

# Guidelines for Councils within the Australasian Sleep Association

March 2017

## **1. Objectives of Councils**

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

## **2. Organisation and functions:**

- I. Councils will be established in fields related to Sleep Health and Sleep Science where the ASA Board recognises a critical mass of expertise or interest exists.
- II. A convenor for each group will initially be appointed by the Board. That convenor will arrange a meeting of the group at the next Annual Scientific Meeting, which will elect another co-chair. The convenor will step down at the following Annual Scientific Meeting and a co-chair will be elected from the group. Each chair is elected for 2 years, with one position becoming vacant every year. The chairperson may stand again for co-chair after a period of 2 years has elapsed, with no more than 2 periods as chairperson.
- III. The Membership Committee of the ASA will be the conduit for Councils to communicate their views to the Board.
- IV. Membership of all Councils is open to any Member of the ASA, regardless of grade of membership.
- V. Councils will meet annually in association with the Annual Scientific meeting of the ASA. The format of each Council meeting is to be decided by the groups, Timing and venue will be organised by the ASM Organising Committee, and advised to the Council members
- VI. Attendance at all Council meetings is open to any Member of the ASA and any individuals receiving a specific invitation.

## **3. Council Representation on Committees**

- I. Councils will nominate one person (normally, but not exclusively, one of the Council Co-Chairs) to represent them on the Councils sub-committee of the ASA Membership Committee. This person will be expected to attend at least 75% of sub-committee meetings, advise on activities the Council is currently undertaking and raise issues of importance to the Council for reporting to the ASA Board. The nominee will also be expected to report back to the Council membership on relevant issues.
- II. Each Council will elect one representative for the Conference Committee. These representatives will have an opportunity to provide input to the selection of invited guest speakers and programme, ensuring a balanced meeting that will be of interest to their constituent members and to the ASA membership in general. Each Council is expected to propose at least one session for the Annual Scientific Meeting every year, plus additional courses.
- III. Each Council will nominate one representative to be responsible for providing material for the ASA website. This may be, but is not necessarily, one of the elected co-chairs of the Council. All postings on the website and communication with members must conform to current ASA Guidelines and Principles. This person will be responsible for reviewing the ASA Council Members Only and Public Pages at least weekly, and ensuring that information is up to date, correct and relevant to the Council members. Information in the Council section of the website is available for viewing by all ASA members and should be updated at least monthly with information of interest to members. This should include publications, educational, clinical and research information. Information on the Public

Pages is an opportunity to increase public awareness of the particular area of sleep medicine that the Council represents.

- IV. Each Council will nominate someone to be responsible for Newsletter Articles and public social media posts. This may be, but is not necessarily, one of the co-chairs of the Council. This person will be responsible for submitting reports to the ASA Newsletter in a timely manner, approximately twice per year, including issues that are currently relevant to the Council, and reporting on activities the Council is undertaking. This report can include abstracts of journal articles, relevant book reviews, interesting cases etc. All newsletter articles and social media posts must conform to ASA Guidelines.
- V. Each Council will nominate one person to be responsible for the Members Only Facebook page, seeking input from Council Members about questions, information or case studies etc. to post, and ensuring that all posts relevant to the Council are responded to in a timely manner.

#### **4. Funding of Councils**

- I. Councils do not receive secretariat support at meetings, but will be assisted to set up teleconferences, or send out e-mails to Council members. All communication with members must be through the ASA office, direct communication to members is not permitted.
- II. Councils requiring funding for a specific project 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 Committee and Finance Committee, who will take into account the number of requests and the availability of funds.
- III. External sponsorship of Council activities requires the prior approval of the ASA Board.

#### **5. Key Responsibilities**

- I. 1 Symposium proposal per year to the Annual Scientific Meeting
- II. Consideration given to holding a short course on issues of relevance to the Council and wider ASA membership
- III. 1 Webinar proposal per year
- IV. An article written for each ASA Newsletter (or alternative form of communication, as requested by the Secretariat)
- V. Updated articles/information for ASA Website, Facebook and other Social Media each month
- VI. Attendance of at least 75% at Council sub-committee meetings of ASA Membership Committee (alternatives can attend if normal representative is not available)
- VII. 12 Posts on the Members only Facebook page per year (one per month)

#### **6. Speaking on behalf of the ASA**

Council members and chairpeople may not put forward to the media or social media views that do not adhere to current ASA Guidelines. All communication with members must be through the ASA secretariat and adhere to current ASA Guidelines. In the case of a dispute, the matter will be put to the ASA Board for a ruling.