



ACIPC

Australasian College  
for Infection Prevention and Control

**Nomination for a Director of ACIPC Ltd**

## Nomination for a Director of ACIPC Ltd

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The College is a company, limited by guarantee and incorporated under the Corporations Act. The College is seeking nominations from highly motivated and respected individuals to serve as Directors of the Australasian College of Infection Prevention and Control Ltd. This is a two-year term commencing at the Annual General Meeting (AGM) to be held in November 2021.

The ACIPC Board is made up of the President, Past-President, President-Elect, up to seven ordinary members (Directors), and one Consumer Representative. The Board is responsible for the strategic direction, governance, and oversight of the College's operations. The Board works collaboratively with the Executive Management Team which includes the President, Past-President, President-Elect, Executive Manager and Office Manager.

### Nomination

Individuals who meet the essential criteria may self-nominate. Nominations will be reviewed by the current Board to determine the suitability of candidates.

Nominees must submit the completed nomination form and include the following:

- a brief letter to the President of no more than 500 words outlining your suitability for the role, the experience you would bring to the position and addressing the essential and desirable criteria
- a brief professional profile of 200 – 300 words
- a statement about why you are seeking election
- a current CV which demonstrates your skills and experience
- a recent photo

If your nomination is accepted, your statement, professional profile and photo will be used on the ACIPC website should the board deem an election be necessary.

### Closing Date

The nomination form and accompanying documents must be sent to [office@acipc.org.au](mailto:office@acipc.org.au) by 11:59 pm AEDT on Sunday 17 October 2021 .

Please email the College's Executive Manager, Ben Thiessen at [executive@acipc.org.au](mailto:executive@acipc.org.au) with any questions about the role or the process of nomination.

### Election of Directors

There are up to seven board positions for Directors. An election will be held, prior to the AGM, when the number of nominations is accepted by the Board exceeds the number of available positions. Full, Fellow and Life Members are eligible to vote.

## Appointment of Directors

Directors are formally appointed by a resolution passed at the AGM.

## Time Commitment

The Board meets online for one to two hours each month and meets face-to-face for planning days twice a year. One of the planning meetings precedes the annual conference in November. Attendance at a minimum of 75% of Board meetings is required.

Each Board Director is expected to provide leadership to committees and/or portfolios, which involves a further commitment of time.

Overall, Board Directors should expect to commit a minimum of two to four hours per week.

## Legal Responsibilities of all Directors

As a registered charity, the College's primary regulatory authority is the Australian Charities and Not-for-profits Commission (ACNC, <https://www.acnc.gov.au/>). The ACNC and Australian Securities and Investments Commission (ASIC) define the roles and responsibilities of Directors (Responsible Persons) and governance standards for charities.

Directors are responsible for ensuring the College meets the ACNC's five standards of governance for:

- working towards the purposes and not-for-profit nature of the College
- accountability to members
- compliance with Australian laws
- suitability of Directors
- duties of Directors

Directors must not be disqualified from managing a corporation (under the Corporations Act) or currently be disqualified from being a board member for a registered charity by the ACNC Commissioner. This includes being declared bankrupt, subject to a personal insolvency agreement or convicted of offenses such as fraud or breaching your duties as an office holder.

The duties of Directors' can be summarised as:

- to act with reasonable care and diligence
- to act honestly and fairly in the best interests of the College and for its charitable purposes
- not to misuse their position or information they gain as a Director
- to disclose conflicts of interest
- to ensure that the financial affairs of the College are managed responsibly, and
- not to allow the College to operate while it is insolvent

Generally, the duties mean that Directors should act with high standards of integrity and common sense.

## Role of Directors

The Board is responsible for providing leadership and direction for the College and bears ultimate legal responsibility.

Whilst the Board delegates some of their responsibilities to staff, there are key responsibilities for Directors and areas where they support the activities of the College:

- appointing senior staff members
- setting the College's long-term strategic goals
- approving a strategic plan
- considering how organisational risks should be managed
- making sure the College meets its financial obligations and operates transparently
- ensuring the long-term sustainability of the College
- approving annual budget and allocation of resources to support the work of the College
- advocating on behalf of the College, members, and IPC
- participating on committees and portfolios of the College
- representing the College through participation in external committees and panels
- calling meetings of the members

## Core Values

The core values to which members of the Board are required to adhere to include:

- being fair, honest, and transparent
- treating colleagues with respect and dignity
- promoting contemporary social values
- adherence to the law
- adherence to policies of the College
- taking responsibility and accountability for actions or inactions

## Essential Criteria

Candidates for the position of Board Director must meet the essential criteria:

- be a current financial member and have held membership for a minimum of two years
- be a Credentialed Infection Control Professional (CICP) at any level or have submitted a credentialling application
- not be ineligible to act as a Director or Responsible Person under ACNC and ASIC (see above)
- the ability to exercise due care and diligence
- the commitment to act honestly in good faith and for proper purpose
- an understanding of the responsibilities of a Director under the ACNC and ASIC
- excellent professional profile and reputation
- capacity to think and act strategically
- ability to apply critical and broad perspective thinking

## **Desirable Experience**

- previous involvement on ACIPC committees or projects
- management experience
- board experience
- chair experience
- financial literacy

## **Remuneration**

Board Directors are remunerated for work undertaken in the role in accordance with the ACIPC Operational Guidelines. The fee paid is currently \$4,000 per year in two installments.

## Nomination Form for a Director of ACIPC Ltd

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I, ..... (Full Name)

of .....(Home Address)

nominate myself as a candidate for the position of ACIPC Board Director.

I am a current financial member of the Australasian College for Infection Prevention and Control Ltd and satisfy the essential criteria as outlined in the *Nomination a for a Director of ACIPC Ltd*.

Signature:

Date:

Please include the following with this nomination form:

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