



PENNSYLVANIA SLEEP SOCIETY

Volunteer for a PSS committee!

In order to achieve our mission of serving the Pennsylvania Sleep Community, we are creating a number of committees, and we are looking for volunteers.

Name: _____

Credential(s): _____

Mailing Address: _____

E-mail Address: _____

Telephone: _____

Job Title and Institution: _____

Number of Years in Sleep Medicine: _____

Brief statement describing your interest in volunteering and areas of expertise:

Please indicate which committees you would be interested in (see descriptions on reverse):

- Membership Committee
- Education and Meeting Planning Committee
- Communications Committee
- Legislation and Government Affairs Committee

Please send completed forms to: committees@pasleep.org, or fax to 610-270-2529

Membership Committee

- Receive and process membership applications
- Interface with Secretary-Treasurer and Education & Meeting Planning Committee to confirm payments for new members and reach conference attendees to become members
- Develop and implement recruiting activities

Education and Meeting Planning Committee

- Find and arrange a location for meetings and events, including our annual meeting
- Make all arrangements for meetings and events
- Find speakers for events
- Establish meeting programs and agenda
- Arrange for continuing education credits for technologists, physicians, psychologists and others

Communications Committee

- Maintain PSS website
- Publish newsletter
- Manage official communications from the society

Legislation & Government Affairs Committee

- Maintain awareness of any relevant pending legislative issues
- Report to the Board of Directors about any items that need action
- Advocate on behalf of the organization