

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

The Network Chair will oversee the Sections that report to the Network and foster relationships between each Section through content execution, engagement tactics, and leadership development.

### **Publications/Content Responsibilities**

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

- Network News: Work with assigned Sections on a quarterly basis to seek content for email publication.
- *Chest Physician*<sup>®</sup> 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)
- Function as resource gatekeepers within the broader content areas.
- Review, prioritize, and provide feedback for CHEST 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.

### **Annual Meeting Responsibilities**

- Work with Section Chairs to create, execute, and oversee their Network Open Forum in conjunction with Network staff.
- Ensure all Sections, under assigned Network, are submitting sessions to the annual meeting, and serve as session graders.
- Provide oversight and direction for Experience CHEST Network topic submissions from assigned Sections.
- Oversee the selection of Network Highlights with respective Section Chairs.

### **Conference Call Responsibilities**

- Attend Council of Network quarterly conference calls and in-person meeting at the annual meeting as Chair only.
- Attend Network quarterly conference call. Chairs will be invited to sit in on Section conference calls, but not required to attend.

### **Other Responsibilities**

- 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 facilitate additional communications, reminders, and meeting agendas.