following policy relates to the placement of advertising on the National Society of Genetic Counselors (NSGC) website (www.nsgc.org). This policy is based on the premise that in certain circumstances, NSGC will allow website advertising when the inclusion of advertising does not interfere with NSGC’s mission and strategic goals, retains NSGC’s independence, avoid conflicts of interest, and guards our professional values. This policy was approved by the NSGC Board of Directors on 6/23/09, revised on 01/30/2018, and reviewed on 02/25/2019 and 01/03/2020.

Authorization
Authorization from the National Society of Genetic Counselors (NSGC) must be obtained prior to the placement of website advertising on the NSGC website. When website advertising is offered as a benefit of NSGC sponsorship, the NSGC Executive Office must review and approve the website advertisement prior to placement. The NSGC President will be consulted if the advertisement does not comply with the general guidelines as outlined below.

When advertisement is requested in exchange for equivalent advertisement on an Advertiser’s website, written approval must be granted by the NSGC President in consultation with the NSGC Executive Committee.

General Guidelines
In addition to any and all other express conditions specified by NSGC and unless specifically otherwise approved by NSGC, in general and or on a case-by-case basis, all advertising incorporated, placed on and/or otherwise affiliated with the NSGC website (www.nsgc.org) shall comply with the following general guidelines and restrictions:

- Advertisements for external organizations will not appear on the NSGC home page
- Advertisements shall be formatted as a web banner or graphic in compliance with the standards for graphics on the NSGC website
- Website advertisements will run for a period of no longer than 6 months, renewable with approval per authorization guidelines
- The focus of all content of any advertisement shall clearly identify the Advertiser as well as any specific products and/or services of the advertising party
- Advertisements placed in exchange for sponsorship of an NSGC program will be placed on a sub-page specific to the sponsored program and notation should appear on the same page stating explicitly that the sponsor has not been involved in program development or content
- Advertiser represents and warrants to NSGC that Advertiser is authorized to make available on the Website the entire content and subject matter of such advertising material. Advertiser’s content will not violate the copyright or intellectual property rights of any third party

On a case-by-case basis, NSGC may, in its sole discretion, consider and individually approve advertisements that are not in strict compliance with certain of the foregoing general guidelines and restrictions.

The NSGC, in its sole discretion, retains the right to decline any submitted advertisement or to discontinue posting of any advertisement previously accepted. The NSGC reserves the right to not link to or to remove links to other Web sites.

Disclaimer
The appearance of website advertising on the NSGC Website is neither a guarantee nor an endorsement by the NSGC of the product, service, or company or the claims made for the product in such advertising. All advertising material and the content relating thereto submitted by Advertiser to NSGC shall be the sole responsibility of the Advertiser.
National Society of Genetic Counselors

Policy on NSGC Eblasts

The following policy relates to the use of NSGC Eblasts and the Eblast service. This policy was approved by the NSGC Board of Directors on 11/13/2007 and reviewed on 02/25/2019 and 01/03/2020.

Authorization
The Executive Office has the authority to approve and send all correspondence to the NSGC membership as purchased via the Eblast service. The Executive Office shall judge the suitability of all materials, including the content of surveys or questionnaires, being sent electronically to the NSGC membership and shall refuse any materials that are deemed inappropriate.

NSGC does not authorize the use of its Eblast service for the following purposes:

- Announcements of educational programs, equipment, or other products and services not relating to the field of genetic counseling.

- Use of email for on-site visits to members' homes/offices for any reason.

- Advertising or promoting any conference or meeting that is in direct conflict of any NSGC conference or event.

- NSGC shall not act as a broker, through providing its membership label set for any products or service not manufactured or provided directly by the buyer of the set.

- Direct mailing list brokers soliciting the NSGC membership label set on behalf of a client assume total responsibility for on-time payment to the NSGC, regardless of the client's payment standing with the broker.

The use of the NSGC Eblast service does not constitute an endorsement or guarantee of the product or services being marketed.
National Society of Genetic Counselors

Policy on Job Connection

The following policy relates to the regulation and administration of the Job Connection service. This policy was approved by the NSGC Board of Directors on 7/24/2007 and reviewed on 02/25/2019 and 01/03/2020.

Authorization
The Executive Director and Staff authorize, maintain, and monitor all aspects of the Job Connection service.

Service offerings
The Executive Director and Staff shall maintain the service offerings of the Job Connection to be as follows:

- Job Connection service:
  Includes a 30 day (one month), 60 day (two month), or 90 day (three month) posting to the Job Connection website and a one-time posting to the NSGC General Discussion forum.

- “Featured Job” service:
  Includes a one week listing on the Job Connection landing page not to exceed five postings per week; Staff maintains discretion over the content and availability of each “Featured Job” service request. All purchasers of this service must have an active listing with the Job Connection service.

- Specialty discussion forum service:
  Includes one-time posting to an NSGC-hosted SIG Discussion forum or additional General Discussion forum as requested by the job submitter; Staff maintains discretion over the content and availability of each service request. All purchasers of this service must have an active listing with the Job Connection service.

- Job Connection E-blast service:
  Includes individual email sent to NSGC membership with purchaser’s desired subject line (with approval from NSGC): to ensure that each announcement receives credibility coming from the Executive Office; prepayment is required – requests will be completed within five business days from receipt of payment.

