

## **SECTION CHAIR & CO-CHAIR** **ROLE AND RESPONSIBILITIES**

### **Section on Medical Education**

**TERM:** The Section Chair role is a 2-year term with a third year as a Co-Chair.

**ROLE:** Section Co-Chair transitions to Section Chair:

#### **CO-CHAIR**

The appropriate candidate for Section Co-Chair should have prior experience on the section and must show strong leadership qualities. Additionally, he/she must be willing to make a significant time contribution to be an effective leader for the Section. The Section Co-Chair is a one-year term.

In the year that a Co-Chair is elected he/she will serve as Co-Chair for the first year and transition to Chair for a two-year term. An election for the next Co-Chair will occur at the end of the Co-Chairs first year term. At the end of the Section Chair's term the chair will transition to the Nominating Committee Chair.

In the first year as Co-Chair, this individual is responsible for working jointly with the Section Chair, this will help ensure continuity within the Section and will assist in bringing the Co-Chair up to speed.

#### **CHAIR**

In year two as Chair of the section, this individual is responsible for coordinating all section activities including the section meeting at the conference. This individual is also responsible for appointing a section representative for the committees below in which the section resides:

- Planning Committee
- Program Committee
- Nominating Committee Chair

The Chair will also have the responsibility of appointing an international representative to the nominating committee after the official vote for nominating committee members this will ensure balance.

The Section Chair will also be asked to provide expert assistance and guidance to the ATS leadership and ATS staff. The Section Chair will also meet regularly via telephone conference calls with the Section's Executive Committee, comprised of the Section Chair, Section Co-Chair, Planning Committee Rep, Program Committee Rep, Section Web Director, and Section Nominating Committee Chair.