



## POSITION DESCRIPTIONS

### PRESIDENT

#### Function

The President serves as chief elected officer of the Sleep Research Society, representing the entire membership. This individual directs other officers, presides as chairman over board actions and may act as chief spokesperson for the Sleep Research Society.

#### Specific Responsibilities

1. Presides at all meetings of the Sleep Research Society Board of Directors and Executive Committee.
2. Schedules and prepares the agenda for meetings of the Board of Directors and Executive Committee.
3. Keeps the Board of Directors, Executive Committee, and SRS committees informed on the conditions and operations of the Society.
4. Selects or approves chairmen for all SRS committees and task forces. Outlines the purposes and duties of the committee and monitors their progress.
5. Directs the Board of Directors in formulating policies and program that will further the goals and objectives of the Society.
6. Conducts an annual review of Society's performance and effectiveness, including a review of the chief staff executive's performance. When necessary, recommends changes in Society structure (board, committees, etc.) to the Board of Directors.
7. May act as a spokesman for the SRS to the public, press legislative bodies, and other related organizations. (This responsibility is shared with the chief staff executive)
8. Monitors Society's expenditures to assure operation within the annual budget. Contracts for an independent annual compilation of SRS finances.
9. Promotes active participation in the SRS on the part of the membership. Reports the activities of the board and Society to the members via various means of communication.
10. Presents a report at the Annual Business Meeting.



11. Acts as a member of the Advocacy Task Force, Publication Policy Committee and Chairs the Committee on Committees the first year of his/her term.

## **DIRECTOR**

### **Function**

Directors develop and maintain membership in the Sleep Research Society and direct service programs for members.

### **Specific Responsibilities**

1. The effective director will be knowledgeable of the affairs and activities of the Society and will recognize the fiscal and legal responsibilities of the board and the individual directors.
2. The director will ensure that the Society assesses the needs of its members and of the industry profession, or institutions it serves and develops a plan for the future which the Society can follow even though the top leadership changes each year.
3. The director must help to provide strong leadership for the Society and to set a sound and accurate course for its future.
4. The director should realize that his or her role is to participate in setting policy and not to become involved in staff operations.
5. The director must view the development and approval of sound short-range and long-range objectives as one of the most important policy decisions he or she will be called upon to make.
6. The board can review program progress and actually measure the effectiveness of the Society in accomplishing its purpose.
7. Performs other duties assigned by the President, which may include serving as board liaison of one or more committees.