



ACPSEM

Australasian College of Physical Scientists & Engineers in Medicine
ABN 44 005 379 162

Information Sheet for Prospective ACPSEM Board Members

The ACPSEM is a not for profit organization constituted as a company limited by guarantee and operating in accordance with Company Law in NSW.

Expression of Interest (EOI) - Nominating for the ACPSEM Board of Directors

This information sheet provides additional material complementing the request for nominations for election to fill positions on the ACPSEM Board of Directors.

Role of Directors

The role of Directors is to participate actively in the effective leadership and governance of the ACPSEM: set strategic directions, participate in Board discussion and priority setting, participate in committees, and monitor the effective delivery of services to meet the needs and expectations of members and stakeholders, noting an important stakeholder is the Commonwealth Department of Health by virtue of the funding it provides to support the education programs of the ACPSEM.

Directors need to be available to prepare for and attend Board meetings and undertake other additional work as required. The Board meets six times per year:

- three full day face to face meetings in February, June, November; and
- three teleconferences for 90 to 120 minutes in April, August and December.

In addition, you will likely need to attend two-four teleconferences of a committee such as Finance and Audit, Advisory Forum, Heads of Branches or Heads of Specialties

Clarification of the duties and obligations of the office-bearers and directors of the Board under the ACPSEM's constitution is provided in the Governance & Directors Duties Policy, a copy of this document can be found at

[https://www.acpsem.org.au/as_agentcs.p?cmd=Document_AnywhereDoc\(C0000020,00000029,3f19f3d6bd7300a597a1e94e0cd646800c10b58b\)&TenID=ACPSEM](https://www.acpsem.org.au/as_agentcs.p?cmd=Document_AnywhereDoc(C0000020,00000029,3f19f3d6bd7300a597a1e94e0cd646800c10b58b)&TenID=ACPSEM).

General information about the duties of company directors under the Corporations Act 2001 can be found at https://aicd.companydirectors.com.au/~media/cd2/resources/director-resources/director-tools/pdf/05446-6-2-duties-directors_general-duties-directors_a4-web.ashx

The Role of a Board is explained at https://aicd.companydirectors.com.au/~media/cd2/resources/director-resources/director-tools/pdf/05446-3-11-mem-director-gr-role-of-board_a4-v3.ashx

Additional Information

While satisfying the duties and obligations covered in the documents listed above is sufficient to be nominated, candidates with the knowledge and experience listed below would be greatly appreciated to fill current and anticipated skills/knowledge gaps identified.

- Governance, risk, compliance, and financial reporting (note that induction and other development opportunities will be available to successful nominees)