

Position Description

Chair - Council on Linkages Between Academia and Public Health Practice

The Chair provides leadership for the Council on Linkages Between Academia and Public Health Practice (Council) and works closely with Council staff to cultivate relationships, advance current initiatives, develop new initiatives, promote the Council and its work, and strategically position the Council within the public health sphere. The Chair serves in the primary leadership position on the Council and is responsible for weighing input from all Council member organizations and facilitating decision-making that is in the best interest of the Council as a whole.

Responsibilities

The Chair is responsible for:

- Guiding the Council in fulfilling its mission and implementing its strategic directions
- Conducting and participating in all Council meetings
- Working with Council staff to organize Council meetings, which includes activities such as scheduling meetings, setting agendas, identifying and preparing meeting materials, and coordinating speakers
- Calling all Council votes
- Participating in monthly meetings with Council staff to plan and implement Council activities
- Proposing initiatives, activities, and products that advance the work of the Council
- Monitoring Council Workgroup and Task Force progress
- Reviewing and providing feedback on resources developed by/for the Council
- Engaging Council funders
- Ensuring communication with all Council Representatives and member organizations
- Reviewing with the Council Director any issues of concern to the Council
- Contributing to Council information dissemination through activities such as blogging
- Representing the Council at conferences and meetings
- Serving as chief volunteer for the Council and engaging in additional activities as requested

Eligibility

To be eligible to serve as Chair, a Council Representative must meet two requirements:

- Must have served as a Council Representative for at least two years; and
- Must have experience working in public health practice.