



## POSITION DESCRIPTION

### Membership Committee member

**Reports to:** Membership Chair

#### Role overview

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The Membership Committee makes recommendations to the Board on matters relating to membership categories, applications and benefits.

Meetings are held approximately every two months.

#### Time commitment

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The time commitment is approximately a 1-hour virtual meeting every 2 months.

#### Responsibilities

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1. Membership
  - a. Reviewing and approving all new memberships.
  - b. Auditing numbers and categories.
2. Liaison as needed between the membership and the ASA Board.
3. Councils:

The Membership Committee provides a channel between the councils and the board. ASA has 10 councils:

- Chronobiology
- Dental Sleep Medicine
- Insomnia and Sleep Health
- Network of early career sleep researchers in training
- Neuroscience
- Paediatric
- Primary Care
- Respiratory
- Sleep Physicians
- Surgery

4. Handling of queries from the public including industry if referred on from the office
5. Responsible for reviewing website content and appearance in collaboration with the ASA membership manager.
6. Advocacy, Strategy & External Relationships
  - a. Assist in planning and strategic development of the ASA in concert with the Board
  - b. Assist the Board in its professional relationship with other professional bodies and learned societies/ colleges, government and other authorities