CSTE Steering Committee Chair and Vice Chair Roles and Responsibilities

Steering Committee Chairs (non-EB members)

1. Participate regularly in CSTE Program and Policy (P&P) Committee meetings, including:
   a. Preparation of committee reports for P&P meetings, as well as Executive Board meetings, when requested
   b. Raising emerging, priority and/or cross-cutting programmatic and policy topics for discussion such as but not limited to issues impacting epidemiology and surveillance practice, policy positions for the organization to consider, issues requiring collaboration across programmatic areas, etc.
2. Provide general support of and regularly engage with subcommittee chairs
   a. Regular check-in communications (email, conference call) may be coordinated by CSTE National Office staff
   b. Should include active or passive participation in recurring subcommittee calls at least on a quarterly basis
3. Provide recommendations for and approvals of selection of subcommittee chairs and provide recommendations for the addition and/or abolishment of subcommittees within their program areas.
4. Provide recommendations for and approvals of selection of liaisons/CSTE representatives that do not need approval of P&P Committee
5. Participate (or identify a proxy and support development of priority talking points) in occasional partner requests for programmatic CSTE representation
6. Participate in the Policy and Position Statement Process, including:
   a. Review, approval/acceptance of CSTE consensus documents submitted to or developed by their programmatic areas, including position statements, briefs, letters, and public comments (e.g., proposed federal legislation)
   b. Vetting of CSTE consensus documents within programmatic area through moderation of discussion webinars, annual conference roundtable(s), annual conference voting session(s)
7. Engage regularly with staff leads of programmatic work (up to monthly meetings; regular email communication)
8. Provide input on new project proposals or activities related to programmatic area(s) represented by Steering Committee.
9. Review and approve final programmatic products, such as manuscripts, major reports, or resources (e.g., toolkits)
10. Participate in programmatic activities as organized by the CSTE National Office, as able and interested, including programmatic convenings (travel included), project-specific workgroups, etc.
11. Participate in the CSTE annual conference programmatic track planning
12. Optional/Volunteer: Participate in Ad Hoc Committees, as needed or requested by CSTE Executive Board (e.g., Ad Hoc Annual Conference Planning Committee)
Steering Committee Vice Chairs (non-EB members)

Steering Committee Chairs are voting members; Vice Chairs are not voting members unless Chair is not present for P&P Committee meetings or able to participate in P&P Committee business. Each Steering Committee ideally should have a Chair and Vice Chair for succession planning through overlapping service terms, and Chairs and Vice Chairs may choose to share certain responsibilities, as needed and agreed upon.

1. Participate regularly in P&P Committee meetings, including providing input on all committee reports and raising priority and/or cross-cutting topics for discussion
2. As determined with Chair, support and participate in selected subcommittees within program areas.
3. Provide input to Chair on selection of subcommittee chairs and liaisons/CSTE representatives that do not need approval of P&P Committee
4. Participate (as Chair’s proxy and/or support of priority talking points) in occasional partner requests for programmatic CSTE representation
5. As determined with Chair, review, vet, and approve/accept CSTE consensus documents submitted to or developed by their programmatic areas, including position statements, briefs, letters, and public comments (e.g., proposed federal legislation)
6. As determined with Chair, engage with staff leads of programmatic work; Chairs and Vice Chairs may jointly meet and communicate with staff leads
7. As determined with Chair, provide input on new project proposals or activities related to programmatic area(s) represented by Steering Committee.
8. As determined with Chair, review and approve final programmatic products, such as manuscripts, major reports, or resources (e.g., toolkits)
9. Participate in programmatic activities as organized by the CSTE National Office, as able and interested
10. Participate in the CSTE Annual Conference programmatic track planning
11. Optional/Volunteer: Participate in Ad Hoc Committees, as needed or requested by CSTE Executive Board (e.g., Ad Hoc Annual Conference Planning Committee)