

Australasian Neuroscience Society (ANS) President

Position Description

Role

The role of the President is to provide fundamental leadership and responsibility for the organization and operation of the ANS. The President should:

- be well informed of all ANS activities;
- foster positive links within the Australian and New Zealand neuroscience communities;
- develop good relationships with internal and external stakeholders, including international partners;
- be forward thinking and committed to meeting the overall goals of the ANS;
- have a good working knowledge of the ANS Constitution, rules and duties of office bearers;
- work collaboratively with Executive, Council and Committee members;
- be attuned to the interests of members and other interest groups;
- be a good role model and present a positive image for ANS when representing the ANS in forums; and
- be a competent public speaker.

Duties and Responsibilities

- chair Executive and Council meetings ensuring they are run efficiently and effectively, or appoint a suitable nominee as required for an occasion;
- chair the Annual General Meeting
- act as a signatory for ANS in all legal purposes and financial purposes unless otherwise delegated;
- oversee the activities of the ANS to help ensure that it meets all its corporate governance and compliance requirements, and operates effectively on a day to day basis;
- regularly focus the attention of executive members on matters of ANS governance that relate to its own structure and role and relationship to stakeholders;
- periodically consult with Executive and Council members to see how they are progressing, helping them to optimise their contributions;
- provide support and guidance to the committee chairs, maintaining a link to the Executive;
- work with the Executive and Council members to ensure that goals and objectives of the Strategic Plan are addressed and that the Plan is periodically reviewed and updated;
- serve as a spokesperson for the ANS as required;

- serve as the ANS representative with international society partners, including membership on the IBRO and FAONS Councils
- contribute to ANS communication activities as required;
- build strong connections and positive working relationships with partners, sponsors, funding agencies, government departments and organisations that are relevant to the goals of the ANS; and
- providing timely and relevant reports to the Executive Committee and Council.

Calendar of Events

	Timeline
ANS President -	
ANS newsletters – write the President’s message	Quarterly
Proof read the draft ANS newsletters	Quarterly
Write and send invitations to plenary speakers	Annually
Write nominations for prizes and awards	Ongoing
Write recommendations for awards such as the Order of Australia	Ongoing
Write letters of support for conferences	Ongoing
Write conference thank you letters	Annually
Write congratulatory notes to awardees (e.g. Order of Australia recipients)	Annually
Regular emails to Exec and Council members regarding a variety of issues of interest: Invitations to attend meetings of affiliated groups e.g. FAONS Order of Australia announcement	Ongoing
Send invitations for Presidential dinner	Annually
Second signatory (with the Treasurer) for bank account approvals (only for Australian based President)	Ongoing
Liaison with ANS solicitor	As required
Attend ANS meetings - <ul style="list-style-type: none"> • Executive • Council • Committees/working groups (currently ANS Sponsorship Working Group and ACAN Management Committee) 	Monthly (by teleconference) Quarterly – 2 by teleconference and 2 face-to-face with one of these held the day prior to the annual meeting at that location) Ad hoc
Annual conference - <ul style="list-style-type: none"> • Oversee annual meeting arrangements throughout the year including: • Various roles throughout the conference* (please see the sample document from the 2017 meeting) • Regular liaison with LOC, for example in relation to prize amounts 	Ongoing Annually From mid-year onwards

Write new ANS policies	As required
Liaise with TAS regarding preparation of documents	Ongoing
Liaise with Brain Bee Australian Coordinators, and chair the ABBC Executive Board	Ongoing
Finalise nominees for ANS Executive and/or Council positions	Ad hoc
ANS representative on ACAN Management Committee	
As ANS President, observer/ex officio member of the AAS National Committee of Brain and Mind	Approximately 4 meetings per year
Attend FAONS meeting either in person or by teleconference	Annually
Liaise with FENS, IBRO, FAONS as required	Ad hoc
As President, respond to enquiries from past and present members e.g. regarding suggestions for future meetings	Ongoing