

ACIPC

Australasian College
for Infection Prevention and Control

Australasian College of Infection Prevention and Control Ltd

Call for Nominations – Board of Directors (2025–2028 Term)

Call for Nominations for Directors of ACIPC Ltd

Members who are interested in standing for election as a Director of the Australasian College for Infection Prevention and Control Ltd (ABN 61 154 341 036) may submit a nomination for consideration by the Board. The eligibility criteria, nomination form, and required supporting documents are outlined below.

About ACIPC

The Australasian College for Infection Prevention and Control Ltd (ACIPC) is a company limited by guarantee and incorporated under the *Corporations Act*.

ACIPC is the peak body for infection prevention and control professionals (IPCPs) in Australasia. Our members include practitioners, researchers, and decision-makers across the field of infection prevention and control, such as nurses, aged care workers, industry professionals, scientists, academics, educators, and policy makers.

ACIPC seeks to be the voice for infection prevention and control professionals, providing leadership, education, and evidence-based practice to support healthier communities.

The College supports members and IPC in the broader community through:

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

The College's head office is located at Level 6, 152 Macquarie Street, Hobart, Tasmania.

Brief History

The Australasian College for Infection Prevention and Control (ACIPC) was established in January 2012, bringing together the State and Territory infection control associations that had previously formed the Australian Infection Control Association (AICA).

AICA, formed in 1985, successfully fostered national collaboration but its structure had limitations. It was agreed that a new model was needed — one that ensured sustainability, clear separation of management and professional activities, and adequate resourcing.

To achieve this, a National Consultative Steering Group was established with representatives from across the membership. Following consultation, members resolved that the new organisation should be a College,

reflecting its focus on education, and Australasian in scope, recognising regional partnerships and relationships.

The vision was realised at the AICA Annual General Meeting on 9 November 2012, held during the APSIC Conference in Melbourne, when members unanimously voted to form ACIPC.

Constitution

ACIPC is governed by its constitution, which sets out the management and operations of the College. The Constitution was last updated in August 2024 and is available on the College website:

acipc.org.au/constitution.

ACIPC Strategy & Implementation Plan 2023-28

In 2022, the ACIPC Board held a strategic planning session with key stakeholders, drawing on a diverse group of infection prevention and control colleagues. The outcome was the **ACIPC Strategy and Implementation Plan 2023–2028**, which defines our mission:

Advancing infection prevention and control across Australasia

and our vision:

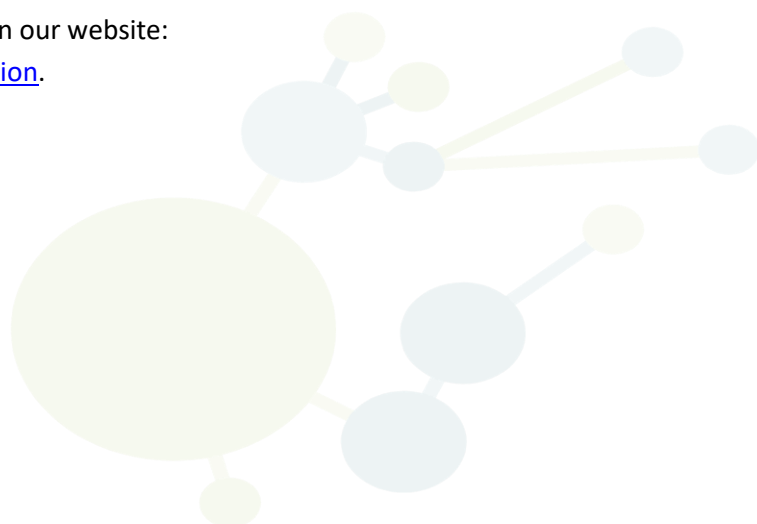
To reduce the burden of infection.

To achieve this, ACIPC is focused on five key strategic priorities:

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

The full Strategy and Implementation Plan is available on our website:

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 candidate suitability.

