



POSITION DESCRIPTION

Education Chair

Reports to: President and ASA Board

Role overview

The key responsibility of the Education Chair is to be an active Board member and undertake the fiduciary responsibility of a company director of the Australasian Sleep Association Limited. The Education Chair leads the work of the Education Committee and its sub-committees as they contribute to achieving the goals set out in the current [organisational strategy](#).

The Education Committee provides a coherent and strategic structure for all ASA's educational activities, and provides advice to the ASA Board on educational matters. Each committee member is also responsible for providing an effective communication channel between their respective sub-committee and the Education Committee which reports to the Board.

The Education Committee is comprised of:

- Education Chair (who is also a Board director of the ASA)
- Education Deputy Chair
- Chairs of the education sub-committees (for GPs, nurses, psychologists, advanced trainees and pharmacists)
- Chair of the Fellow of Dental Sleep Medicine (FDSM) Advisory Committee
- Chair of the First Nations Sleep Health Working Party
- One of the ASA representatives on the RACP Advanced Training Committee.

The Education Chair is supported by a Deputy Chair who is also a member of the Sleep DownUnder Conference Committee representing the Education Committee and helping to ensure the conference program aligns with the educational needs of members and the ASA Education Strategy. The Education Chair may also share responsibility for participating as a member of the Fellow of Dental Sleep Medicine (FDSM) Advisory Committee with the Deputy Chair, depending on circumstances.

The Education Chair and Deputy Chair work closely with the ASA staff team who support the education committees and sub-committees and help deliver educational activities – the Executive and Team Support person, the Sponsorship and Events Manager, the FDSM Program Manager and the CEO.

Time commitment

Voluntary time commitment includes a 1-hour, virtual Education Committee meeting every 2 months and preparation time reviewing draft minutes and agendas. There is also a 1-hour virtual FDSM Advisory Committee meeting every 2 months with meeting preparation time required. Additional time

may be required to attend meetings or provide input into the work of the education sub-committees, and circulate matters for discussion or approval by the Education Committee via email.

Board obligations include a 3-hour virtual meeting 4-5 times each year and a half-day in-person meeting during Sleep DownUnder. Reading Board papers and writing a report for each Board meeting require around 2 hours of work, and there is additional work between meetings to respond to email correspondence and out-of-session resolutions.

Responsibilities

Governance and strategy

- Be an active ASA Board member, reporting on all activities of the Research Committee and participating in all Board decisions and discussions
- Ensure the Education Committee contributes to achieving the goals set out in the organisational strategy

Meetings

- Chair Education Committee meetings and participate actively in discussions.
- Manage agendas, following up action items, and other tasks as required.
- Attend FDSM Advisory Committee meetings and actively participate as a member of the committee.
- Ensure effective communication between the Education Committee, its subcommittees and the Board.
- Support the Deputy Chair liaising with the Conference Committee.

Projects

- Work cooperatively with the Deputy Chair on education projects to meet the relevant goals in the ASA organisational strategy.