Service fees
The Executive Director, with recommendation from the Finance Committee, shall have the authority to change any Job Connection service fees.

*Fee is in addition to the standard Job Connection service.
National Society of Genetic Counselors

Policy on Rental of NSGC Mailing List

The following policy relates to the use of the NSGC Mailing List. This policy was approved by the NSGC Board of Directors in December 2006, revised on 11/13/2007, revised on 01/30/2018, and reviewed on 02/25/2019 and 01/03/2020.

Authorization

The Executive Office has the authority to rent the mailing list for one-time use for mailers. The list renter shall provide NSGC with a complete sample of the mailing piece for approval prior to release of list and mailing. NSGC reserves the right to refuse list sales to any company or individual, at its sole discretion. Rental of the NSGC mailing lists to outside vendors and/or entities does not constitute an endorsement or guarantee of the product/service being marketed. NSGC does not release member email addresses to any third party.

NSGC does not authorize the use of its membership names and mailing addresses for the following purposes:

- Copying and entering names and addresses from the provided labels into a client’s database, for the purpose of personalized mailings or any other purpose.
- Announcements of educational programs, equipment, or other products and services not relating to the field of genetic counseling.
- Use of member names and addresses for on-site visits to members’ homes/offices for any reason.
- NSGC shall not act as a broker, through providing its membership label set for any products or service not manufactured or provided directly by the buyer of the set.
- Direct mailing list brokers soliciting the NSGC membership label set on behalf of a client assume total responsibility for on-time payment to the NSGC, regardless of the client’s payment standing with the broker.
- Advertising or promoting any conference or meeting that is in direct conflict of any NSGC conference or event.
Appendices

1. Speaker Contract and COI Form
2. Board Expectations for Committee and Task Force Members
3. UBR Form
4. NSGC Strategic Partnerships: Potential Partner Information
5. NSGC Strategic Partnerships: Assessment Framework
6. NSGC Roles and Responsibilities
## National Society of Genetic Counselors

### Speaker Contract and Conflict of Interest Form

#### Personal/Contact Information

* **1. First Name**

* **2. Last Name**

* **3. Credentials**

* **4. Are you a genetic counselor?**
  - [ ] Yes
  - [ ] No

* **5. Job Title**

* **6. Institution/Organization**

* **7. Email Address**

* **8. Primary Phone Number**

* **9. Alternate phone number**
* 10. Address

Address

Address 2

City/Town

State/Province

ZIP/Postal Code

Country

* 11. Please enter a short (one paragraph) biography. This will be used in conference promotional materials, and will be read aloud as a speaker introduction before your presentation.


* 12. Please enter a short (one paragraph) description of your presentation(s) (“Presentation”).


* 13. NSGC Member Type

- [ ] Full Member
- [ ] New Genetic Counselor Member
- [ ] Associate Member
- [ ] Emeritus Member
- [ ] Student Member
- [ ] Non-member
Honoraria, Registration and Travel Reimbursement

An honorarium is provided to session speakers. The honorarium per session is listed below (this value is split among all presenters in the session, with the division is at the discretion of the session coordinator). Both genetic counselors and non-genetic counselors are eligible for this honorarium.

- Pre-Conference: $1,500
  - General Plenary Session: $500 per hour of presentation
    - 30 minute plenary = $250
    - 60 minute plenary = $500
  - Educational Breakout Session: $300 per hour of presentation
    - 75 minute EBS = $375
    - 90 minute EBS = $450
- Workshop: $600
- Post-Conference: $900

For information on honorarium for other sessions, please contact speakers@nsgc.org.

*13. By my electronic signature below, I agree to receive a portion of this honorarium for this session, as divided between myself and any co-speakers, and understand that this compensation is offered provided that I fulfill my speaking obligations.

Speaker Registration Policy

All speakers receive complimentary, full-conference registration. The CEU fee for full members and non-members is included in this complimentary registration, however, it does not include add-ons such as a Pre-conference Symposia or the conference recordings. Add-ons will be an additional fee for all attendees.
and speakers. The speaker complimentary full-conference registration is non-transferable if a speaker is unable to attend the full conference for any reason.

**Travel Reimbursement and Speaker Expense Reimbursement Guidelines**

Non-genetic counselor speakers are eligible for reimbursement/coverage of a portion of travel costs. Typically, this is for individuals such as physicians, surgeons, patient advocacy representatives or patient panels. Below you will find the items that are partially reimbursable for non-genetic counselor speakers. No expenses will be reimbursed without submission of appropriate receipts. To verify whether or not you are eligible for reimbursement for a portion of your travel costs, please email speakers@nsgc.org.

- Flight (up to $500)
- Per Diem for eligible meal expenses (up to $70 a day)
- Ground Transportation or transportation to/from the airport (up to $150)
- Hotel (1 night's stay at a hotel in NSGC’s room block)

14. I agree to abide by the NSGC Speaker Expense Reimbursement guidelines (a copy of which will be provided to you), if applicable

☐ I agree
NSGC Presenter Agreement (Agreement)

1. Your participation is subject to NSGC’s confirmation in writing. This Agreement will apply to all confirmed Presentations. You acknowledge that NSGC is relying on your participation, and you agree to make every effort to deliver your Presentation(s) on the date and time specified by NSGC and submit all requested paperwork in accordance with NSGC’s guidelines and schedules.

