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Australasian Sleep Association Council Toolbox 2020/2021

Dear current and future Council Chairs, Co-Chairs and Council Office Bearers,

Thank you for your interest in this role and for volunteering your time and expertise to further the Association's aims.

This toolbox has been created as guide to the various roles and responsibilities of the positions and should provide a useful resource to enable a comprehensive understanding of the role.

The toolbox includes:

1. General overview
2. Outline of objectives of councils
3. Council office bearers and associated roles
4. Council responsibilities
5. Resources and administrative support available

Further queries in relation to this document or your role on the Council can be directed to the ASA Membership Committee Chair.

1. General Overview

There are 10 councils within the ASA:

- Chronobiology
- Dental Sleep Medicine
- Insomnia & Sleep Health
- Neuroscience
- Occupational Health, Safety & Performance
- Paediatric
- Primary Care
- Respiratory
- Sleep Physicians
- Surgery

Membership of all Councils is open to any Member of the ASA.

2. Objectives of Councils

- To foster the exchange of information and collaboration in research among clinicians and scientists with defined areas of interest.
- To serve as resource groups to the ASA Board and its Committees and Subcommittees in the provision of specialised expertise in the development of position papers, production of educational material, and in submissions to Government.
- To serve as the voice of the Council members to the Board, through the Membership Committee
- To contribute to the planning of Annual Scientific Meetings by submitting proposals for short courses, symposia and speakers of interest to their particular craft group.

3. Council Office Bearers & Associated Roles

The Chair/co-Chair will stand for 2 years and all other office bearers will stand for 1 year. If any office bearer wishes to stand down before completing their term, then the council should advertise for a replacement for the remainder of the term.

3.1 Chairs/Co-Chairs

Role: Oversee and coordinate the roles and responsibilities of the Council and its Members to achieve goals of the Council. The Chair/Co-Chair should be supported by other Council Members, specifically those listed below, but is responsible for ensuring that the Member in each role fulfils their duty by deadlines specified.

Structure: A council generally has a Chairperson and a co-chair, or 2 co-chairs although more than 2 is acceptable if voted by the Members. There is no limit on the number of years a person can fill this role, but they must be re-nominated and re-elected every second year and committed to stand for a further two years. One chair/co-chair should stand down each year while the other remains in the position to maintain continuity in leadership.

Election process of Chair: Expressions of Interest (Eoi) will be sought from Council Members 4 weeks prior to SDU and should be returned to the Secretariat. In the event that the positions are filled from Eols prior to the Council meeting at SDU no further Eols will be taken at the meeting. If insufficient Eols are received, then nominations will be taken from the floor at the face to face meeting during SDU. In the event of more Eols than positions an election via ballot box will be held at the Council Meeting at SDU.

3.2 Conference Committee Representative

Role: Ensure the Council has representation in the programming of SDU.

Structure: A minimum of one member from each Council.

Duties: Responsible for identifying approximately 10 Council Members available to review abstracts submitted to the conference, and send details to the Conference Organisers. Responsible for encouraging their Councils to nominate keynote speakers and symposia submissions for the Sleep Down Under program. Review, grade and vote on the short lists of Keynote speakers and symposia submissions.

Resources: The first (and only) face to face meeting of this committee will be held during SDU. Thereafter, meetings are held by teleconference, approximately 6 in total and of less than 60 minutes.

3.3 Councils Subcommittee Representative

Role: Provides the main conduit for communication between the Councils and the ASA Board. Meetings are held via teleconference 3-4 times annually of less than 60 minutes.

Structure: A minimum of one member from each Council.

3.4 Website Representative

Role: Liaise with the ASA secretariat regarding the content of both the Member and Public pages of the ASA website.

Structure: A minimum of one member from each Council.

Duties: Liaise with the ASA secretariat as required to update the content on the ASA website.

Resources: The ASA website has facilities for Council information to be disseminated amongst Council Members.

3.5 Social Media Representative

Role: One person to be active in writing posts, for the Public Facebook and Twitter pages etc.

Structure: The Members Only Facebook group enables a closed forum for sharing case studies and specific information regarding issues to be shared with members. The ASA Facebook page and Twitter accounts focus on information for the public.

Duties: The Social Media representative would be responsible for working actively in this area, posting and answering questions raised in regard to their particular Council.

3.6 ASA Newsletter Representative

Role: Summarise the council activities for publication in the ASA newsletter.

Structure: A minimum of one member from each Council.

Duties: This member or the Chair/co-Chair is responsible for submitting an article to the ASA Councils Newsletter which is sent out twice per year (April and November). The Newsletter covers topics from all Councils and is designed to encourage all members to take an interest in the research and work being undertaken in all aspects of sleep medicine.

4. Council Responsibilities:

The general responsibilities of the council include but are not limited to:

- Calling for Expressions of Interest to the various council positions
- Have members attend face to face meetings during SDU
- Have agendas prepared (typically the role of the Chair or Co-chair)

Specific responsibilities include:

4.1. Webinars/Short Courses

- Submit at least one Webinar proposal per year for consideration by the Education Committee.
- Submit proposals for short courses on topics of interest to the whole membership, utilising the expertise of the Council Members. These may be held as part of SDU or as stand-alone courses throughout the year.

