



ACIPC

Australasian College
for Infection Prevention and Control

**2024 Call for Nominations for Directors of the
Australasian College of Infection
Prevention and Control Ltd**

Nomination for a Director of ACIPC Ltd

Under the constitution adopted in August, at the 2024 AGM in November, three current directors will be standing for re-election. This will put in place the three-year rotational terms for Directors. The Board will determine the directors standing for re-election as per the constitution.

Members who are interested in standing for election for the role of a Director of the Australasian College of Infection Prevention and Control Ltd (ABN 61 154 341 036) may submit a nomination which will be considered by the Board. The criteria, nomination form and required information is outline below.

About ACIPC

The Australasian College for Infection Prevention and Control (ACIPC) is a company, limited by guarantee and incorporated under the Corporations Act. The Board is responsible for the strategic direction, governance, and oversight of the College's operations. Directors are appointed at the Annual General Meeting (AGM) in November for a three-year term.

The Australasian College for Infection Prevention and Control is the peak body for infection prevention and control professionals (ICPs) in the region. Our members are students, practitioners and decision-makers in the field of infection prevention and control and include nurses, aged care workers, industry professionals, scientists, academics, educators, and policy makers.

ACIPC seeks to be the voice for infection prevention and control professionals, focused on providing leadership, education, and evidenced-based practice for a healthy community.

The College supports our members and IPC in the broader community through our activities, including:

- Education for members and non-members
- Advocacy on the importance of IPC to government and the community
- Collaboration with other health associations and international IPC organisations
- Publishing original research in our journal Infection Disease & Health
- Communication to our members and stakeholders, including our newsletter IPC News
- Representation on national and international panels, committees and working groups
- Our credentialing pathway to strengthen the roles of ICPs

Our head office is located at Level 6,152 Macquarie Street, Hobart, Tasmania

Brief History

ACIPC as we know it today commenced in January 2012 bringing together the various State and Territory infection control associations formerly in AICA (The Australian Infection Control Association) to support and encourage collaboration across Australasia using a corporate model. AICA was formed in 1985 bringing together the various State and Territory infection control associations to support and encourage

collaboration at a national level. It became clear that the structure of AICA had limitations and it was resolved to work towards a new model that would ensure a sustainable organization, with a clear delineation between management and professional activities that could be adequately resourced.

To realise this, a National Consultative Steering Group was formed, made up of key stakeholders from the College membership. Consultation with members resolved that the new organisation be a college, reflecting an emphasis on education and be Australasian rather than Australian, recognising the location and relationships within the region.

The vision for the new College was given form with the work of the Steering Committee and came to fruition at the AICA Annual General Meeting held on Wednesday, 9th November 2012 at the APSIC (Asia Pacific Society of Infection Control) Conference in Melbourne when the members voted unanimously for the formation of the new entity.

Constitution

ACIPC has a constitution which outlines the fundamental principles or establish precedent in which we agree to be governed. The constitution was updated in August 2024 and be viewed on our website:

<https://www.acipc.org.au/constitution>

ACIPC Strategy & Implementation Plan 2023-28

In 2022 the ACIPC Board of Directors undertook a strategic plan development session with key stakeholders that included a dynamic and diverse representation of Infection Prevention and Control colleagues. The ACIPC Strategy and Implementation Plan 2023 – 2028 outlines our mission, which is Advancing infection prevention and control across Australasia, and the steps needed to achieve our vision: *To reduce the burden of infection.*

ACIPC recognises that to do this effectively we need to build and grow, focusing on our key strategic opportunities:

- Governance
- Advocacy
- Supporting members
- Education, professional development and research
- Sustainability

The strategic plan can be read in full at <https://www.acipc.org.au/members/acipc-strategy-and-implementation>.

Nominations

Members 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 you 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 AEST on 30 September 2024**.

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.

Time commitment

The Board meets online for one to two hours each month and meets face-to-face (2 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 **three to four hours** per week.

Criteria

Essential criteria

All nominees must have knowledge of, or make themselves aware of, the legal and regulatory requirements for not-for-profit organisations and the responsibilities of a director under the Australian Charities and Not-for-profits Commission and Australian Securities and Investments Commission.

- <https://asic.gov.au/for-business/running-a-company/company-officeholder-duties/>
- <https://www.acnc.gov.au/for-charities/manage-your-charity/governance-hub/governance-standards>

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 three years
- excellent professional profile and reputation
- commitment to transparency, accountability, and the College's values
- previous involvement on ACIPC's Committees or projects
- where obtainable, the nominee should be a Credentialed Infection Control Professional (CICP) or be willing to submit a credentialling application at any level
- an understanding of risk management principles and practices
- experience with budgeting, financial reporting, and understanding of financial statements
- ability to envision and articulate the future direction of the College
- ability to apply critical and broad perspective thinking when making high-level decisions
- ability to contribute to and oversee the development and execution of our strategic plan
- strong communication skills, able to articulate complex ideas clearly
- ability to work collaboratively with other board members and the executive team
- have the ability to exercise due care and diligence
- have a commitment to act honestly in good faith and for proper purpose
- not be [ineligible to act as a Director or Responsible Person under the ACNC and ASIC](#)

Desirable experience

The following desirable experience is sought:

- ability to represent ACIPC to the public, media, and other external stakeholders
- experience in advocacy and representation including with government
- experience serving on boards
- experience in engaging with stakeholders
- where obtainable, the nominee should be a Credentialed Infection Control Professional (CICP) or be willing to become credentialled at any level
- experience in policy development

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 responsibilities to staff and committees, 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
- co-chairing and participating in committees and portfolios of the College
- determining policies governing the operations of ACIPC
- entering into agreements to manage ACIPC and for the appointment of key personnel
- supporting the Executive Manager and other key personnel
- establishing committees and determining their delegated authorities
- taking on duties and roles delegated by the President or the Board
- representing the College through participation in external committees and panels
- setting the College's long-term strategic goals and 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
- reviewing the annual performance of ACIPC
- approving the 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:

- 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.

Board professional development requirements

Individuals appointed to the Board are required to undertake, or have previously completed, the Australian Institute of Company Directors *Foundations of Directorship* course, or an equivalent course. There are ongoing professional development requirements for Directors to ensure individual Directors can meet the requirements of the appointment.

Legal responsibilities of 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.

ACNC Governance Standards

<https://www.acnc.gov.au/for-charities/manage-your-charity/governance-hub/governance-standards>

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.



Nomination Form for a Director of ACIPC Ltd

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 *Call for Nominations for Directors of the Australasian College of Infection Prevention and Control Ltd*.

Signature:

Date:

Please include the following with this nomination form:

- Signed nomination form
- A cover letter to the President of no more than 500 words outlining your suitability for the position, the experience you would bring to the position, and addressing the essential and desirable criteria
- A current CV
- A professional profile of 200 – 300 words which describes your skills and experience
- An election statement about why you are seeking election
- A recent photo

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

Nominations are to be sent by email c/- the Executive Manager at office@acipc.org.au by **5:00pm AEST on 30 September 2024**.

