

BOARD OF REGENTS

CHEST President Position Description

Summary:

The President serves as an Officer of the College and must be a Fellow of the American College of Chest Physicians (FCCP). The President has the fiduciary responsibility to the members of the College to participate actively in making decisions on behalf of the organization, understand the organization's policies and procedures, and exercise their best judgment. The President provides direction and leadership for the Board of Regents. The President is responsible for facilitating the actions of the Board and ensuring that the organization's duties to the members are being fulfilled by acting as a bridge between the Board and the CEO. While the CEO reports to the Board, the President is the CEO's primary contact. The President's role is to ensure that the Board is effective in carrying out CHEST's strategic plan. The President must put the interests of the College before their personal and professional interests when acting on behalf of the organization in a decision-making capacity. The organization's needs come first. The President bears the legal responsibility of ensuring that the organization complies with the applicable federal, state, and local laws and adheres to its mission.

The President plays a very important role at CHEST. Not only do they manage the CEO on behalf of the Board, but they facilitate the decision-making of the Board. Some qualities that a good President should possess are to:

1. be impartial and objective,
2. be approachable,
3. be tactful,
4. be a good team builder,
5. have strong knowledge of the policies and procedures, and
6. ensure a smooth transition and succession plan.

Responsibilities:

The President performs all duties set forth in the bylaws and such other duties as may be prescribed by the Board of Regents. Those duties include:

Strategic Advisor and Leadership

- Work with the CEO and Board, continuously affirming the identity and direction of the College and ensuring the appropriate resources and oversight are in place so the organization can fulfill its mission.
- Evaluate progress of the planned goals and strategic plan to ensure the health and growth of the organization.
- Serve as a custodian for the organization.
- Act as liaison to the Board of Regents. The President is the primary liaison between the Board and the organization's CEO.
- Work with the CEO to ensure that basic College policies and programs are formulated and executed. Guide the Board through its discussions, deliberations, and decision-making, and, thus, lead the College toward achieving its mission and vision.
- Respect the confidentiality of the College and its members, and act as a trusted advisor.
- Serve as Chair at all meetings of the Board of Regents.
- Appoint special or ad hoc task force(s) with a defined role/purpose.
- Appoint College representatives to civic, professional, and government organizations as may be required to execute the business and affairs of the College.
- Serve as Chair of all societal leadership meetings being hosted by the College through the last day of the leadership cycle/year.

BOARD OF REGENTS CHEST President Position Description

- Choose a Chair for the CHEST Annual Meeting (same year as Presidency), attend the Executive Program Committee Meeting, choose a keynote speaker and participate in Opening Session planning, choose the Presidential Honor/Lecturer awardee, and approve honor award and lecture suggestions from the Honor Awards Committee. Facilitate relationships with and assist in selecting external societies for joint society sessions at the annual meeting.
- Appoint members to represent CHEST to external societies and external opportunities.
- Serve as a member of select committees (Finance Committee, Compensation Committee, Program Committee). The President is encouraged to attend at least one meeting of other standing Committees throughout the year (eg, Education Committee, Training & Transitions Committee, Council of Networks).
- Partner with the CEO and General Counsel to stay informed of various state and federal laws, as well as the corporation's articles of incorporation and bylaws.
- Act in the event of any contingency or emergency not covered by the bylaws.

Fiscal Responsibility

- Review and approve unbudgeted expenditures in the event that the Board of Regents is unable to convene, and report any action taken on behalf of the Board to each Regent as soon as is practical.
- Have signing authority when authorized by appropriate resolutions, deeds, mortgages, bonds, contracts, or other instruments, except in cases where the signing and execution of documents and agreements has been expressly delegated by the Board or by the bylaws to some other officer or agent of the College or is required by law to be otherwise signed or executed.

Advocacy and Development

- Act as a key spokesperson for the organization.
- Act as an ambassador for the organization.
- Actively listen to membership, and respond to queries.
- Act as a liaison to other societies, whether international or intersocietal.
- Represent the College before the medical community at large and to federal, state, and local government agencies and private organizations when formal appearances are necessary or desirable.
- Invest and participate in CHEST's philanthropic efforts, including attendance at Board of Advisors meetings.

Meeting Administration

- Work with the CEO in the development of agendas for Board meetings.
- Call special meetings of the Board, as needed.
- Submit and update, as necessary, conflict of interest information to and for the College.
- Perform such other duties as the Board may assign.

Communications

- Deliver the Presidential Address at the annual Convocation/Opening Ceremony.
- In a timely manner, write welcome letters or articles for the CHEST Annual Meeting print/online programs, leadership directory, and various publications such as the *CHEST Physician*® publication.
- Review and respond, as appropriate, to correspondence directed to the President.

