

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: Determine which Section will develop content for the publications on a rotating basis, per finalized schedule.
- *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 and infographics)
- 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 topic submissions from assigned Sections.
- Oversee the selection of Network Highlights with respective Section Chairs.

Conference Call Responsibilities

- Attend Council of Network conference calls (February, May, September) and two in-person meetings (held at Spring Leadership and at the annual meeting).
- Attend Quarterly Network calls.
- Of 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

- 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 two 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.
- Ensure that all Fellows-in-Training have been paired with a mentor within their Section to assist with submissions, leadership and networking.