



## **ESN Chair-Elect/Chair Position Description**

### ***3.1.1 Chair-Elect/Chair***

The ESN Chair-Elect/Chair is voted into position by a majority vote of the ESN members and approved by the MNRS Board of Directors. This position requires a time commitment of approximately 4 to 7 hours per month. They shall hold office for a period of two years (effective at the annual conference) or until the resignation or removal of the previous member in the position. The first year of the appointment will include active mentorship from the outgoing Chair(s). After their terms, the Chair will be asked to serve an additional year as an official mentor to the incoming chair-elect/chairs.

During this final unofficial mentorship year, chairs are asked to remain available to the Chair Elects and Executive Committee for consultations or as an active participant in the committee. The vision of the ESN is to develop scholars, drive science, and lead innovation to improve the health of all people.

ESN carries out this vision in close coordination with MNRS Leadership and the MNRS Board of Directors. The chair(s) are ultimately responsible for ensuring MNRS Board-directed duties and the shared vision of MNRS/ESN.

Specific tasks include, but are not limited to:

1. Attend all ESN Executive Committee meetings, both in person at the annual MNRS research conference and virtually.
2. Maintain ongoing communication with the MNRS Board Liaison and MNRS Leadership.
3. Coordinate priorities of the ESN in conjunction with MNRS Strategic priorities.
4. Oversee and ensure timely progress is made towards ESN/MNRS priorities.
5. Coordinate duties and responsibilities of ESN committee members including sub-committee chairs and committee representatives.
6. Coordinate ESN Committee meetings and meetings of the ESN Executive Committee.
7. Create committee meeting schedule, agendas and leading committee meetings as well as submitting minutes to committee members and MNRS staff.
8. Organize ongoing recruitment of future ESN committee members.
9. Attend at MNRS Annual Conference throughout appointment term.
10. Organize and lead annual in-person committee meeting at annual MNRS conference.
11. Actively and regularly follow up with ESN committee members and representatives to MNRS committees on tasks, offering help and guidance.
12. Timely submission of reports to the MNRS Board of Directors.
13. Regular communication with MNRS staff regarding prospective committee members, changes in the committee, conference-related planning, timelines and other items as necessary.
14. Regularly evaluate progress towards ESN goals.

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#### **MNRS Executive Office:**

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15. Support planning of ESN-sponsored conference events and representing ESN at conference events (i.e. ESN Luncheon, ESN Info Session & Breakfast).
16. Update position goals quarterly.

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