



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.