



AUSTRALASIAN SLEEP TECHNOLOGISTS ASSOCIATION

(www.sleeptechnologists.org)

Position Description – ASTA President

It is the primary function of the President to ensure all Association activities abide by the Constitution of the Association, and meet the objectives of the Association. The President must work closely with other members of the Executive Committee. The President has full voting rights on the Executive Committee. The President shall Chair the Annual General Meeting and shall not cast a vote unless there is need for a casting vote. (Also consult ASTA Constitution, Executive Duties & Executive Duties Calendar documents).

Appointment and Accountability:

- The President is elected by a simple majority of voting members at the Annual General Meeting, or, if the appointment is made due to the early resignation/retirement of an incumbent, in accordance with Association by-laws.
- The term of office is 2 years, or, if the appointment is made due to the early retirement of an incumbent, until the term would have expired. Multiple terms may be served. (Note: on completion of term the President assumes the role of “Immediate Past President” and completes a further 2 year term on the Executive Committee.)
- The President reports to ASTA membership at the Annual General Meeting.

Requirements of the position:

- Membership of ASTA.
- BRPT certification is desirable but not essential.
- Knowledge of the internal workings and structure of the ASTA, including Constitution and by-laws is essential.
- It would be expected the President would have significant previous experience at the management level.

Responsibilities:

- Abide by the Constitution and by-laws of the Association.
- Carry out such duties as the Constitution, by-laws, Executive or Association deems necessary.
- Organisation of, and chairing regular Executive Committee Meetings.
- Chair Annual General Meeting.
- Open and Close Annual Scientific Meeting.
- Provide regular “Presidents Report” to the Newsletter Editor.
- Ensure Association activities meet with Aims & Objectives of the Association.
- Act as ASTA spokesperson with related professional bodies.

Immediate Past President responsibilities include:

- *ex officio* non-voting member of the Executive Committee.
- Act as Returning Officer during Annual Scientific Meeting.