

## **Education Committee Vice-Chair Responsibilities**

All responsibilities of the Education Committee members shall apply to the Vice-Chair. In addition, the Vice-Chair shall:

- Preside over meetings or conference calls in the absence of the Education Committee Chair.
- Assume the role of Chair at the end of the current Chair's term, pending approval of the President-Elect.
- Serve as mentor to new members of the Education Committee.
- Serve as the CHEST representative of the ABIM's Liaison Committee on Certification and Recertification.
- Attend two face-to-face meetings (Spring Leadership Meeting/CHEST Annual Meeting) and monthly Education Committee monthly conference calls.
- Serve as the Education Committee leadership representative to two Education Subcommittees.
- Lead special initiatives, task forces, or perform other duties at the request of the Chair.
- Attend biweekly Education Committee leadership calls along with Chair and CHEST staff.