ASSEMBLY CHAIR ROLE AND RESPONSIBILITIES

As an ATS Assembly Chair, your role is to provide leadership and guidance to the membership of your Assembly. Your responsibilities include:

- **Oversee** the activities of the Assembly Standing Committee and working Groups which include:
  - Program Committee
  - Planning Committee
  - Nominating Committee
  - Web Committee
  - Ad-Hoc Committees.

- **Serve** as Chair of the Assembly Executive Committee, which is comprised of the Assembly committees and working group chairs,

- **Serve** as a member of the ATS Board on behalf of the Assembly.

- **Attend** four meetings of the ATS Board of Directors, generally held in May (orientation for new Board members), September and March at a variety of locations & December which is a Virtual Meeting.

- **Attend** the annual meetings of the Assembly, held in conjunction with the ATS International Conference.

- **Appoint** expert reviewers, in conjunction with the Director, ATS Document Development and Implementation Committee, to review ATS Statements, Position Papers, ATS Documents, and requests for ATS input.

- **Appoint** an Assembly Planning Committee Chair, Website Director, a Nominating Committee Chair, Working Group Chairs and Ad-Hoc Committee Chairs, as necessary.

- **Provide** consultation and expertise to the ATS Leadership, Committees and Staff, as necessary.

- **Present** general information on ATS Statements, Position Papers, and other ATS documents, initiated by your Assembly, to the ATS Board of Directors, during the review and approval process.

- **Prepare** regular reports for the ATS News, in consultation with Rory Williams, Director, Communication and Marketing, Email: rwilliams@thoracic.org.

- **Approve** all member initiated surveys and Mass emails to Assembly Members.

Updated 2/15