**Women in Critical Care KEG Steering Committee Job Descriptions**

**Vice Chairs: Dawn Kennedy-Little, Jarva Chow—**

The Vice Chairperson shall provide support to the Chairperson. The Vice Chairperson will assist the Chairperson in setting the agenda for committee meetings, coordinating of networking events, and carrying out any responsibilities delegated to them by the Chairperson. In addition, the Vice Chairperson will assist the Chairperson in group development including membership recruitment and retention, and the assessment and addressing of group needs. In the absence of the chairperson, the vice-chair person assumes all responsibilities.

**2 open positions- need to be an existing steering committee member to apply.**

**Programming Chair: Allison Dalton**

The Programming Chair shall generate topic ideas relevant to the advancement of women in critical care and identify multidisciplinary speakers on these topics for the SCCM Annual Congress. Additional responsibilities include organization of the annual KEG business meeting and a member reception/ networking event at Congress, generate proposals for Critical Cross Talk sessions and/or roundtable discussions at Congress, and develop a yearly continuing education Webinar.

**2 open positions**

**Treasurer/Fundraising Chair: Hina Faisal**

The treasurer shall oversee and coordinate internal and external fundraising for activities that support the Women in CCM KEG mission. All actions shall be in accordance to the rules and regulations as determined by the SCCM.

**2 open positions**

**Public Relations/Communications Chair: Marilyn Bulloch, Kayla Nichols**

Co-Directors of communication will write and disseminate content to promote Women in Critical Care KEG's brand, activities and research. They will act as a liaison between the organization, the public, and the media to ensure that the committee’s goals and mission are accurately reflected and promoted. Responsibilities include: maintaining the group email and social media accounts, publicizing member events and accomplishments, taking meeting minutes and distributing them to the group, as well as any other tasks related to communication as directed by the chair.

**1 open position**

**Members At Large Chair: Shahla Siddiqui, Lauren Igneri**

The Members at Large (MAL) will represent the interests and needs of the Women in Critical Care Knowledge Education Group (KEG) by serving as a liaison between the general membership and the steering committee. The MAL will participate in shaping Women in Critical Care KEG initiatives by gathering input, providing feedback, and serving as the voice for the general membership at board meetings. Additionally, the MSL will share the steering committee’s intentions and directions for the KEG through regular communication to the general membership. Specific duties include but are not limited to working with the Public Relations Chairs to communication of the KEG activities to the general membership, reviewing the status and progress of projects with the steering committee, and providing support and direction to implement initiatives. The MAL will provide advice and mentorship for all committee members as well as peer support in official or unofficial capacities and may be tasked with additional specific duties as determined by the steering committee.

**1 open position**

**Trainee Liaison: Navitha Ramesh, Brittany Bissell**

The Trainee Liaisons will be the focal point between the Women in Critical Care Knowledge Education Group and those interested in pursuing a career in Critical Care. Responsibilities include encourage student, resident, and critical care fellow involvement through outreach and recruitment, foster student-faculty mentorship relationships, provide perspectives on the experience of women in critical care training, and develop personal fluency in critical care career options in order to serve as a peer resource. In addition, the Trainee Liaisons shall serve as models of composed, confident female leadership, assist other members with projects, organization, and outreach, and implement educational outreach modules to promote the Women in Critical Care Knowledge Education Group mission.

**2 open positions**