• **BOARD OF REGENTS** CHEST President Position Description

- Inform the CEO of any correspondence and response generated on behalf of the College from the President's personal office.
- Work in partnership with the CEO to establish regular communications to the Board, as needed.

Staff and Board Development

- Advise and guide Board members to help them assess their performance and ensure they are fulfilling their duties.
- Support the organization's commitment to a diverse Board and staff that reflect the communities they serve.
- Actively recruit and develop Board members.
- In partnership with the CEO, ensure there is a robust continuity plan to ensure organizational readiness and structure to guarantee seamless transitions between Presidents.
- Conduct Past Presidents meetings, using this group as advisors, and maintain continuity.
- Serve as a member of the Compensation Committee, and participate in the review and performance evaluation of the CEO on an annual basis.

Qualifications:

- Be willing and have the ability to devote a great deal of time, on a daily basis, to the College
- Extensive professional experience with significant executive leadership accomplishments
- Demonstrated success as a nonprofit Board member or Board Chair
- Track record of building credibility in the College community
- A commitment to and understanding of CHEST's mission, preferably based on experience working on committees
- Strong interpersonal skills, and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
- Excellent written and oral communication skills coupled with a natural affinity for public speaking

CHEST President-Elect Position Description

Summary:

The President-Elect serves as an Officer of the College and must be a Fellow of the American College of Chest Physicians (FCCP). The President-Elect's main role is to participate in and prepare for the role of President, as outlined above. The President-Elect is responsible for assisting the President and overseeing other duties as assigned by the President or the Board. In the absence of the President, the President-Elect performs the duties of the President and, when so acting, has all the powers of and is subject to all the restrictions upon the President. Upon completion of the President-Elect position, the role of President is assumed.

BOARD OF REGENTS CHEST President Position Description

Responsibilities:

The President-Elect performs all duties and serves for a period of time as set forth in the bylaws and performs such other duties as may be prescribed by the President or the Board of Regents. In addition to the responsibilities of all members of the Board, the President-Elect:

- assumes the role and function of the President in their absence,
- serves as an advisor to the President and CEO,
- serves as a member of the Finance Committee,
- serves as a member of the Program Committee,
- represents the College as assigned at meetings and events,
- invests in and supports the philanthropic efforts of the organization, and
- mentors current and prospective Board and committee members.

CHEST President-Designate Position Description

Summary:

The President-Designate serves as an Officer of the College and must be a Fellow of the American College of Chest Physicians (FCCP). The President-Designate's main role is to participate in and prepare for the role of President, as outlined above. The President-Designate is responsible for assisting the President and overseeing other duties as assigned by the President or the Board. In the absence of the President and the President-Elect, the President-Designate performs the duties of the President and, when so acting, has all the powers of and is subject to all the restrictions upon the President. Upon completion of the President-Designate position, the role of President-Elect is assumed.

Responsibilities:

The President-Designate performs all duties and serves for a period of time as set forth in the bylaws and performs such other duties as may be prescribed by the President or the Board of Regents. In addition to the responsibilities of all members of the Board, the President-Designate:

- assumes the role and function of the President in the event both the President and President-Elect are absent,
- serves as an advisor to the President and CEO,
- serves as a member of the Program Committee,
- participates as an observer at Finance Committee meetings,
- represents the College as assigned at meetings and events,
- invests in and supports the philanthropic efforts of the organization, and
- mentors current and prospective Board and committee members.

CHEST Immediate Past President Position Description

Summary:

The Immediate Past President serves as an Officer of the College and must be a Fellow of the American College of Chest Physicians (FCCP). The Immediate Past President's main role is to participate in and assist with continuity in the transition and onboarding of the next President. The Immediate Past President is responsible for assisting the President and overseeing other duties as assigned by the President or the Board. In the absence of the President, President-Elect, and President-Designate, the Immediate Past President performs the duties of the

BOARD OF REGENTS CHEST President Position Description

President and, when so acting, has all the powers of and is subject to all the restrictions upon the President. Upon completion of the Immediate Past President position, the individual rotates off of the Board.

Responsibilities:

The Immediate Past President performs all duties and serves for a period of time as set forth in the bylaws and performs such other duties as may be prescribed by the President or the Board of Regents. In addition to the responsibilities of all members of the Board, the Immediate Past President:

- assumes the role and function of the President in the event the President, President-Elect, and President-Designate are all absent,
- serves as an advisor to the President and CEO,
- serves as the Chair of the Governance Committee,
- serves as the Chair of the Compensation Committee,
- serves as a member of the Professional Standards Committee,
- serves as a member of the Program Committee,
- serves as a member of the Past Presidents group,
- represents the College as assigned at meetings and events,
- invests in and supports the philanthropic efforts of the organization, and
- mentors current and prospective Board and committee members.