

## **SECTION STEERING COMMITTEE CHAIR/VICE-CHAIR ROLES AND RESPONSIBILITIES**

The Section Chair and Vice-Chair will lead calls and meetings, oversee Section membership, assign and monitor content development tasks, keep members informed about opportunities at CHEST, and foster the professional growth and engagement of Section members.

### **Publications/Content Responsibilities**

In conjunction with the Network Chair, ensure Section members are completing assigned content/publication tasks.

- *Chest Physician*® articles: Ensure each assigned author submits their article within their assigned month, with staff assistance.
- Work with Section members to produce content for:
  - CHEST website (topic pages and key opinion leader interviews)
  - Social media content (Twitter/X and infographics)
- Assist and encourage Section members to develop and submit CHEST project proposals.
- Submit ideas/topics during the Guidelines Request for Proposals process.
- Function as resource gatekeepers within the broader content areas.

### **Annual Meeting Responsibilities**

- Work with the Network Chair and Section members on Network Open Forum content in conjunction with Network staff, as assigned.
- Ensure all Section members are submitting sessions to the annual meeting, and serve as session graders.
- Ensure Section members are submitting Experience CHEST Network presentation submissions.
- Ensure the Section is selecting appropriate sessions for Network Highlights in conjunction with the Network Chair.
- Provide opportunities at the annual meeting for members to meet.
- Note: Each Section will be given resources to meet up monthly without staff support should they feel this is necessary.

### **Conference Call Responsibilities**

- Help CHEST staff set call agendas.
- Lead quarterly Section calls.
- Attend quarterly Network leadership calls with the entire Network.
- Attend and lead quarterly conference calls with the entire Section.

### **Other Responsibilities**

- Serve as a member within the leadership committee of the Section's assigned Network.
- Annual Call for Committee Applications: Review Section applicants, vote, and select Section members and Vice-Chair applicants (when applicable) in collaboration with Section members.
- Identify and help foster new Section leaders.
- Serve as the initial go-to for CHEST staff and other committees seeking Network



- Foster engagement and collaboration between other Section leaders and across all Sections.
- Work with Network staff to facilitate additional communications, reminders, and meeting agendas.

## **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 Section when the Chair is unavailable.
- Serve as lead mentor for Section fellows-in-training, and provide updates on mentorship during Section calls.
- Organize and lead Network Office Hours in November to collaborate on annual meeting submissions.