2. If I am unable to participate, I will provide written notice to NSGC as soon as reasonably practicable and at least forty-eight (48) hours prior to my Presentation. In the event of such cancellation, I understand and agree that I will not receive an honorarium and I will not be reimbursed for any of my travel or other expenses.

3. You will prepare materials (including slides, handouts, drawings, photographs and other materials) in connection with your Presentation(s) (collectively, “Handouts”) in accordance with NSGC’s requirements. You agree to meet submission deadlines for any speaker paperwork and presentation materials including slides, handouts and other materials (due ______, 20__).

4. NSGC acknowledges that the copyright to all Handouts belongs to you. Accordingly, you are not restricted in your rights to publish or use the Handouts in the future.

5. You give NSGC a non-exclusive license to record, photograph, film, display, broadcast, distribute (and have distributed), publish, excerpt, edit, reproduce or reprint, including, without limitation, in written, audio, audiovisual, digital or electronic (including, but not limited, to Web-based) format, your Handouts and your Presentation(s) (including, without limitation, you and your likeness), any audio or video recordings or transcripts of your Presentation(s) and any Handouts, including, without limitation, the right to publish and distribute your Presentation(s) and Handouts individually or as part of a compilation and to modify and make derivative works therefrom for the sole purpose of furthering NSGC’s educational purposes and activities.

6. You grant NSGC permission to use your name, likeness and biographical material in connection with the Presentation(s), the Handouts and any derivative works thereof.

7. You are giving the licenses and rights described in this Agreement to NSGC as a contribution. You understand and agree that NSGC will not pay or owe you any royalties or other compensation for the licenses or other rights granted in this Agreement.

8. You hereby represent and warrant that the Presentation(s) and Handouts:
   a. Are accurate to the best of your knowledge;
   b. Are your own original work (with the exception of excerpts of copyrighted material included with the written permission of the copyright owner);
   c. Do not infringe on any personal or property rights of any other person or organization;
   d. Comply with provisions of the applicable patient consent and HIPAA Privacy Practices Notice and the HIPAA Privacy Rule;
e. Are educational in nature and will not promote any product or service;

f. Will not contain any false or misleading statements regarding any products or services or include materials that are anticompetitive, slanderous, libelous, disparaging or otherwise illegal, offensive or inappropriate.

9. If the Presentation(s) or Handouts contain excerpts from works owned by any third-party, you represent and warrant that you have obtained all rights, authorizations and permissions from the copyright owner to license the rights granted herein and have properly credited the sources in the Presentation(s) and/or Handouts.

10. If you discuss therapeutic options during the Presentation, you agree that you will use only the generic names or the trade names of several companies to the maximum extent possible.

11. You agree that you will not accept any monetary or other benefits from, or otherwise have a financial interest in, a commercial entity or medical education company in exchange for your Presentation(s). You represent that you will accurately complete the required conflict of interest disclosure.

12. You hereby indemnify and hold harmless NSGC, its officers, directors, members, employees and agents from and against any and all claims, expenses (including reasonable attorneys’ fees) and liabilities whatsoever arising, directly or indirectly, out of a breach of any of the representations and warranties set forth in this Agreement.

13. I agree to maintain a professional demeanor, including refraining from improper language or behavior towards conference attendees which is inappropriate.

14. I understand that should the meeting or my Presentation be cancelled for an event beyond NSGC’s control (i.e., due to fire, hurricane, flood, epidemic, disease, war, terrorist attack, curtailment of transportation services, civil unrest or other force majeure event making it impractical, impossible or illegal to hold the meeting), there will be no obligation, financial or otherwise, on the part of NSGC or myself. In the event I am eligible for travel and expense reimbursement, NSGC will reimburse me only for those expenses already incurred and to the extent non-refundable and otherwise reimbursable under NSGC’s Speaker Expense Reimbursement guidelines (subject to the limits of such reimbursement set forth in the guidelines). In the event of such cancellation, I understand that any and all travel and other expenses will be my sole responsibility except as otherwise specifically set forth herein.

By clicking the box below and signing in the space indicated, you represent that you have read the NSGC Presenter Agreement set forth above and agree to its terms.

- [ ] I agree to the terms of the NSGC Presenter Agreement set forth above.

- [ ] I do not agree with the above terms and conditions relating to my participation in this session and I understand that I will not be permitted to present.

· Electronic Signature
Conflict of Interest Disclosure

I understand that I must indicate below that either (a) I have NO financial interest in any commercial entity whose products or services are described, reviewed, evaluated or compared in the Presentation; or (b) I have a financial interest in a commercial entity whose products or services are described, reviewed, evaluated or compared in the Presentation. I must disclose any financial interest I may have in any commercial entity whose products or services are described, reviewed, evaluated or compared in the Presentation. For example, I must disclose if I (i) have an ownership interest in such a commercial entity; (ii) have a financial interest in any product or service discussed in the Presentation; (iii) am employed (whether full or part-time) by such a commercial entity; (iv) own all or part of any patent licensed to such a commercial entity; (v) have an ongoing relationship (e.g., as a consultant, agent, representative, speaker, etc.) with such a commercial entity; or (vi) have received financial compensation for my Presentation.

* 20. Do you have a financial interest in any commercial entity whose products or services are described, reviewed evaluated or compared in the Presentation?

