

**Australasian Neuroscience Society (ANS)  
ACAN Management Committee Chair**

**Position Description**

**Role**

The role of the Chair of the Management Committee of the Australian Course in Advanced Neuroscience (ACAN) is to (i) support the Course Director in the smooth organization and running of the course (ii) encourage ongoing development of the course so that it remains a Flagship activity of ANS.

**Duties and Responsibilities**

1. Organize and chair approximately 4 meetings per year of the ACAN Management Committee and encourage active participation of all members to:
  - a. Advise and assist the Course Director/s in developing, implementing and evaluating the Course year by year
  - b. Encourage appropriate gender and regional diversity (across Australia and New Zealand) in course participants
  - c. Engage in soliciting excellent candidates for the Course from the Asia/Pacific region and beyond to increase the international impact of the Course.
  - d. Work with the ANS Treasurer to ensure the financial viability of the course and solicit donations from Universities and Institutes whose students benefit from the course.
  - e. Assist in new ideas for the course to keep it current with advances in Neuroscience
  - f. Ensure the equipment for the course is adequate and up-to date
2. Advise the Course Director/s as required throughout the year
3. Liaise with the ANS President and Treasurer as appropriate regarding administrative and financial matters

***ANS Council membership***

1. Attend the ANS Annual Scientific Meeting and the Annual General meeting (or arrange a substitute if unable to attend), and convey members' concerns and contribute to general debate.
2. Provide timely reports to ANS Council on ACAN's activities.