



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.

PRESIDENT-ELECT

Function

The President-Elect assumes the responsibilities of the President in his or her absence. Assists the President in carrying out the functions of that office and performs specific duties delegated by the President. This position serves as an orientation for the future President.

Specific Responsibilities

1. Assumes the duties of the President in his or her absence.
2. Serves as a member of the Board of Directors, Executive Committee, Advocacy Task Force, and Chairs the Committee on Committees.
3. Performs duties assigned by the President, which may include serving as chairman of one or more of the Society's committees or task forces.
4. Assists the President in the performance of his or her duties, whenever requested to do so.
5. Attends annual meeting and special meetings.
6. Represents the Society with other associations or organizations as requested by the President.