☐ I DO NOT have any financial relationships to disclose

☐ I DO have the following significant/other relationships to disclose:

21. If you do have a significant/other relationship do disclose, please provide the name of interest/nature of relationship (include all interest if more than one):  

☐

22. Agreement:
At the beginning of each presentation, I agree to provide verbal and written disclosures to attendees (conflict of interest disclosure on slides is required) regarding actual, potential or perceived conflicts of interest, and include the nature of the relationship as stated above. If I do not have any identified conflicts of interest, then the learner(s) will be informed that no conflict of interest exists.

I have indicated in my statement above if the educational content, materials, and/or slides have been developed by a commercial entity. I also agree to disclose this information to attendees.

I agree to use generic names (i.e., non-branded names) in my presentation as much as possible. Specific products or commercial entities will neither be promoted nor disparaged. The content of my educational presentation will not contain advertisements for a specific product, company, and/or service. My presentation will be free of branded slides and commercial logos.
Final Step: Email your headshot to speakers@nsgc.org

Your headshot will be used for promotional materials and in the N
Appendix 2

National Society of Genetic Counselors

Unbudgeted Request Form

Unbudgeted Request (UBR)
Submitted by: 
Budget Item name: 
Short description: 
Submission Date: 
Budget year: 
Amount: 

Justification: 
- Purpose of UBR
- Describe relation to the Strategic Plan/Branding platform/existing policies and procedures
- Describe the value and impact on Members, Attendees, Volunteers, etc.
- Describe the expected costs as related to economy of scale, future savings, reduced unit costs, and existing processes
- How will we measure the success or effectiveness of this line item?

Comments: 

Financial Impact: 
- How will this line item impact financial operations of your budget area and NSGC overall?
- Provide an itemized budget with an estimate and description for each cost item. (Contact the Executive Office if assistance is needed with cost estimates for each item.)

Comments: 

Recommendation by Finance Committee: 
Recommended ☐
Not Recommended ☐
Comments: 
Date: 

Approval by NSGC Board of Directors: 
Approved ☐
Not Approved ☐
Comments: 
Date:
Appendix 3

National Society of Genetic Counselors

Acknowledgement and Agreement of Confidentiality

Thank you for agreeing to serve on the ________ Committee ("Committee"). NSGC relies on the contributions and work of individuals who volunteer their time and talent to advance the profession and NSGC’s goals. In consideration for your participation as a member of the Committee, you acknowledge and agree as follows:

1. You will have access to or receive from NSGC a variety of confidential information concerning the [NSGC salary survey]. You will maintain the confidentiality of all information, data, Committee meetings, discussions, deliberations and decisions and all materials provided in connection with the Committee's work including, but not limited to, data and other information received in connection with the salary survey, correspondence (emails, letters), and reports, as well as all information that you know or reasonably should know is confidential (collectively “Confidential Information”) received in connection with your work on the Committee.

2. You will use the Confidential Information only for the purpose of the work being performed by the Committee and not for any other purpose.

3. You will not disclose to anyone, reproduce or otherwise use any Confidential Information except for authorized communications with the NSGC Board of Directors, Executive Director, and/or other authorized NSGC representative.

4. Confidential Information that is otherwise publicly known or that is made available through no fault of your own is not subject to the terms of this Agreement.

Acknowledged and Agreed:

___________________________________
Name:

Date:
The following information will assist the NSGC Board of Directors in evaluating requests for strategic partnerships:

- Please describe your organization.
- Please provide a brief description of the proposed relationship or activity:
  - Why are you interested in working with NSGC?
  - What do you envision as NSGC’s responsibilities in the relationship or activity? (We understand these may shift as we continue discussions.)
  - How will you define success for this relationship or activity?
  - Are other organizations involved in this relationship or activity? If so, please indicate the organizations and how they are involved.
  - Please provide any available data or metrics that provide support for pursuing this relationship or activity.
- Do you have a timeline for a decision from NSGC regarding working with your organization?
- What type of relationship are you proposing? (see options below)

**NSGC Strategic Partnership Categories**

- **Project-based collaboration**
  - Time-limited with a clear endpoint or product
  - No integration outside of project
  - Defined outcome

- **Strategic Alliance**
  - Shared resources and/or input into decision making for ongoing delivery of specific products or services
  - Periodic evaluation of success and review of required resources

- **Review/Recommendation/Endorsement**
  - Control is with partner organization (not NSGC) outside of agreed-upon boundaries
  - Defined scope of responsibility, e.g. marketing, promotion, verbiage to appear on partner materials (e.g. XXX reviewed, “XXX recommended, “XXX endorsed”)
  - Defined period for re-review
  - No shared or combined services related to program or product
  - Partners operate independently

- **Logo Use**
  - Control is with partner organization (not NSGC) outside of agreed-upon boundaries
  - Logo use in conjunction with description of NSGC and/or link to NSGC website
  - No shared or combined services related to program or product
  - Partners operate independently
Discussion Guide for NSGC Board of Directors

Questions regarding what we are being asked to do:
- How will the proposed partnership benefit NSGC?
  - Does this advance NSGC’s mission?
  - Does this help advance NSGC’s strategic plan?
- Does this align with anything we are already doing?
- Does this help us reach our brand target (consumers) in ways we wouldn’t on our own?
- What is NSGC’s liability in this partnership?
- What risks do we see? Are they manageable?
- What do we lose if we don’t pursue this partnership?

