

July 2025



BSS Call for Nominations for the Executive Committee

We announce the Call for Nominations for the leadership of the Education Subcommittee following the completion of the current leads' tenure (November 2025). The role involves membership of the Executive Committee.

All current BSS members in good standing are eligible to stand for nomination. Members who wish to stand must be supported by two current BSS members (a Proposer and a Secunder) and the agreement of the nominees must have been obtained. The application needs to be submitted to the BSS Administrative team by the deadline below. The signatures of BSS members who support any nomination can be collected together on one proposal form or may be written separately on individual forms. Candidates will also be invited to supply a personal statement explaining their reason for application and summarising their relevant experience.

If more than one application is received from eligible current BSS members, a decision will be taken by current Executive Committee members. **Successful candidates will serve for 2 years on the Executive Committee, with an option to renew for a further 2 years.**

The closing date for receipt of applications is 15th September 2025

Members who wish to apply for this role should send their personal statement (not more than 500 words) and details of the Proposer and Secunder to the BSS head office (admin@sleepsociety.org.uk). Please use the email subject line: **"NOMINATION FOR BSS EXECUTIVE COMMITTEE"** with the following wording:

"I [NAME OF CANDIDATE] wish to stand for election to the Executive committee of the British Sleep Society as lead of the Education Subcommittee. I have been proposed [NAME OF PROPOSER] and seconded by [NAME OF SECONDER]."

Please ensure that your full name and correspondence email address are included in the message. The head office will email in return to acknowledge the safe receipt of your nomination. Questions and queries concerning the application or appointment process should be sent to the same address. Enquiries about the nature of the post may be directed to the current Education Subcommittee leads, Dr Megan Crawford (megan.crawford@strath.ac.uk) or Dr Shruthi Konda (shruthi.konda@nhs.net).

Applications should be received by 5pm on 15th September 2025 and, if required, a decision will be taken by the Executive Committee members. Successful candidates will be formally announced at the AGM during the biennial conference in November 2025.

The Duties of appointed BSS Executive Committee members

The *BSS Executive Committee* has agreed that candidates should be informed about their duties. This is so that they can be fully aware of the extent of this important commitment and ensure that they can plan any local arrangements that might be necessary to fulfil it, if elected.

The *Executive Committee* is the professional decision-making body of the BSS. The Committee meets four times each year, usually in 3-4 monthly periods. Meetings are scheduled with advance notice, with the agenda and working materials circulated closer to the date. Meetings should take about 2 hours and are organised either in person or virtually via videocall (BSS Zoom Account). *Executive Committee* members should consider attendance at the meetings and associated activities, i.e. task forces, subcommittees, as a high priority. The same applies to BSS organised educational events and scientific conferences, as well as the (annual) general meeting (AGM), which is held during the biennial conference. The BSS subcommittees meet with different schedules. Although the workload is distributed amongst all BSS *Executive Committee* members, the expectation is that elected members will join at least one subcommittee to support the Society's work.

As well as the formal meetings, members of the *Executive Committee* are involved in other supporting work, including the activities of subcommittees, advisory posts on other societies, advisory committees, co-opted seats and the newsletter editorship. Other commitments are shared and distributed fairly. For example, small groups of members are asked to review appropriate reports or endorsement applications to make recommendations about their acceptance to the *Executive Committee* as a whole. There are also various ad hoc duties that involve members, such as lectures, public talks, interviews or committees for BSS events. Participation in any BSS related activity and presence at BSS events and conferences is also actively encouraged.

In addition, there is an expectation that *Executive Committee* members fulfil an external role in promoting the BSS and membership activities within their communities. Executive Committee members are asked to nominate colleagues for specific activities on a regular basis.

Candidates should note that the BSS *Executive Committee* has agreed that members will not receive any honoraria or other remuneration for their services to the BSS. It is therefore the duty of a candidate for office to obtain advance agreement from their employing authority that they will be given time to perform BSS duties, in the context of activities recognised by the Department of Health as being in the wider interest of the NHS. However, BSS *Executive Committee* officers can claim reimbursement of all eligible expenses for their activities in the name of the Society.

Dr Nicola Read
Secretary

Prof Caroline Horton
Treasurer

Drs Alanna Hare and Simon Durrant
Co-Presidents

Approved: July 2025 (revision to be considered biennially)