**Terms of Reference - Scientific Program Committee**
Approved by the Board of Directors November 9, 1999  
Revised and approved by the Committee January 29, 2004  
Approved by the Board of May 21, 2004

**Brief Description**
The Scientific Program Committee is responsible for arranging the scientific programs for the CCMG annual meeting.

**Mandate**
1. To arrange the scientific program for the annual meeting of the CCMG, whether held separately or with the Canadian Association of Genetic Counsellors.

**Composition and Tenure**
- The Committee shall consist of a minimum of 4 to a maximum of 6 members and a representative from the Board, with 2 to 3 clinical representatives and 2 to 3 laboratory representatives, the latter from different disciplines (if possible).

- The committee shall include a Board representative.

- The normal term will be 4 years, with rotation of half the committee each 2 years. Renewal will be at the discretion of the Board and members.

- The normal term for the committee chair shall be 4 years, renewable. The Committee will recommend to the Board of Directors a Chair-elect to replace a retiring Chair, at least 9 months prior to the anticipated turnover. The retiring Chair will normally remain as a member of the Committee for one additional year.