Questions regarding who we are being asked to partner with:
- Do we have any concerns with the potential partner or their mission or goals for this partnership?
- Does this present actual or apparent COI?
  - Implications for other NSGC relationships?
  - How is the organization viewed by other partners, potential partners or key constituents?
  - Would this partnership cause issues for or present a conflict with any subgroups within NSGC (SIGs, membership segments, etc.)? If so, could we/do we want to manage the issue or COI?
- What other organizations are involved, directly or indirectly, that we need to consider?
  - What other organizations is the proposed partner working with now or in the past?
  - Is that a consideration or risk for the proposed partnership?
- If we are asked to link to this organization/initiative from our organizational or patient website, is this something we support? Why?
- Does the organization have information and metrics to support the benefit of our involvement?

Operational questions to be assessed by NSGC staff (and key volunteers as appropriate)

- Does this work within NSGC’s policies and operational guidelines?
- Can we fulfill the terms of the partnership with the staff and infrastructure we have in place?
  - If not, what additional resource would be required?
  - Can we amend the terms to work with our existing infrastructure while accomplishing the same goals?
- Has the partner organization established the key staff person we will be working with?
National Society of Genetic Counselors

Role Descriptions
This document outlines levels of decision-making authority for different individuals and groups within NSGC. This is not intended to be an exhaustive list, but is intended as a guide. Levels of decision-making authority are listed in order from greatest to least authority:

**Makes Decisions:** “Makes Decisions” refers to items for which the group, committee, task force or individual is held accountable and therefore requires decision-making authority. All decisions must incorporate any recommendations as noted below.

**Makes Recommendations:** “Makes Recommendations” refers to items for which the listed group, committee, task force or individual has responsibility and authority to provide a recommendation. NO decision can be made about items listed under “Make Recommendations” before the recommendation is provided. These recommendations are a necessary part of the decision making process.

**Provides Input:** “Provides Input” refers to items about which the listed group, committee, task force or individual has some interest or knowledge that could be helpful to the decision making process, but decision momentum is not dependent on the advice provided.

**Monitors:** “Monitors” refers to issues that are always being evaluated and assessed by the group, committee, task force or individual. These are items about which the group or individual has the option, but not an obligation, to provide input.

**DEFINITIONS:**

**Task Force:** A Task Force is a small group of individuals, appointed by the Board, whose purpose is to fulfill a clearly defined task. Task Forces have a specific charge to accomplish within a defined period of time.

**Work Group:** A Work Group is a small group of individuals organized by the Board, a committee, SIGs or the Executive Director, whose purpose is to assist as needed to any project as deemed necessary. Work Groups are created when additional support is needed to initiate or complete projects or make decisions about issues.

**Management Committees:** Management Committees receive charges from the NSGC Board of Directors, and their purpose is to execute these charges in support of NSGC’s Strategic Plan.

**Governance Committees:** Governance Committees provide recommendations to, or execute decisions as made by, the NSGC Board of Directors.
National Society of Genetic Counselors

Role Description

Board of Directors

**Makes Decisions**
1. Annual Budget
2. Budget Amendments/UBRs
3. NSGC Bylaws
4. Membership categories and dues
5. Policies and role descriptions for organization
6. NSGC Position Statements
7. NSGC Practice Guidelines
8. Executive Director/Management
9. Investment in program or service initiatives
10. Financial institution
11. Annual Goals (Plan of Work)
12. Standing Committee Vice-chair appointments
13. At-Large Nominating Committee members
14. NSGC Task Forces as needed
15. Mission statement and Vision statement
16. Strategic Plan
17. General Counsel (Legal)
18. Auditor selection
19. Investment manager selection
20. Journal of Genetic Counseling Editor selection
21. Perspectives in Genetic Counseling Editor selection
22. Definition of relationship with strategic alliances and endorsements
23. Boundaries for committees, task forces, staff, etc.
24. Charges for committees and task forces

**Makes Recommendations**
1. Contracted services
2. Strategic topics to be covered in conference and other educational programs

**Provides Input**
1. Activity and leadership qualities/potential of members

**Monitors**
1. Financial performance
2. Conference attendee and sponsor satisfaction
3. Relationships with state chapters
4. Performance of association management company and other contracted services
5. Performance of Board members
6. Member needs of the profession
National Society of Genetic Counselors

Role Description

Executive Director and Staff

Makes Decisions
1. Conference schedule and events
2. Conference attendance promotion plan
3. Conference sponsorship plan
4. Conference registration pricing
5. Conference registration procedures, hotel logistics, food & beverage functions, etc.
6. Conference contracts
7. Location of Conferences
8. NSGC Workgroups as needed
9. Sponsorship Rates
10. Membership products and services including pricing
11. Perspectives in Genetic Counseling publication
12. Website content
13. “Look and Feel” of all promotional opportunities
14. Content and production of association advertising
15. Research questionnaires and reports
16. Leadership development and training program content
17. Government relations performance

Makes Recommendations
1. Membership structures and dues
2. Annual budget

Provides Input
1. Policies
2. Annual Goals (Plan of Work)
3. Committee members
4. Conference educational content and speakers
5. Organizational memory
6. Investment in new program or service initiatives
7. Financial institution
8. Strategic Plan
9. General Counsel
10. Standing committee chairs
11. Non-Dues revenue sources
12. Activity and leadership qualities/potential of members

