

SECTION STEERING COMMITTEE CHAIR/VICE-CHAIR ROLES AND RESPONSIBILITIES

The Section Chair/Vice-Chair will oversee Section membership and ensure the execution of content development and leadership engagement.

Publications/Content Responsibilities

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

- Network News: Work with Section members on a quarterly basis to seek content for email publication.
- *Chest Physician*[®] articles: Ensure each assigned Section member 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)
- Function as resource gatekeepers within the broader content areas.
- Assist and encourage Section members to develop and submit CHEST project proposals.
- Submit ideas/topics during the Guidelines Request for Proposals process.

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.

Conference Call Responsibilities

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

