



# AUSTRALIAN & NEW ZEALAND SOCIETY OF RESPIRATORY SCIENCE INC.

([www.anzsrs.org.au](http://www.anzsrs.org.au))

*Leading Respiratory Science in Australasia through the 21st Century*

## **ANZSRS Regional Representative Position Description**

### *About Regional Representatives....*

The Regional Representatives' function is to represent the membership of their region to the Executive and to assist in managing the Society. The Executive represents the views of the Regional Representative to the Board. The Regional Representative also represents the Executive to the membership and carries out on behalf of the executive delegated duties associated with managing their regional membership and activities of the society.

Regional Representatives form part of the management team., They act, via the Executive, on policy and short-term goals derived from the Board's long-term strategic plan. This plan is developed using the Society's vision and guided by its Constitution.

The Regional Representatives will report directly to the Executive via the Secretary of the Society

### *Regional Representatives Position Description*

#### *Position summary*

The primary role of Regional Representatives is to represent the membership of their region to the Board, via the Executive. Regional Representatives assist in the day-to-day functioning of the Society as directed by the Executive.

#### *Term*

Election is for the term defined in the Constitution (currently 2 years), or for the balance of that term should a Regional Representative resign.

#### *Qualifications*

##### *Professional:*

Must be a financial ordinary member or life member of the Society with full voting rights

##### *Personal Attributes:*

Highly motivated

Excellent communication skills

Attention to detail.

Able to work independently as well as a part of a team

#### *Time*

As the Regional Representatives primary function is to assist in the day-to-day functioning of the Society, a commitment of time is required to successfully carry out this role

### ***Specific Requirements***

As a member of the management team, Regional Representatives must:

1. Be aligned with the Society vision and support its aims
2. Have a thorough knowledge of the constitution
3. Actively participate in the functioning of the Society
4. Be responsible for providing timely feedback to the Executive when requested
5. Promote the aims of the Society within the region to both members and external bodies
6. Represent local members' professional interests and views, through the Executive, to the Board
7. Facilitate and foster regular interchange of ideas through meetings, newsletters or whatever suits the region best.
8. Disseminate information regarding Society activities to members of their region
9. Inform local members of the financial support offered by the Society in terms of educational scholarships and travel grants to attend Society meetings
10. Actively encourage membership to attend local branch meetings and the annual scientific meeting.
11. Nurture newer members of the Society through leadership and example.
12. Provide direction and support to members wishing to gain the CRFS credential.
13. Maintain detailed and accurate records of any financial transactions involving funds supplied to the branch by the Executive or any sponsoring body.
14. Deliver an annual report to the Executive at the time of the Annual Board meeting detailing regional activities over the previous year. Where there is more than one regional representative for the region, a joint report may be submitted.
15. Provide support and contributions to the Editor of Society Publications when requested. This ensures Society publications are up to date and reflect the views of the membership.
16. Assist in the election of replacement representatives at the end of the term of office.

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*This document shall be reviewed by the Board 6 months prior to the end the term of office, to ensure it continues to accurately reflect the requirements of the Society.*