CSTE Subcommittee and Workgroup Leadership Roles and Responsibilities

Subcommittee and Workgroup Chairs and Co-Chairs

Subcommittees are active groups of members dedicated to specific topics established under each Steering Committee by the Program and Policy (P&P) Committee. Subcommittee meetings include presentations, information sharing, or discussions with peers and external partners.

Workgroups are intended to be shorter-term, active groups focused on a specific purpose (e.g., the development of specific deliverables or outcomes); however, some workgroups may have an extended or indefinite term. Workgroups may be housed within a Subcommittee or Steering Committee.

Subcommittees and Workgroups are led by a chair or co-chairs and meet regularly; the exact schedule and frequency are determined by chair(s) and CSTE staff. Subcommittee and Workgroup chairs or co-chairs should lead from a nationwide perspective rather than a jurisdiction- or agency-specific perspective.

In coordination with any co-chairs and supported by CSTE staff, Subcommittee and Workgroup chairs:

1. Lead Subcommittee or Workgroup meetings, typically hosted as conference calls and webinars but may also include in-person meetings, pending availability of funding.
   a. Preparation of agendas, including identification of speakers and topics, with support by CSTE National Office staff
   b. Moderation of meetings
   c. Review of meeting notes, as requested
   d. Note: Some Subcommittees or Workgroups may host annual in-person meetings, pending availability of funding. Additionally, some Subcommittees or Workgroups may submit abstracts to host an in-person roundtable meeting at the CSTE Annual Conference. If able to attend, these in-person meetings should ideally be moderated by the Subcommittee or Workgroup chair(s), with assistance from CSTE staff.
2. Provide direction, guidance, and recommendations for Subcommittee or Workgroup’s key priority activities
3. Engage regularly with Steering Committee leadership to share Subcommittee or Workgroup updates and emerging issues
4. Represent and appropriately elevate any emerging Subcommittee or Workgroup programmatic or policy issues to Program and Policy Committee and attend P&P Committee meetings as invited
5. Engage regularly with CSTE staff leads to plan Subcommittee or Workgroup meetings and activities (up to monthly meetings; regular email communication)
6. Regularly engage with identified Subcommittee workgroups or other time-limited working groups charged with specific project or deliverable activities (i.e., position statement writing groups, product development working groups, etc.)
7. Review and approve final deliverable(s) or product(s) developed within Subcommittee or Workgroup and related time-limited working groups, as requested
8. Participate in CSTE Consensus Development activities, including but not limited to those developed within and/or submitted to Subcommittee, Workgroup, or related time-limited working group:
   e. Review draft consensus documents in development
   f. Review and approval of final consensus documents including position statements, briefs, letters, and public comments (e.g., responses to proposed federal legislation)
   g. Encourage Subcommittee or Workgroup member participation in consensus development activities and vetting of draft consensus documents
   h. Participate in vetting of CSTE consensus documents within programmatic area(s), including inviting authors to Subcommittee or Workgroup call(s), attending member-wide discussion webinars, annual conference roundtable(s), annual conference voting session(s), as able

9. Participate in the CSTE annual conference scientific session planning

10. Act as a spokesperson to represent the Subcommittee or Workgroup’s key priorities and member needs with federal public health agencies, national public health partner organizations, and/or other academic, community-based, or private sector partners, as requested

11. As invited, act as CSTE Liaison representing the organization at national meetings, advisory meetings, workgroups, or congressional hearings.