

## HFES Technical Group Officers and Duties

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**Beginning January 1, 2025, all HFES Technical Group leaders will serve calendar year terms.**

**Technical Group Chair** is not an elected position. One becomes a Technical Group Chair after serving one year as Technical Group Vice Chair.

Duties:

- Determines the technical group membership dues rate for the following calendar year and relays that to the staff no later than August 31 annually
- Oversees the Technical Group's finances
- Prepares the agenda for the annual business meeting, presides over the meeting, and ensures that minutes or a summary report of this meeting are distributed to the Technical Group's membership
- Ensures that nominations and voting for Technical Group officers are proper and timely, reporting such to the COTG chair annually
- Serves as a conduit for information exchange between the technical group and the COTG, and is expected to participate in COTG affairs

**Technical Group Vice Chair** is an elected position. After serving one year, the Technical Group Vice Chair becomes the Technical Group Chair for one year.

Duties:

- Understudy to the Technical Group Chair
- Works with TG chair to fulfill the purpose of the Technical Group
- Actively supports TG's participation in the Circle of Excellence Program

**Technical Group Program Chair** is not an elected position. One becomes Technical Group Program Chair after serving one year as Technical Group Vice Program Chair.

Duties:

- Develops the Technical Group's technical program through solicitation and review of technical paper submittals and symposia/panel discussion proposals. These activities shall be conducted by a committee comprising the Program Chair, the Program Vice Chair, and at least one additional technical group member.

**Technical Group Program Vice Chair** is an elected position. After serving one year, the Technical Group Program Vice Chair becomes the Program Chair for one year.

Duties:

- Understudy to the Technical Group's Technical Program Chair
- Solicits technical paper submissions and other proposals and serves on the Technical Group Program Chair's committee

All other Technical Group positions are at the option of the Technical Group. Individuals are appointed by the current Technical Group Chair in consultation with the Technical Group Vice Chair.