

NETWORK LEADERSHIP COMMITTEE MEMBER-AT-LARGE ROLES AND RESPONSIBILITIES

Each Network will have two to three members-at-large. Network members will assist with content development, foster relationships between the Network leadership and their respective Sections, and complete other tasks as assigned by the Network Chair and Vice-Chair to ensure the Network is meeting its goals and serving as an effective forum for upcoming CHEST leaders.

Publications/Content Responsibilities

In conjunction with the Network, assist in prioritizing and coordinating, along with staff, content/publications.

- *Chest Physician*® articles: Help coordinate volunteers and topics, and assist in drafting 500-word articles, if needed.
- Serve as social media coordinator for the Network, soliciting and submitting content from the Sections to create an active online presence.
- Collaborate with other Network members to ensure each Section is producing relevant content for the CHEST website (such as webinars, infographics, articles, etc).
- Assist in reviews and provide feedback for CHEST project proposals to ensure the project fits within scope and covers topic areas specific to the Network, as needed.
- Submit ideas/topics during the Guidelines Request for Proposals process.

Annual Meeting Responsibilities

- Work with the Network to organize and carry out their Network Open Forum in conjunction with Network staff.
- Submit sessions to the annual meeting in collaboration with all Networks, and serve as session graders.
- Provide direction for Experience CHEST Network topic submissions, as needed.
- Help select Network Highlights with respective Section Chairs, as needed.

Conference Call Responsibilities

- Attend quarterly Network leadership calls with the entire Network.
- Attend ad hoc conference calls with the Network leadership committee or Sections, if requested by a Chair.
- Serve as liaison between the Network Chair and Sections, as assigned.

Other Responsibilities

- Lead and help foster new Network leaders.
- Mentor Network fellows-at-large, as assigned.
- 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/subject matter expertise.
- Foster engagement and collaboration between other Network leaders and across all Sections.
- Complete other tasks as assigned by the Network Chair and Vice-Chair.