

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: Ensure Section members are submitting content, determined by Network Chair, for the publication on a rotating basis, per finalized schedule.
- *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)
 - Social media content (Twitter and infographics)
- 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 topic submissions.
- Ensure the Section is selecting appropriate sessions for Network Highlights in conjunction with the Network Chair.

Conference Call Responsibilities

- Attend Network leadership calls with the entire Network every quarter.
- Attend and lead quarterly conference calls with the entire Section.
 - Note: The Network Chair will participate in these calls as well, as part of their leadership duties. This allows the Network Chair to meet with each Section and staff individually twice annually.
- Of note, each Section will be given resources to meet up monthly without staff support should they feel this is necessary.

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.
- Assign mentors to Fellows-in-Training, and ensure that mentoring goals are being met.