Monitors
1. Association industry trends
2. Travel and conference industry trends
3. Performance of Board members
National Society of Genetic Counselors

Role Description

Finance Committee

Makes Decisions

Makes Recommendations
1. Annual Budget
2. Budget Amendments/UBRs
3. Financial policies including investment policy
4. Auditor selection
5. Investment manager
6. Financial institutions

Provides Input
1. Monthly financial management and reporting

Monitors
1. Operating fund balance
2. Association income and expense benchmarks
3. Investment fund(s) performance
4. Investment instruments and strategies
Makes Decisions
1. On behalf of the Board of Directors when the following are true:
   a. There is a 24-hour or less timeline/deadline
   b. The decision aligns with the Society’s mission and strategic plan
   c. A formal Board vote is not required
2. Monthly Board agenda items

Makes Recommendations
1. To liaison organizations on behalf of NSGC, in alignment with NSGC’s approved mission, vision, position statements and practice guidelines

Provides Input

Monitors
1. Execution of Strategic Plan and Plan of Work
National Society of Genetic Counselors

Role Description

Nominating Committee

**Makes Decisions**

**Makes Recommendations**
1. Slate of directors for upcoming terms
2. Slate of directors to fill any Board vacancies
3. Nominations process

**Provides Input**
1. Standing Committee Chairs
2. Standing Committee members
3. Leadership development and training program content
4. Activity and leadership qualities/potential of members

**Monitors**
1. Composition of the Board of Directors
National Society of Genetic Counselors

Role Description

President

**Makes Decisions**
1. Process for dealing with issues not otherwise outlined in policy

**Makes Recommendations**

**Provides Input**
1. Leadership qualities of NSGC members, as member of Nominating Committee
2. Counsel to Executive Office on management issues

**Monitors**
1. Performance of self as Board Member
National Society of Genetic Counselors

Role Description

President-Elect

Makes Decisions
1. Board Liaisons in following year
2. Nominating Committee Board representatives in following year
3. Finance Committee members in following year

Makes Recommendations
1. Standing Committee Vice-Chair appointments

Provides Input
1. Counsel to Executive Office on management issues

Monitors
1. Performance of self as Board Member
National Society of Genetic Counselors

Role Description

Immediate Past-President

**Makes Decisions**

**Makes Recommendations**

**Provides Input**

1. Leadership qualities of NSGC members, as member of Nominating Committee
2. Counsel to Executive Office on management issues

**Monitors**

1. Performance of self as Board Member

The Immediate Past-President is Chair of the Nominating Committee.
National Society of Genetic Counselors

Role Description

Secretary/Treasurer

Makes Decisions

Makes Recommendations

Provides Input
   1. Counsel to Executive Office on management issues

Monitors
   1. Performance of self as Board Member

The Secretary/Treasurer is the chair of the Finance Committee.
National Society of Genetic Counselors

Role Description

Individual Board Member

**Makes Decisions**

**Makes Recommendations**

**Provides Input**
1. Issues that s/he would like to provide input on
2. Annual plan of work and committee charges
3. Location of Conferences
4. Activity and leadership qualities/potential of members

**Monitors**
1. Performance of self as Board Member
National Society of Genetic Counselors

Role Description

Board Liaison

**Makes Decisions**

**Makes Recommendations**
1. Issues that relate to decisions and initiatives of the Board of Directors

**Provides Input**
1. Committee’s annual plan of work

**Monitors**
1. Quarterly reporting of Committee Chair to Board of Directors
2. Ongoing communication between Committee Chairs and Board of Directors
3. Committee activities as related to the strategic plan and committee charges
National Society of Genetic Counselors

Role Description

Task Force Chairs

Makes Decisions

Makes Recommendation
  1. Issues the Task Force was charged with addressing

Provides Input

Monitors
National Society of Genetic Counselors

Role Description

Committee Chair

Makes Decisions

1. Subcommittee Chairs and Vice Chairs
2. Accomplishment of committee charges
3. Workgroups appointed under Committee
4. Building and maintaining committee

Makes Recommendations

Provides Input

1. Issues related to committee charges
2. Issues impacting the genetic counseling profession
3. Future committee chairs

Monitors

1. Issues related to committee charges
2. Issues impacting the genetic counseling profession
National Society of Genetic Counselors

Role Description

Access and Service Delivery Committee

Makes Decisions

Makes Recommendations

Provides Input
  1. NSGC Strategic Initiatives around accessing genetic services

Monitors
  1. Trends healthcare and healthcare policy
National Society of Genetic Counselors

Role Description

Education Committee

**Makes Decisions**
1. Annual Conference educational content and speakers (Program Committee)
2. Content and speakers for other NSGC educational offerings (Online Course, Webinar, JGC CEU and Podcast Subcommittees)
3. CEU approval for NSGC and external educational offerings (CEU Subcommittee)

**Makes Recommendations**
1. New educational offerings of Society

**Provides Input**

**Monitors**
1. Member educational needs
2. New education opportunities
3. Emerging issues in genetic counseling including those important to various specializations
National Society of Genetic Counselors

