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# RESOURCES

## 1. RESOURCES DIRECTOR

The Resources Group is responsible for SDA's resources. This includes the design, layout of the content, printing, and distribution of the information booklet, factsheets, and all other resources. They are also responsible for ensuring all information that is not sleep disorder or sponsor related is accurate and up to date across all resources.

The various sleep disorder teams/coordinators are responsible for ensuring all content that relates to their area is up to date across all of SDA's resources. In the absence of sleep disorder coordinators, the Resources Director is responsible for making sure content relating to sleep disorders is accurate and up to date.

The Marketing Director is responsible for any adverts or inclusion relating to our partners or other sponsors across all of SDA's resources. The Resources group must work with the Marketing Director to ensure all of SDA's resources are consistent and coordinated with the organisations brand, image and identity.

The Finance Director is responsible for processing the expenses relating to the production of all of SDA's resources.

**The responsibilities and duties of the Resources Group include, but are not limited to:**

### *In General*

- (a) Maintain a comprehensive library of resource materials that are consistent with SDA's mission, brand and image. This includes the design, layout and production of all of SDA's resources including but not limited to its information booklet, factsheets, videos and slideshow presentation.
- (b) Evaluate existing resources and work with the sleep disorder coordinators and Marketing Director on updates when necessary.
- (c) Help produce (design, layout and production) new information brochures or other resource materials (eg: posters, flyers etc) when necessary.
- (d) Provide resource materials to SDA officers when required.
- (e) Monitor quantities and plan annual needs for resource materials. Arrange printing for new and existing resources when necessary.
- (f) Send out resources (eg: trifold brochures) to medical professionals and other allied health care professionals and the public when requested.

## ***Information Booklet***

SDA prints and distributes approx. 40,000 information booklets a year to sleep clinics, doctors, dentists, chemists and other allied health services.

- (a) Maintain an updated distribution list.
- (b) Produce (including design, layout and adding or editing content) two editions of the information booklet per year. Sleep disorder coordinators and the Marketing Director are responsible for ensuring the content relevant to their area is accurate and up to date. In the absence of sleep disorder coordinators, the Resources Director is responsible for making sure content relating to sleep disorders is accurate and up to date.
- (c) Arrange the printing and distribution of the information booklet twice per year as well as at other times throughout the year when booklets are requested.

The Resources Director role would require a commitment of approximately 5-10 hours per week, however some weeks will require less, and others more, eg; twice a year when it is time to produce and distribute our information booklet.

All roles are done remotely (from home) so you will need a reliable computer and internet connection.

You will need to have experience with:

- a) MS Word and Excel
- b) Google Workspace
- c) Adobe or another PDF editor
- d) PowerPoint, Canva or other platform that enables you to produce slideshows, posters and other online and offline resources.

It requires a person with:

- a) effective written and verbal communication skills
- b) demonstrated digital graphic design experience
- c) planning and organisational skills
- d) integrity and reliability
- e) a commitment to meeting deadlines and following through on tasks.

Please also note, as these are Board positions, you are required to be a member of SDA and you will also be required to attend Board meetings (held via Google Meet). There is usually no more than one meeting every 4-6 weeks.