

Committee Chair/Co-Chair(s) Position Description

As a member leader, your contributions are invaluable to the Society's work. The partnership between members and staff propels our Society forward by shaping the future of the field. It also allows us to create impactful programs, innovative products, and education opportunities and meetings that allow us to unite the endocrine community. Our member leaders help the Society create meaningful experiences and products for all our members, leading to higher retention rates, more members, and a united global endocrine community.

The following are general roles and responsibilities for the committee leaders. Committees may work differently depending on their charge, but the following general responsibilities apply to the member leaders.

General

Chair/Co-Chair(s) are expected to exercise the duties and responsibilities of their positions with integrity, collegiality, and care. This includes:

- Making attendance at all committee meetings a high priority.
- Being prepared to discuss the issues and business on the agenda and having read all background material relevant to the topics at hand.
- Cooperating with and respecting the opinions of fellow leaders, and leaving personal prejudices out of all discussions
- Supporting the approved actions of the committee even when the member personally did not support the action taken.
- Putting the interests of the Society above personal interests.
- Representing the Society in a positive and supportive manner at all times and in all places.
- Showing respect and courteous conduct in all meetings.

The Chair/Co-Chair are the committee/workgroup stewards. Specific responsibilities include:

Environmental Scanning & Strategic Thinking

- Ensures committee/group work aligns with group's charge and the mission of the Society.
- Responsible for ensuring that the committee/group dedicates part of its meeting time to conduct environmental scanning to identify trends and potential opportunities related to group's charge.
- Leads an annual discussion on strategic priorities to ensure committee members understand our mission, vision, and priority areas.

Program Development & Evaluation

- Partners with the designated staff representative to meet the goals defined in the committee/ group charge and any additional priorities established by the Board of Directors.
- Leads an annual impartial group discussion to analyze its project/program success using metrics such as program participation, pre-post survey data and member survey insight.
- Works with staff representative to ensure that group explores areas of unmet need using information about the Society's existing programs, products, and services for members and other important groups.
- Uses insight from scanning and program evaluation to make recommendations to the Board of Directors for new programs and programs for recast/sunset to ensure that the group's work product continues to meet our members' evolving needs and responds to their changing work environments.
- Contributes to program development by generating/reviewing materials, content, or curricula consistent with the group's charge and workplan.

Operational Effectiveness

- Works with the Board of Directors Representative to ensure that there is open communication between the Board of Directors and the committee/group.
- Develops, in concert with the staff representative, an achievable workplan (for Board review and approval) and delegates responsibility to committee members to meet goals and deadlines.
- Conducts a review of COIs before each meeting and addresses potential COIs as appropriate.
- Prepares for all meetings, working with staff representative to develop agendas, process agendas, and summary meeting notes.
- Provides timely response to requests from group members and staff.
- Effectively leads meetings/videoconferences, ensuring that all voices and perspectives are heard and valued.

Leadership Development Pipeline

- Participates in Committee Chair training and other leadership development activities provided by the Society.
- Support a network of clinician, researcher and educator members and leaders who promote health and work to improve access to medical care in our local, national, and global communities.
- Serves as a Society champion and ambassador by recruiting new members, promoting Society initiatives, and encouraging participation in Society events.
- Nurtures relationships with group members to strengthen the leadership pipeline and identify future chairs and Board of Directors members.
- Identifies and offers micro volunteer opportunities to support the group's work and expand the number of members contributing to Society initiatives.
- Works with the Staff Representative to develop a customized new committee member training annually.