



POSITION DESCRIPTION

Research Chair

Reports to: President and ASA Board

Role overview

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

The Research Committee makes recommendations to the Board on research matters and research education. It manages and distributes the ASA research awards and oversees the ASA mentorship program. The Committee has a particular focus on responding to calls for input from government departments and agencies on research reforms and initiatives, specifically in promoting the need for research funding in sleep medicine.

Time commitment

Voluntary time commitment includes a 1-hour, virtual Research Committee meeting every 2 months plus up to an additional 30 hours to review member grant and award applications and draft research documentation throughout the year.

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 Research Committee contributes to achieving the goals set out in the organisational strategy

Award programs

- Set criteria for ASA awards including the application process
- Ensure appropriate promotion and advertising of research grants and awards
- Review and score research grants and awards in a transparent and equitable manner, effectively managing conflicts of interest among reviewers

- Together with the Research Committee and Finance Committee:
 - decide on the appropriate use of funds and amounts allocated to the research awards
 - Provide advice on the strategic directions the ASA should take to support and promote sleep research

Education and external relations

- Develop educational strategies to increase the research skills of ASA members
- Assist in developing national calls for sleep research funding and requests for industry and philanthropic research donations
- Manage requests for the ASA to partner on grant applications being submitted by ASA members and/or provide letters of support