

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

Section Members-at-Large and Fellows-at-Large will assist in the execution of content development and leadership engagement.

Publications/Content Responsibilities

In conjunction with Section Chairs, members will assist in 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.
- Implement relevant projects that are consistent with the mission and strategic goals of CHEST.
- Submit ideas/topics during the Guidelines Request for Proposals process.

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 topic 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 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.