

## **NETWORK LEADERSHIP COMMITTEE CHAIR AND VICE-CHAIR ROLES AND RESPONSIBILITIES**

The Network Chair will oversee the Sections that report to the Network, review project proposals and work with CHEST staff to ensure their completion, plan content development goals and coordinate Section participation toward achieving them, and foster relationships between each Section so that the Network serves as a collaborative and enriching environment for upcoming CHEST leaders.

### **Publications/Content Responsibilities**

Prioritize and coordinate, along with staff, content/publications.

- *Chest Physician*® articles: Ensure each Section submits their article within their assigned month.
- Ensure each Section is producing content for:
  - CHEST website (topic pages and key opinion leader interviews)
  - Social media content (Twitter/X and infographics) (if desired)
- Plan and review project proposals for all Sections to ensure the project fits within scope and covers topic areas specific to the Network.
- Submit ideas/topics during the Guidelines Request for Proposals process.
- Function as resource gatekeepers within the broader content areas.

### **Annual Meeting Responsibilities**

- Work with Section Chairs to plan and carry out their Network Open Forum in conjunction with staff.
- Ensure all Sections, under the assigned Network, are submitting sessions to the annual meeting, and ensure Sections meet their grading responsibilities.
- Provide oversight and direction for Experience CHEST Network topic submissions from assigned Sections.
- Oversee the selection of Network Highlights with the respective Section Chairs.

### **Conference Call Responsibilities**

- Work with CHEST staff to set meeting agendas.
- Attend Council of Network quarterly conference calls and two in-person meetings (held at Spring Leadership and at the annual meeting. (Chair only)
- Attend Network quarterly conference calls. Chairs will be invited to sit in on Section conference calls but are not required to attend.
- Note: each Section will be given resources to meet up monthly without staff support should they feel this is necessary. However, the Network Chair is not responsible for attending these

### **Other Responsibilities**

- Identify and delegate tasks to Network members-at-large.
- Serve as a member on the Council of Networks.
- Serve on the Scientific Program Committee.

- Lead and help foster new Network leaders.
- Annual Call for Committee Applications: Review applicants, vote, and select at-large Network leaders and Vice-Chair applicants (when applicable) in collaboration with Network members.
- Serve as the initial go-to for CHEST staff and other committees seeking Network expertise.
- Foster engagement and collaboration between other Network leaders and across all Sections.
- Work with Network staff to create additional communications, reminders, and meeting agendas.

### **NETWORK VICE-CHAIR RESPONSIBILITIES**

It is up to the Chair to decide on the appropriate working relationship with their Vice-Chair. You may prefer to delegate individual roles to the Vice-Chair, or you may prefer to share responsibilities more broadly. The Vice-Chair is also responsible for the following tasks:

- Lead meetings and represent the Network when the Chair is unavailable.
- Organize and host Network Office Hours in November to collaborate on annual meeting topic submissions.
- Monitor Network mentoring for fellows-in-training.