



## **ASSEMBLY CHAIR ROLE AND RESPONSIBILITIES**

The Assembly Chair serves a three-year term. In the first year, the individual will be the Assembly Chair-Elect, which is a preparatory year involving participation in the Assembly's Executive Committee. It's crucial to attend the Executive Committee calls to ensure a smooth transition. After completing the Chair term, you will serve an additional year as the chair of the Nominating Committee.

As Assembly Chair, you will be responsible for coordinating and approving major activities across the Assembly's four standing committees: the Planning Committee, Program Committee, Web Committee, and Nominating Committee. Additionally, you will oversee the initiatives of any Assembly Sections, Interest Groups, and Working Groups.

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 Council of ATS (CATS)** on behalf of the Assembly.
  - The Assembly Chair serves on behalf of the Assembly as a **Member of the Council of ATS**. The members representing the assemblies shall

each be the duly elected chair of their respective assembly by the Assembly Members and shall serve on the council of ATS for a three-year term.

- As a member of the Council of ATS you must attend virtual meetings of the Council and one face to face meeting during the ATS Summit.
- 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, and in the second year of the planning committee chairs term appoint a Planning Committee Chair-Elect. As chair you will also appoint a Website Director, a Nominating Committee Chair in year two, 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
- Present general information on ATS Statements, Position Papers, and other ATS documents, initiated by your Assembly during the review and approval process as necessary.
- Approves all member-initiated Mass emails to Assembly Members.