Role Description

Program Committee Chair*

**Makes Decisions**
1. Educational content selected for presentation at the Annual Conference including general plenaries, late-breaking and opening plenary, educational breakout sessions, Janus Lecture, workshops and Pre-and Post-conference Symposia
2. Program committee member selection

**Makes Recommendations**
1. Program Committee Vice Chair
2. Overall conference educational schedule

**Provides Input**
1. Annual Conference Preliminary Program and Final Programs
2. Submission guidelines for the Call for Speakers process
3. Timeline for Call for Speakers process

**Monitors**
1. Trends in genetic counseling education and conferences

*Please see the Annual Conference Manual for more details.
National Society of Genetic Counselors

Role Description

Program Committee*

**Makes Decisions**

**Makes Recommendations**
1. Educational content selected for presentation at the Annual Conference including general plenaries, opening and late-breaking plenaries, educational breakout sessions, Janus Lecture, workshops and Pre- and Post-conference Symposia

**Provides Input**

**Monitors**
1. Trends in genetic counseling education and conferences

*Please see the Annual Conference Manual for more details.
National Society of Genetic Counselors

Role Description

Abstract Workgroup Chair*

Makes Decisions
1. Abstracts selected for presentation as Concurrent paper and poster presentations at the annual conference
2. Process for selection of Best Abstract, Best Student Abstract and Best Poster awards
3. Submission guidelines for the Call for Abstracts process

Makes Recommendations
1. Abstract Workgroup Vice Chair
2. Timeline for Call for Abstracts process

Provides Input

Monitors
1. Trends in genetic counseling and healthcare research.

*Please see the Annual Conference Manual for more details.
National Society of Genetic Counselors

Role Description

Abstract Workgroup*

Makes Decisions

Makes Recommendations
  1. Abstracts selected for presentation as Concurrent paper and poster presentations at the Annual Conference
  2. Selection of Best Abstract, Best Student Abstract and Best Poster awards

Provides Input

Monitors
  1. Trends in genetic counseling and healthcare research.

*Please see the Annual Conference Manual for more details.
National Society of Genetic Counselors

Role Description

Membership Committee

**Makes Decisions**
1. At-large nominating committee members
2. NSGC mentorship program administration
3. Cultural Competency Student Grant
4. Student Research Grant
5. PSS Survey and Reports

**Makes Recommendations**
1. PSS Vendors

**Provides Input**
1. Recruitment and retention
2. Member benefits

**Monitors**
1. Member satisfaction
2. Cultural competency issues related to NSGC Membership
National Society of Genetic Counselors

Role Description

Awards Sub-committee

Makes Decisions
  1. NSGC Leadership Awards

Makes Recommendations
  1. NSGC Awards Program criteria and policies

Provides Input

Monitors
National Society of Genetic Counselors

Role Description

Research, Quality, and Outcomes Committee

**Makes Decisions**

**Makes Recommendations**
1. Topics related to research and measure-development,
2. Opportunities or needs regarding contracted assistance to facilitate research and measure-development,

**Provides Input**
1. NSGC Strategic Initiatives around genetic counseling outcomes.
2. NSGC Strategic Initiatives to generate data showing genetic counselor value

**Monitors**
2. Trends in research related to delivery of genetic counseling.
3. Trends in outcomes research.
National Society of Genetic Counselors

Role Description

Practice Guidelines Committee

**Makes Decisions**

**Makes Recommendations**
1. Topics for NSGC practice guidelines
2. Approval of NSGC practice guidelines
3. Collaboration with other organizations around joint-practice guidelines

**Provides Input**

**Monitors**
1. Trends in practice guideline development
2. Relevance of existing NSGC practice guidelines and consistency with current practice
National Society of Genetic Counselors

Role Description

Public Policy Committee

**Makes Decisions**

**Makes Recommendations**
1. NSGC public policies and position statements

**Provides Input**

**Monitors**
1. Legislation affecting genetics, genomics and healthcare
2. State and federal rules and regulations
National Society of Genetic Counselors

Role Description

Marketing and Communications Workgroup

**Makes Decisions**

**Makes Recommendations**

**Provides Input**
1. NSGC internal and external messaging (may include member and non-member communications, website, other NSGC publications, social media, etc.)
2. Products and services for genetic counselors to market themselves

**Monitors**
1. Clarity of messaging
2. Member engagement with communications and marketing products and services
National Society of Genetic Counselors

Role Description

NSGCares Workgroup

**Makes Decisions**
1. Partner organization for activity at the Annual Conference
2. Selection of NSGCares ambassador volunteers

**Makes Recommendations**
1. Funding decisions on requests for assistance
2. Actions (such as the development of a webinar) to be taken as a result of member-wide issues
3. Ways to highlight work members are doing in their communities

**Provides Input**
1. The promotion of NSGC activities relating to community-building and/or supporting members

**Monitors**
1. Member-wide issues (example: burnout)
National Society of Genetic Counselors

Role Description

Diversity, Equity, and Inclusion (DEI)

Makes Decisions

Makes Recommendations
1. Developing and implementing NSGC’s strategy with regard to diversity, equity and inclusion.