Nomination requirements:

- A cover letter to the President (maximum 500 words) outlining the experience you would bring to the role and addressing the essential and desirable criteria
- A professional profile (200–300 words)
- An election statement (maximum 500 words) about why you are seeking election
- A current CV demonstrating your skills and experience
- A recent photo
- If your nomination is accepted, your professional profile, election statement, and photo will be published on the ACIPC website and in election notices if an election is required.

Closing Date

Nominations must be submitted by **9:00 am AEDT, Monday, 13th October 2025**, to office@acipc.org.au

For any questions about the role or nomination process, please contact:

Ben Thiessen, Executive Manager – executive@acipc.org.au

Election of Directors

If the Board deems an election is necessary, an election will be held prior to the AGM. Voting is open to **Full, Fellow, and Life Members**.

Time Commitment

- Monthly online Board meetings (1–2 hours)
- Two face-to-face meetings annually (2 days each), one held prior to the annual conference
- Leadership of committees and/or portfolios, involving further time commitments

Directors are expected to attend at least **75% of Board meetings** and should anticipate contributing **2–4 hours per week** overall. Chairing a committee would require additional time.

Criteria

Essential criteria

All nominees must understand the legal and regulatory requirements for not-for-profit organisations and the legal obligations of directors under the Australian Charities and Not-for-profits Commission (ACNC) and the Australian Securities and Investments Commission (ASIC).

- [ASIC – Company officeholder duties](#)
- [ACNC – Governance standards](#)

Directors must always act in the best interests of the College and members.

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

- Current financial member with a minimum of three years' standing
- Previous involvement with the College's committees or projects
- Strong professional profile and reputation
- Commitment to transparency, accountability, and the College's values
- Ability to envision and articulate the future direction of the College
- Capacity for critical thinking in making high-level decisions
- Ability to contribute to and oversee the development and execution of the strategic plan
- Strong communication skills
- Ability to work collaboratively with other Directors and College staff
- Ability to exercise due care and diligence
- Commitment to act honestly, in good faith, and for a proper purpose
- Not be [ineligible to act as a Director or Responsible Person under the ACNC and ASIC](#)

Desirable experience

The following experience is desirable:

- Ability to represent the College to the public, media, and external stakeholders
- Experience in advocacy and representation, including with government
- Prior board or governance experience
- Stakeholder engagement experience
- Credentialed Infection Control Professional (CICP) status, or willingness to obtain credentialling at any level
- Policy development experience
- Understanding of risk management principles and practices
- Experience in budgeting, financial reporting, and interpreting financial statements

Role of Directors

The Board is responsible for providing leadership and direction to the College and bears ultimate legal responsibility. Directors advocate for and represent the College, infection prevention and control (IPC), and Infection Prevention and Control Professionals (IPCPs) with key stakeholders, including government, external committees, panels, and industry.

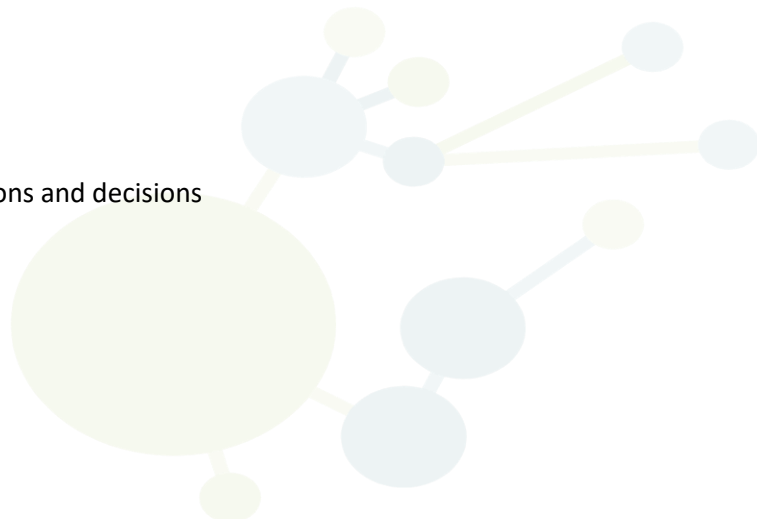
While some responsibilities are delegated to staff and committees, Directors retain key responsibilities, including:

