

ACIPC

Australasian College
for Infection Prevention and Control

**Call for Nominations for President-Elect of
the Australasian College of Infection
Prevention and Control Ltd**

Nomination for President-Elect of ACIPC Ltd

The College is seeking nominations from highly motivated and respected individuals to serve as President-Elect of the Australasian College of Infection Prevention and Control Ltd (ABN 61 154 341 036). The President-Elect is appointed at the Annual General Meeting (AGM) to be held in November 2023. The President-Elect is currently appointed for a six-year term.

The College is a company, limited by guarantee and incorporated under the Corporations Act. The Board is made up of the President, Past-President, President-Elect, seven Directors, and a 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 Board's Nominations Committee 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 they would bring to the position and addressing the essential and desirable criteria
- a brief professional profile of 200 – 300 words
- a statement of no more than 500 words 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 and in election notices, if the board deems an election is necessary.

Closing date

The nomination form and accompanying documents must be sent to office@acipc.org.au by **5:00pm AEDT on Monday 2 October 2023**. Please email the College's Executive Manager, Ben Thiessen at executive@acipc.org.au, with any questions about the role or the process of nomination.

Election of Directors

If the Board deems an election is necessary, an election will be held prior to the AGM. 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. The President-Elect is expected to provide leadership to committees and/or portfolios, which involves a further commitment of time. Overall, the President-Elect should expect to commit a minimum of five to six hours per week.

Desirable experience

The Board is seeking nominations from individuals who have:

- post-graduate qualifications (or equivalent) in infection control, public health, epidemiology, infectious diseases, or similar.
- worked as an infection control professional with at least five years of relevant experience
- high-level communication skills and the capacity to represent ACIPC with the media
- experience in policy and the capacity to represent ACIPC with the government
- previous involvement on ACIPC's Committees or projects
- experience in advocacy and representation including with government
- organisational or team management experience
- experience chairing boards and committees
- financial literacy

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) or have submitted a credentialling application at any level
- not be ineligible to act as a Director or Responsible Person under ACNC and ASIC
- the ability to exercise due care and diligence
- a 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
- the ability to develop relationships with key stakeholders

Role of President-Elect

The President-Elect is a Director of the Board and is a member of the Executive Management Team (EMT).

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 is appointed President if that office becomes vacant and subsequently fills the office of President for the regular term.

The EMT reports to the Board of Directors and includes the President, Past-President, President-Elect, Executive Manager and Office Manager.

In addition to the responsibilities of all Directors, the President-Elect and President:

- lead representation and advocacy efforts of the College
- represent the College in the media, including providing expert commentary
- represent the College with government, including providing expert advice
- analyzes technical and political issues to inform actions of the College
- develops relationships with key stakeholders
- significantly contributes to the overall strategic direction of ACIPC
- determines internal policies governing the operations of ACIPC
- enters into agreements to manage ACIPC
- contributes to the recruitment of senior staff within the College
- takes on duties delegated by the President or Board
- reviews and approves the annual budget and long-term budgets
- provides leadership in achieving strategic goals

President-Elect professional development requirements

The individual appointed President-Elect is required to undertake, or have previously completed, the Australian Institute of Company Directors *Company Directors Course*. There are ongoing professional development requirements for Directors to ensure individual Directors can meet the requirements of the appointment.



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:

- 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
- 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
- calling meetings of the members

Board members advocate for and represent the College, IPC, and Infection Control Professionals with our stakeholders. This includes representing the College with government, external committees and panels, and with industry.

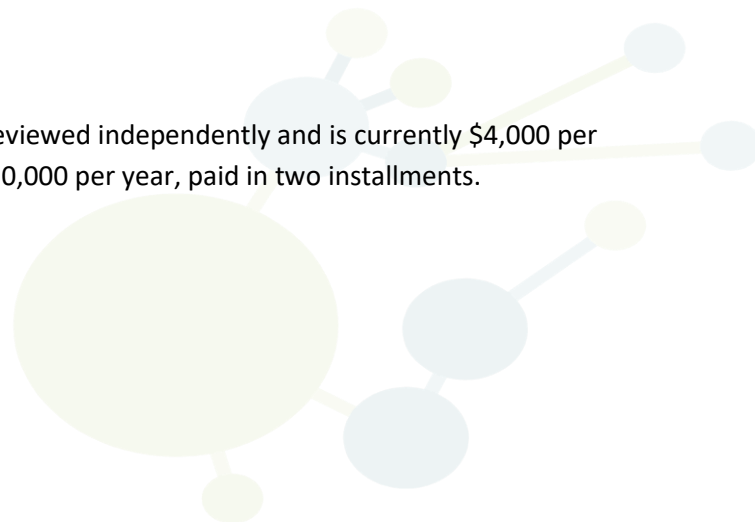
Core values

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

Directors receive remuneration for the role. The fee is reviewed independently and is currently \$4,000 per year, paid in two installments. The President receives \$20,000 per year, paid in two installments.



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 are:

- 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.



Nominations Committee for the Board of Directors

The Board Nominations Committee plays a crucial role in the governance of the College. Its primary responsibility is to identify, evaluate, and recommend qualified candidates for elections of Members to the Board, as well as recommendations for skills-based appointed Directors.

The committee's main objective is to ensure that the Board is composed of individuals with the necessary skills, expertise, diversity, and experience to effectively guide and govern the College.

- **Identifying needs:** The Committee assesses the current composition of the Board and identifies any gaps in skills, knowledge, diversity, or experience. It determines the specific qualities and qualifications required for potential Board Members based on our strategic goals and challenges.
- **Candidate search and evaluation:** The Committee actively seeks out potential candidates and issues a call for nominations. It evaluates candidates based on criteria, such as professional expertise, industry knowledge, leadership abilities, ethical standards, and commitment to the organisation's mission and values.
- **Due diligence:** The Committee ensures the integrity and suitability of potential Board Members. This includes reviewing candidates' professional backgrounds, past board experiences, potential conflicts of interest, and any legal or regulatory issues.
- **Nomination process:** The Committee presents a slate of recommended candidates to the full Board for consideration. It provides comprehensive information and insights about each candidate to facilitate an informed decision-making process. The Committee may also facilitate the orientation and onboarding process for newly elected Directors.
- **Succession planning:** The Committee plays a vital role in long-term Board development and succession planning. It assesses the overall composition and diversity of the Board and identifies candidates for key positions, such as Committee Chairs.

