

Education Chair Roles and Responsibilities

Meetings and reports

Education Committee monthly meeting- agenda, chair meeting, edit minutes, recruit members

Board meeting 2 monthly teleconference- present report, actions items from meeting, pre- read other board reports and contribute to discussion

Board meetings face to face two per annum

Annual Board report

Reports for ASA newsletter

Short Courses

Short courses for ASA ASM- liase Sleep Councils, choose courses, handover to Conference Chair

Standalone short courses external to ASA ASM (eg Dental)- assist with organisation

Annual Advanced Trainee Short Course in Sleep Medicine- assist with organisation

Subcommittees

Oversee Subcommittees- GP, BMSD, Nursing, Advanced trainee, Pharmacy (new)

Attend teleconferences where possible, provide strategic direction, appoint Chairs and assist with recruiting new members, provide updates to Board.

Education Resource Centre

Choose webinars and organise 5 per year, liase with Sleep Councils re topic selection

Oversee content Educational Resource Centre- organise recordings, review recordings (webinars, short courses, ASM), manage recordings, set fee structure, track usage

RACP

Choose College Council Representative ASA and liase with them re issues

Interact with Respiratory and Sleep STC representative

Organise RACP webinar series (5 webinars in 2017, ongoing 2018?)

Policy and Review

Review educational material submitted to ASA (eg OSA explained)

Set policy re Education (eg media attendance at webinars)

Minimum weekly time commitment- 2 hours