4.2. Sleep DownUnder

- Submit at least one proposal for a Seminar/Plenary each year
- Nominate at least ten members to review abstracts
- Provide a representative to sit on the Conference Committee (see 3.2)

4.3 Membership

- Provide a representative to sit on the Subcommittee of Councils (see 3.3) or the Membership Committee

4.4 Website/Social Media

- Be regularly posting in the Members Only Forum
- Answer questions relevant to the Council's field of expertise in the Members Only and Public Forums
- Regularly review, and input to, the Council pages on the ASA website

4.5 Submissions to Government and Other Bodies

Upon request from the President/Board/Office or outside body may be asked to:

- Assist with submissions to government on topics of relevance to the Council
- Comment or draft certain policy submissions that relate to the Council's interests. These contributions may be made by the Chair/Co-Chair, or alternatively a call for input from Council members may be sought via an email circulated through the ASA Office.
- Review a policy that has been developed either by ASA or an outside body

Council Chairs/Co-Chairs are asked to review these in a timely manner, as these are often time sensitive.

4.6 Communications

4.6.1 Council Newsletters

Councils are encouraged to have continuing communications with members of the Council, through a newsletter. These can include information on the latest journal articles of interest, research, clinical practice (see Appendix 1 for an example).

4.6.2 Council Video Conferences

Councils may choose to organise video conferences amongst members, which encourages open discussion about topics of interest. Councils are responsible for setting topics and lead speakers to these forums. The ASA office will offer assistance in setting up the Zoom meeting, and promoting the meeting within the Council Membership. See Appendix 2 for an example of the communication around these meetings.

4.6.3 ASA Councils Newsletter

Councils are responsible for submitting an article to the ASA Councils Newsletter, and covers topics from all Councils. This is sent out twice per year (April and November) and is designed to encourage all members to take an interest in the research and work being undertaken in all aspects of sleep medicine.

5. Resources and Administrative support available to Councils

Council Chairs and Co-Chairs have access to the following support from the ASA Office:

- One face to face meeting each year at the Annual Scientific Meeting, Sleep DownUnder
- Notices sent out to all Council Members via email
- Facilities for Zoom Videoconferencing
- Circulation of Council Newsletters via email
- Council page on the ASA website

- Councils requiring funding for specific projects are invited to submit a business plan to the Membership Committee on an annual basis. Allocation of funding will be determined by the ASA Board, on the recommendation of the Membership and Finance Committees, who will take into account the number of requests and availability of funds.
- External sponsorship of Council activities requires the prior approval of the ASA Board.

Appendix 1 - Example of the Insomnia and Sleep Health Council newsletter

Hailey Meaklim, co-chair of the Insomnia and Sleep Health Council, recounts her experience at the SLEEP 2018 Conference, held in Baltimore, USA. Edited by Dr Alix Mellor.

Hailey described the SLEEP 2018 conference (a joint meeting of the SRS, APSS and AASM) as 'amazing'. For those who haven't attended a SLEEP conference, think 'Sleep DownUnder', but on a massive scale, with almost 5000 delegates. Some highlights of her experience are outlined below. We hope this may inspire you to attend a future SLEEP meeting.

Hailey attended the Sleep Research Society Trainee Symposium, a free day where trainees can attend a range of talks by well-known sleep researchers. Michael Grander's talk on 'Health Disparities in Sleep' was a highlight and Hailey liked his comment that "Asking how much sleep do I need to catch up on the weekend, to make up for sleeping less during the week?" is like asking "How much kale do I need to eat on the weekend to make up for all the cheeseburgers I ate during the week?"!

Other memorable talks included Lisa Meltzer's account of working with paediatric insomnia, where she gave the example of how to explain classical conditioning to parents and children through YouTube videos of rats playing basketball! Lisa Meltzer is an invited speaker at Sleep DownUnder 2018. We highly recommend you see this dynamic speaker in action. Mark Aloia's talk on 'Motivational Enhancement' stressed that clinicians should normalise feelings of ambivalence towards CPAP when treating OSA. He recommends discussing the stages of change with clients and explaining that being ambivalent is a sign of progress. He also recommends that clients are shown videos of themselves having respiratory events during their overnight sleep study to show them, in a personalised manner, what OSA is really like.

Finally, Hailey was proud to see researchers from Australia, such as Dr Bei Bei from Monash University presenting her work on sleep intervention during pregnancy, and Professor Sean Drummond from Monash University speaking about couples and sleep.

The Sleep Research Society and the Society for Behavioural Sleep Medicine are great organisations that promote all things sleep and have opportunities and discounts for students/early career researchers. Check them out here at: <https://sleepresearchsociety.org/>
<https://www.behavioralsleep.org/>

Appendix 2 - Example of the communication for a council event

Dear Insomnia and Sleep Health Council Members,

This is a reminder for the next Insomnia and Sleep Health Council Peer Support meeting. All meetings are open to any ASA member (e.g. PhD student, physician, psychologist, nurse, scientist, researcher) who are interested in Insomnia and Sleep Health-related information and issues.

Meeting details are as follows:

Topic: Sleep disturbance and mental health

Date: Wednesday 13th January 2019

Venue: Murdoch Children's Research Institute (MCRI), 50 Flemington Road, Parkville.

Room details: **Bishop Room - WL5.2.26** (Room number), Level 5 West, MCRI. **Please wait at MCRI reception for pick-up.**

Time: 5:45 – 7:00 pm (AEST)

Papers to be discussed:

1. Insomnia as a predictor of mental disorders: A systematic review and meta-analysis. *Sleep Medicine Reviews* (2019).
2. Systematic Review Assessing Bidirectionality between Sleep Disturbances, Anxiety, and Depression. *Sleep* (2013)

Please see both papers attached. Kindly read paper before the meeting.

You can also join the meeting on ZOOM using this link <https://zoom.us/j/945288228> OR this **Meeting ID: 945288228**

Kind Regards,

Edith Botchway - **Peer Support Meeting Coordinator**

On behalf of Hailey Meaklim, Prerna Varma, Geoff Brearley, Lauren Booker, Chin Moi Chow, Yu Sun Bin, Alix Mellor, Kellie Hammil, and Karen Redhead

Insomnia and Sleep Health Council