



POSITION DESCRIPTION

Membership Chair

Reports to: President and ASA Board

Role overview

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

The Membership Committee makes recommendations to the Board on matters relating to membership benefits, services and structures. It reviews new member applications and provides advice to ASA staff on all matters relating to the website, ASA special interest councils, and member services and benefits.

Time commitment

Voluntary time commitment includes a 1-hour, virtual Membership Committee meeting every 2 months plus time to prepare agendas before the meeting. Specific Membership Committee endeavours may take additional time.

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 Membership Committee and participating in all Board decisions and discussions
- Ensure the Membership Committee contributes to achieving the goals set out in the organisational strategy

Membership

- Lead the Membership Committee as it reviews and approves new Full Member applications
- Develop and liaise with office staff to manage member surveys and member benefits
- Support office staff in developing strategies relating to membership growth, retention and recognition
- Convene state representative meetings to facilitate organisation of local state member meetings
- Encourage representation of each state (and New Zealand) on the Membership Committee

- Encourage diversity of craft group representation on the Membership Committee
- Assist in matching mentors and mentees for the mentorship program

Website

- Regularly review website content for accuracy, currency and clarity of communication

Councils

- Convene the Sub-Committee of Council chairs
- Be aware of council activities and encourage councils to increase services to and engagement with members
- Review effectiveness of councils and propose alterations to the Board so that councils provide high quality services to members and increase member engagement with the association.
- Encourage representation of each council/specialty group on the Membership Committee