



Canadian Sleep Society (CSS)

Société Canadienne du Sommeil (SCS)

[www.canadiansleepsociety.com](http://www.canadiansleepsociety.com)

## CSS Board of Directors Duties

*The following document outlines the duties for CSS Board of Directors positions that are open in 2024.*

### Officers:

John Peever, PhD  
President

Célyne Bastien, PhD  
Past President

Michael Mak, MD, FRCPC  
Vice-Président Clinique

Thanh Dang-Vu, MD, PhD  
Vice-Président Recherche

Penny Corkum, PhD, R.Psych  
Trésorière / secrétaire

### Members-at-large:

Jonathan Charest, PhD  
Media & Advocacy

Liza Perez, RPSGT  
Communications

Nelly Huynh, PhD  
Dental

Colin Massicotte, RPSGT  
Technologist

Santixay Homsombath BSc, RPSGT,  
RST, CESH  
Technologist

Nicholas van den Berg, PhD  
Student

Tanya Leduc  
Student

James MacFarlane, PhD, FAASM  
Membership

Rebecca Robillard, PhD  
Mobilisation & Knowledge Translation

### General inquiries:

Email : [info@css-scs.ca](mailto:info@css-scs.ca)

### Generic duties of all members of the executive board of the CSS:

1. Read the bylaws of the CSS.
2. Attend CSS Board meetings (obligatory; about two per year), CSS executive meetings (optional; about two to three per year) and the AGM (obligatory).  
\* In the event that you cannot attend a Board meeting or the AGM, you are required to submit a written report. *Note that bylaws indicate that executive board members should not miss **two consecutive Board meetings**.*
3. Contribute to Board discussions and vote on motions, either in person or by electronic communication (videoconference, email, etc.).
4. Contribute to educational activities, for example the scientific conference or CME events.
5. Assist in obtaining sponsorship or exhibitors for educational activities of the CSS.
6. Aid in promotion of the biennial conference, fundraising initiatives, and other activities of CSS.
7. Represent the CSS at meetings such as funding agencies e.g., CIHR, or events hosted by other societies, if required.
8. Liaise with other officers about updates to the website, notices to be sent out via e-mail, media and public relations, newsletters, and membership drives.
9. Respond to queries sent to your @css.scs.ca email (which will be forwarded to your regular email address).

*\* Although not necessary, being bilingual in French and English is an asset.*

### Responsibilities in each of the portfolios include:

#### Member-at-large (Membership)

1. Report on numbers of members at executive meetings and AGM, and for the Annual Report.
2. Membership drives: Coordinate ideas of the board members to increase membership, including corporate membership.
3. Preparing written information about the benefits of membership to go along with the notice about membership renewals and on website.
4. Coordinate membership renewal notices to be sent via e-mail.
5. Manage membership activities on the website:
  - Managing the membership database.
  - Correcting membership information (contact info, address).



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- Reviewing membership requests for accuracy.
- Manage membership payment problems (change payments, reimbursement issues, etc.).
- Coordinate sending scheduled/periodic membership reminders.

**Member-at-large (Communications)**

1. Liaise with the President and Executive Director to produce *e-Vigilance*, a regular electronic newsletter to members.
2. Coordinate Annual Report (end of Dec) by soliciting content from other board members, planning content and layout.
3. Manage social media platforms of the CSS (Facebook, Twitter, LinkedIn) with the goal to increase viewership.
4. Translations of short communications, if necessary; coordination of longer translations through the Executive Director (e.g., brochures); highlighting french/English translation needed of static pages on the website.

**Member-at-large (Media & Advocacy)**

1. Respond to media requests that will usually be triaged via the website through our administrative office.
2. Contact with the public, upon request.
3. Liaise with authors to maintain/update CSS public education brochures that are posted on the website.
4. Participate in Knowledge Translation initiatives.
5. Update periodically the list of CSS members who are willing to respond to media requests.

**Member-at-large (Dentist)**

1. Represent the Dental Interest Group at meetings of the executive of the CSS/SCS.
2. Attend CSS Board meetings (obligatory; about two per year), CSS executive meetings (optional; about two to three a year) and the AGM – see below. In the event that you cannot attend a Board meeting or the AGM, please submit a written report.
3. Oversee the financial statement for the Dental Interest Group as prepared by the Secretary/Treasurer and the Executive Director. The CSS membership dues for dentists are \$250 and, as requested by your Dental Interest Group, the annual registration will include a fee of \$100 that will be transferred to a separate account for this group.
4. Liaise with the member-at-large responsible for membership regarding membership drives.



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5. Submit an item in our newsletter “Vigilance” to the member-at-large (communications) – they will send out an email request for this. Please submit a short report to introduce your special interest group to the CSS members and include a personal statement to introduce yourself as well.
6. Represent the CSS at meetings such as funding agencies e.g. CIHR, or events hosted by other societies, if required.
7. Contribute to educational activities, for example the scientific conference or CME events. Continue to liaise with the Vice President Research regarding the dental program. If possible, take on the role of Chair for the Dental program at the biennial CSS Conference.
8. Assist in obtaining sponsorship or exhibitors for educational activities of the CSS/SCS as they relate to the Dental profession.

**Member-at-large (Student)**

1. Represent the needs and priorities of the Student Group at meetings of the executive Board of the CSS/SCS.
2. Liaise with the VP Research regarding the “Outstanding Student Award”.
3. Organize and host the Trainee Research Day at the biennial CSS/SCS conference. Liaise with the VP Research regarding the program. Liaise with the sponsors (e.g., CIHR), when necessary.
4. Engage in Knowledge Translation initiatives (e.g., submit an item in our newsletter Vigilance, host workshops, seminars, and/or trainings).
5. Oversee student volunteers who are interested in leading or supporting student-led initiatives (including Knowledge Translation events), as per the Trainee Network Charter.

**Please send your nomination to [florence@css-scs.ca](mailto:florence@css-scs.ca)  
by September 1, 2024 at 11:59PM**

