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 Committees which include:
  - Program Committee
  - Planning Committee
  - Nominating Committee
  - Web Committee
  - Ad-Hoc Committees.

- **Oversee** the activities of the other groups that reside under the Assembly which include:
  - Sections
  - Working Groups
  - Interest Groups

- **Serve** as Chair of the Assembly Executive Committee, which is comprised of the Assembly standing committees, Section, Interest group and Working group chairs.

- **Serve** as a member of the ATS Board of Directors on behalf of the Assembly.
  - The members representing the assemblies shall each be the duly elected chair of their respective assembly and shall serve on the Board of Directors for a two-year term
  - **As a Board Member you will have fiduciary responsibility for the ATS Organization**
  - As a board member you must 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 official ATS Documents and/or in response to leadership level requests for scientific expertise.

▪ 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.

▪ Reviews official Documents to assess consistency with the overall values and mission of the society as part of the Board of Directors Approval Process.

▪ 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.

▪ Prepares Regular Reports for the ATS News, in consultation with the editor.

▪ Approve all member-initiated Mass emails to Assembly Members.