Provides Input

Monitors
1. Voices of diverse genetic counselors.
National Society of Genetic Counselors

Role Description

Expert Media Panel

 Makes Decisions

 Makes Recommendations

 Provides Input
  1. NSGC media requests

 Monitors
  1. Media opportunities in specialized areas of genetics, genomics and healthcare
  2. News and emerging information in genetics and genomics
  3. NSGC and other genetics/genomics/healthcare social media outlets for opportunities to provide comment and position genetic counselors as expert resources
National Society of Genetic Counselors

Role Description

Ethics Advisory Group

**Makes Decisions**

**Makes Recommendations**
1. Revisions to NSGC Code of Ethics

**Provides Input**
1. Members’ professional ethical inquiries within the context of NSGC Code of Ethics

**Monitors**
1. Professional trends

**Ethics Advisory Group Board Reports**
The Ethics Subcommittee will provide the NSGC Board of Directors quarterly reports detailing the types of ethics inquiries that have been reviewed by the Ethics Advisory Group.

**Ethics Subcommittee Disclaimer**
The Ethics Advisory Group is not allowed to make any decisions, comments or recommendations on behalf of the Society or NSGC Board of Directors.
National Society of Genetic Counselors

Role Description

Audrey Heimler Special Projects Award Committee

**Makes Decisions**
1. AHSPA Winners

**Makes Recommendations**
1. AHSPA proposal guidelines

**Provides Input**

**Monitors**
1. Active AHSPA Recipients
2. Financial activity specific to AHSPA
National Society of Genetic Counselors

Role Description

JEMF Advisory Group

Makes Decisions
1. JEMF Grant award winners
2. JEMF proposal guidelines
3. JEMF plenary session content at Annual Conference
4. JEMF student research award winners
5. Any new programs funded by JEMF

Makes Recommendations
Provides Input

Monitors
1. Current JEMF projects

Role of NSGC Board Liaison to JEMF Advisory Group
The NSGC President Elect will appoint a Board Liaison to the JEMF Advisory Group every two years. The Board Liaison participates in the discussion among the committee members and clarifies and amplifies the JEMF Advisory Committee’s decisions and intent to the Board of Directors. The Board Representative is also expected to clarify and amplify the Board of Directors’ decisions and intent to the JEMF Advisory Group.

Role of JEMF Advisory Group “Staff Liaison”
It is the role of the Staff Liaison to work with the JEMF Advisory Group Chair to ensure that the committee performs the duties that it has been assigned. In addition to providing guidance to the members of the committee, the Staff Liaison will make all arrangements for meetings and conference calls, including preparing and distributing meeting materials.
NSGC recognizes that there are many areas of specialized interest to members, and the SIGs provide support to these ever-changing areas. SIGs are expected to provide a network for their members to explore a specialized area of the profession while serving the vision and mission of NSGC.

**Makes Decisions**
1. SIG annual activities and projects SIG governance structure

**Makes Recommendations**

**Provides Input**
1. Issues related to the SIG’s area of focus
2. Activity and leadership qualities/potential of individuals within Society
3. Educational content for the Annual Conference and other educational offerings

**Monitors**
1. Information about potential new leaders of NSGC
2. Developments within their specialty

**Role of SIG Leader(s)**
It is the role of the SIG Chairs to communicate with the NSGC Staff regarding SIG activities, tasks and projects by providing a quarterly status report. In addition, the SIG Leader is expected to inform NSGC Staff of any issues regarding the SIG.
National Society of Genetic Counselors

Role Description

SIG Chairs

**Makes Decisions**
1. SIG projects and activities in each year
2. SIG budget

**Makes Recommendations**
1. Upon request from NSGC Board of Directors

**Provides Input**
1. NSGC positions in SIG’s area of specialization
2. Liaison organizations

**Monitors**
1. Issues in or related to SIG’s area of specialization
2. SIG member needs and opportunities to address those needs
3. SIG membership recruitment and retention
4. Accomplishment of annual SIG requirements
National Society of Genetic Counselors

Role Description

Liaisons

Makes Decisions

Makes Recommendations
1. NSGC involvement in or support of the activities of a liaison organization

Provides Input
1. Issues and activities of other organizations

Monitors
1. Opportunities for partnerships with other organizations
2. Issues impacting the genetic counseling profession
National Society of Genetic Counselors

Role Description

General Counsel (Attorney)

Makes Decisions

Makes Recommendations
1. Contracts
2. Initiation or resolution of litigation
3. NSGC policies
4. NSGC Practice Guidelines

Provides Input
1. NSGC documents Anti-trust issues
2. All aspects of NSGC with any potential legal ramifications

Monitors
1. Association affairs with legal exposure
2. Trends in association law
Makes Decisions

1. Amendments to Articles I and XIII of Bylaws
2. NSGC Code of Ethics
3. Slate of Board Candidates as recommended by Nominating Committee

Makes Recommendations

Provides Input

1. NSGC position statements
2. Membership benefits, services and products
3. Candidates for leadership positions
4. Educational content and offerings
5. Award nominees
6. Board nominees through the established Nominations Process
7. Activity and leadership qualities/potential of individuals within Society

Monitors

1. Genetic counseling profession
2. Allied organizations
National Society of Genetic Counselors

Role Description

Investment Manager

**Makes Decisions**
1. Investment of NSGC funds, within the boundaries of the NSGC Investment Policy

**Makes Recommendations**
1. Updates or revisions to the NSGC Investment Policy
2. NSGC financial targets and investment strategy

**Provides Input**

**Monitors**
1. Financial markets and economic trends