- Advocating on behalf of the College, members, and IPC
- Co-chairing and participating in College committees and portfolios
- Determining policies governing College operations
- Entering into agreements to manage the College and appoint key personnel
- Supporting the Executive Manager and other key personnel
- Establishing committees and defining their delegated authorities
- Taking on duties and roles as delegated by the President or the Board
- Representing the College through participation in external committees and panels
- Setting long-term strategic goals and approving the strategic plan
- Considering and managing organisational risks
- Ensuring the College meets its financial obligations and operates transparently
- Safeguarding the long-term sustainability of the College
- Reviewing the College's annual performance
- Approving the annual budget and allocation of resources
- Calling meetings of members

Core values

Directors are expected to uphold and model the College's core values:

- Acting with fairness, honesty, and transparency
- Treating colleagues with respect and dignity
- Promoting contemporary social values
- Complying with the law
- Adhering to College policies
- Taking responsibility and accountability for actions and decisions



Remuneration

Directors receive remuneration for their role, with fees reviewed independently.

- Directors, including the President-Elect, receive \$4,000 per year, paid in two instalments.
- The President receives \$20,000 per year, paid in two instalments.

Professional Development Requirements

Directors are required to undertake, or have previously completed, the Australian Institute of Company Directors *Foundations of Directorship* course, or an equivalent course.

Ongoing professional development is also required to ensure Directors continue to meet the responsibilities of the role.

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:

- Working towards the College's charitable purposes and not-for-profit nature
- 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 from acting as a director of a registered charity by the ACNC Commissioner. Disqualifications include being declared bankrupt, entering into a personal insolvency agreement, or being convicted of offences such as fraud or breaches of officeholder duties.

The duties of Directors are:

- Acting with reasonable care and diligence
- Acting honestly and fairly in the best interests of the College and its charitable purposes
- Not misusing their position or information gained as a Director
- Disclosing conflicts of interest
- Ensuring the financial affairs of the College are managed responsibly
- Not allowing the College to operate while insolvent

In practice, these duties require Directors to demonstrate integrity, accountability, and sound judgement in all decisions.

ACNC Governance Standards

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

Role of ACIPC's Nominations Committee

The Board's Nominations Committee plays a critical role in the governance of the College. Its primary responsibility is to identify, evaluate, and recommend qualified members as candidates for Director, as well as recommend the appointment of skills-based Directors where required.

The Committee ensures the Board has the right mix of skills, expertise, diversity, and experience to effectively lead and govern the College. Its responsibilities include:

- Assessing the current composition of the Board and identifying gaps in skills, knowledge, diversity, or experience, based on the College's strategic goals and challenges.
- Actively seeking potential candidates and issuing calls for nominations.
- Evaluating candidates against criteria such as professional expertise, industry knowledge, leadership ability, ethical standards, and commitment to the College's mission and values.
- Reviewing candidates' professional backgrounds, prior board experience, potential conflicts of interest, and any legal or regulatory issues to ensure integrity and suitability.
- Presenting a slate of recommended candidates to the Board, with comprehensive information to support informed decision-making.
- Facilitating the orientation and onboarding of new Directors.
- Supporting the long-term Board development by the assessing overall composition and diversity and identifying candidates for key positions.



Nomination for a Director of ACIPC Ltd

I, (Full Name)

of (Home Address)

nominate myself as a candidate for election as a Director of the Australasian College for Infection Prevention and Control Ltd.

I confirm that I am a financial member of the College and meet the essential criteria outlined in the Call for Nominations.

Signature:

Date:

Please include the following with your nomination:

- ☐ Completed and signed nomination form
- ☐ Cover letter to the President (maximum 500 words) addressing your suitability for the role, including essential and desirable criteria
- ☐ Current CV
- ☐ Professional profile (200–300 words) describing your skills and experience
- ☐ Election statement (maximum 500 words) outlining why you are seeking election
- ☐ Recent photo

If your nomination is accepted, your professional profile, election statement, and photo will be sent to members and published on the ACIPC website.

Submission

Nominations must be submitted by **9:00 am AEDT, Monday, 13th October 2025**, to office@acipc.org.au (c/- Executive Manager).

