

CSTE Position Statement Submitting Author Responsibilities

BEFORE POSITION STATEMENT SUBMISSION

- Review past versions of position statement (if applicable)
- Request editable version of appropriate position statement (PS) templates
- Identify STLT and federal SMEs to contribute to PS discussions
- Lead discussions and writing of position statement
- Vet position statement with appropriate CSTE Steering Committee(s), Subcommittee(s), and other stakeholders
- Submit position statement to positionstatements@cste.org by March 9, 2017

BEFORE CSTE ANNUAL CONFERENCE

- Participate in discussions with appropriate Steering Committee Chair regarding edits if needed
- Participate in at least ONE position statement discussion webinar (to be hosted in Spring 2017) as scheduled by the CSTE National Office
- If cannot attend Annual Conference, identify an Active Member author to participate in all position statement-related conference activities
- Inform appropriate Steering Committee chair to invite any necessary non-member SMEs to participate in Steering Committee voting sessions at Annual Conference

AT CSTE ANNUAL CONFERENCE

- Attend and lead discussion at appropriate Steering Committee roundtable(s) if needed
- Attend and lead discussion at appropriate Steering Committee voting session(s)
- Make any necessary edits to position statement at onsite Business Office
- Attend and lead discussion at CSTE Business Meeting

AFTER ANNUAL CONFERENCE

- Follow-up on responses as needed after receipt of responses to approved PS's.