

SECTION STEERING COMMITTEE MEMBER AND FELLOW-AT-LARGE ROLES AND RESPONSIBILITIES

Section members and fellows-in-training will attend quarterly calls, assist with content development and leadership duties, and otherwise help to make the Section an active forum for upcoming CHEST leaders.

Publications/Content Responsibilities

As assigned by the Section Chair, members will assist with the following content/publication tasks.

- *Chest Physician*® articles: Submit articles on time, if assigned. Suggest topics to authors, edit drafts, and offer feedback during Section calls.
- 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.
- Implement relevant projects that are consistent with the mission and strategic goals of CHEST.
- Submit ideas/topics during the Guidelines Request for Proposals process.
- Function as resource subject matter experts within the broader content areas.

Annual Meeting Responsibilities

- Work with Section Chairs to develop Network Open Forum content in conjunction with Network staff, as assigned.
- Submit sessions to the annual meeting, and serve as session graders.
- Submit Experience CHEST presentation submissions.
- Attend the Network Open Forum at the annual meeting.
- Review and vote on Network Highlights in conjunction with Section Chairs.

Conference Call Responsibilities

- Attend **at least two** quarterly conference calls with the entire Section.
- Attend ad hoc conference calls, if deemed necessary.

Other Responsibilities

- Serve as expert resources to groups internal and external to CHEST.
- Lead and help foster new Section leaders.
- Annual Call for Committee Applications: Review and rank Section member and Vice-Chair applicants (when applicable).
- Serve as the initial go-to for CHEST staff and other committees seeking Network expertise.