



ACIPC

Australasian College  
for Infection Prevention and Control

**Nomination for President-Elect of ACIPC Ltd  
Commencing 2021**

## Nominations for President-Elect of ACIPC

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The College is seeking nominations from highly motivated and respected leaders to join the Board of Directors as the next President-Elect of the College. The President-Elect will serve a total of six years on the Board. The term will commence at the Annual General Meeting (AGM) to be held in November 2021.

Under the current Constitution, the President-Elect serves for two years (2021-2023) and then moves to the role of President for two years (2023-2025). After the term as President the role becomes Past-President for a further two years (2025-2027).

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 President-Elect

An election will be held, prior to the AGM, when more than one nomination is accepted by the Board. Full, Fellow and Life Members are eligible to vote.

## Appointment of President-Elect

The President-Elect is 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 all 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

## Role of President-Elect

The President-Elect is a member of the Board and the Executive Management Team (EMT). The EMT reports to the Board of Directors and includes the President, Past-President, President-Elect, Executive Manager and Office Manager.

The President-Elect assumes the office of President as delegated and presides at meetings of the Board in the absence of the President. The President-Elect assumes the office of President if that office becomes vacant and subsequently fills the office of President for the regular term.

Responsibilities:

- significantly contribute to the overall strategic direction of ACIPC
- determine internal policies governing the operations of ACIPC
- entering into agreements to manage ACIPC
- reviewing and approving the annual budget and long-term budgets
- reviewing the annual performance of ACIPC
- contributing to the recruitment of senior staff within the College
- establishing and determining the powers and functions of the committees of the Board
- representing the College in the media, including providing expert commentary
- chairing committees within the College
- taking on duties delegated by the President or Board
- taking responsibility for specific portfolio/s within the College

## Essential Criteria

Candidates for the position of President-Elect 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 credentialing application
- an understanding of the responsibilities of a Director under the ACNC and ASIC
- 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
- excellent professional profile and reputation
- capacity to think and act strategically
- ability to apply critical and broad perspective thinking
- skills and experience in infection prevention and control
- high-level communication skills
- project management experience
- experience chairing meetings

## Desirable Experience

- post-graduate qualifications (e.g. Masters, PhD) or equivalent in infection control, public health, epidemiology, infectious diseases would be an advantage
- Infection Prevention and Control Professional with at least five years of relevant experience
- Previous experience on a Board or Committee
- previous involvement on ACIPC committees or projects
- management experience
- board experience
- chair experience
- financial literacy

## Knowledge & Skills

- understanding of, and an ability to work in, a multi-disciplinary, leadership team
- excellent interpersonal and communication skills
- ability to be flexible and work in a changing environment
- ability to assume authority as and when needed
- ability to work effectively under stress with minimum guidance and support
- ability to build and maintain harmonious working relationships, coordinate different aspects of ACIPC operations and provide leadership in achieving strategic goals
- ability to analyze and digest technical and political issues and take responsibility for prioritising action
- ability to present relevant information in a concise, effective, and focused manner, both orally and in writing

## Core Values

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

- acting in a manner expected in a leadership role
- 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

## 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 ACIPC President-Elect

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I, ..... (Full Name)

of .....(Full Address)

nominate myself as a candidate for election for the position of ACIPC President-Elect.

I am a current financial member of being a financial member of the Australasian College for Infection Prevention and Control Ltd and satisfy the essential criteria as outlined in the Call for Nominations.

Signature:

Date:

Nominations are to be sent by email to [office@acipc.org.au](mailto:office@acipc.org.au) by 11:59pm AEDT on Sunday 17 October 2021.

### **Please include the following with your nomination form:**

- A brief cover letter outlining your suitability for the role of ACIPC Board Member
- A current CV
- A recent photo
- A brief professional profile
- A statement about why you are seeking election

Your statement, professional profile and photo will be used on the ACIPC website members area should a ballot be necessary.

The President-Elect and Board will be announced at the 2021 Annual General Meeting on 9 November 2021.