

## POSITION DESCRIPTION

### Education Deputy Chair

**Reports to:** Education Chair

#### Role overview

---

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

The Deputy Chair provides support to the Education Chair in fulfilling these functions within the association. The Deputy Chair 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 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

---

The Deputy Education Chair is a voluntary role requiring a time commitment of approximately:

- 2 hours six times each year for Education Committee meetings
- 1 hour multiple times each year for Conference Committee meetings
- Additional time to support or lead special projects, which contribute to implementation of the Education Strategy.

- Possible additional time to deputise for the Education Chair on the Fellow of Dental Sleep Medicine Advisory Committee.

## **Responsibilities**

---

### **Meetings**

- Perform the duties of Education Chair when they are unavailable.
- Attend Education Committee meetings and participate actively in discussions.
- Help the Education Chair with agendas, following up action items, and other tasks as required.
- Attend Sleep DownUnder Conference Committee meetings and actively participate as a member of the committee.
- Ensure effective communication between the Conference Committee and the Education Committee
- Possibly deputise for the Education Chair on the FDSM Advisory Committee as agreed.

### **Projects**

- Lead the work to complete, implement and evaluate the ASA Education Strategy
- Support the Education Chair in meeting the relevant goals in the ASA [organisational strategy](#).