

Call for Subcommittee Chair Nominations

Eligibility

Subcommittee Chairs may be appointed from the CSTE's Active Members. Active Members are those persons engaged in the practice of epidemiology for a government public health authority at the local, tribal, state, and territorial levels. Associate, Student, and Emeritus members are not eligible to serve as Subcommittee Chairs.

Roles and Responsibilities

Subcommittee Chairs serve as CSTE's subject matter experts in their field, relating to the Subcommittee topic. Subcommittee Chairs are responsible for engaging Subcommittee members, guiding Subcommittee activities, leading Subcommittee calls, and maintaining active Subcommittee status. Subcommittees must engage in at least one relevant and useful activity as deemed by the members to maintain active status as a subcommittee. Subcommittee Chairs are also responsible for providing updates to the Steering Committee Chair at least once quarterly. Subcommittee Chairs may also periodically provide consultations to external partners as CSTE's subject matter expert. Consultations may range from providing comments on a policy or position, representing CSTE at meetings with public health leaders, or serving on a national committee to further public health initiatives.

CSTE members volunteer their time to Subcommittees so it is important to have an understanding of this time commitment. While each Subcommittee Chair role is different, a typical subcommittee that holds one 1-hour call per month may require on average between 2 and 5 hours (including the 1-hour call) of the Subcommittee Chair per month. This estimate is subject to change depending on the number of activities carried about by the Subcommittee. There is no set term of service, but it is hoped that Subcommittee Chairs will serve at least a 1-year term.

Nominations Process

Nominations for the Subcommittee Chair position may be sent to Annie Tran (atran@cste.org) by March 21, 2014. Self-nominations are welcomed. To nominate an Active Member for the Subcommittee Chair position, send a brief (no more than 1 paragraph) biosketch of the candidate to Annie. In addition, the candidate should also submit a brief statement (no more than 1 paragraph) explaining why he/she is interested in serving as the Subcommittee Chair.

Selection Process

The Subcommittee chair will be selected from the pool of candidates that meet the above stated criteria. The candidate will be recommended to the Steering Committee Chair for approval.