



Board Director Position Description

August 2020

Australian Osteopathic Accreditation Council (AOAC)

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Introduction

The Australian Osteopathic Accreditation Council (AOAC) is an Independent Company Limited by Guarantee that has been assigned by the Australian Health Practitioner Regulation Agency (AHPRA) as the external accreditation entity to undertake the accreditation functions as detailed in Part 6, Division 1, Section 42 of the *National Health Practitioner Regulation Law ACT (2009)*. The accreditation functions include:

- a) Developing accreditation standards for approval by a National Board; or
- b) Assessing programs of study and the education providers that provide the programs of study, to determine whether the programs meet approved accreditation standards;
- c) Assessing authorities in other countries who conduct examinations for registration in a health profession, or accredit programs of study relevant to registration in a health profession, to decide whether persons who successfully complete the examinations or programs of study conducted or accredited by the authorities have the knowledge, clinical skills and professional attributes necessary to practice the profession in Australia, or
- d) Overseeing the assessment of the knowledge, clinical skills and professional attributes of overseas qualified health practitioners who are seeking registration in a health profession under this Law and whose qualifications are not approved qualifications for the health profession; or
- e) Making recommendations and giving advice to a National Board about a matter referred to in paragraph (a), (b), (c) or (d)

AOAC also undertakes the assessment of internationally qualified osteopaths for skilled migration to Australia and others referred for assessment by the Osteopathy Board of Australia.

Points to consider

AOAC is a high performing organisation engaged in ensuring the protection of the public through the accreditation of quality education programs and assessment of qualification and skills for registration as an Osteopath in Australia.

Role:	Board Director (Osteopath)
Reports to:	Chair of the Board
Secretariat location:	Canberra

Company overview:	
Governance	AOAC's governing committee is the Board of Directors. The Board is established in accordance with and governed by the provisions of our Constitution.
Other relevant company information	The Board Charter defines the purpose, duties and responsibilities.
Current Board:	
Directors	<ul style="list-style-type: none"> • Chair – Brett Vaughan • Deputy Chair - Dr Gopi McLeod • Professor Wendy Cross • Tracy Denning

	<ul style="list-style-type: none"> • Pip Leedham • Ian Locke
<p>The Australian Osteopathic Accreditation Council is seeking to appoint a Board Director to replace a Director who has completed their appointment on the AOAC Board.</p> <p>As stated by clause 8 of the AOAC Constitution:</p> <p>(a) The number of Directors must not be less than five or more than nine</p> <p>(b) Subject to clause 8(a), the Board shall comprise:</p> <ol style="list-style-type: none"> i. At least two people as community representatives, appointed by the Directors on the grounds that such persons possess particular skills, experience of expertise required by the Board from time to time; ii. At least two people appointed by the Directors who possess skills in osteopathic education and/or accreditation. iii. At least one person appointed by the Directors who represents the professional interests of registered osteopaths. <p>The Executive is situated in Canberra with Board meetings held quarterly in Canberra face-to-face or via videoconference. Interstate travel may be required along with attendance at out of session Board meetings. There are three committees which support the Board; Finance, Audit and Risk Committee, the Accreditation Committee and the Qualifications and Skills Assessment Committee.</p>	

Competencies - role related
<ul style="list-style-type: none"> • Current registration as an osteopath with the Osteopathy Board of Australia • Health industry accreditation and assessment experience • Knowledge and qualifications appropriate to meet a Director's responsibilities • Experience in setting strategic direction • Appropriate Director level legal and fiduciary expertise • Experience in establishing and managing appropriate risk management frameworks <p>Ideally, AOAC is seeking executive or board level experience of health professional accreditation and assessment. This may have been gained as an executive director, non-executive director and may include not-for-profit experience.</p>

Competencies – personal
<p>Integrity - fulfilling a director's duties and responsibilities, acting ethically, demonstrate appropriate independence, putting the organisation's interests before personal interests.</p> <p>Collaborative yet curious and courageous - a director must be able to function as an effective team member but also must have the curiosity to ask questions and the courage to persist in robust discussion with management and fellow board members where necessary.</p>

Competencies – personal

Emotional intelligence - as well as self-awareness and self-management, a director needs to demonstrate empathy manifested through strong interpersonal skills. A director must work well in a group, listen well, be tactful yet able to communicate a cogent and candid viewpoint.

Commercial judgment and instinct - a director needs to demonstrate good business instinct and acumen and can assimilate and synthesise complex information.

An active contributor with genuine interest in the organisation and its business.

Remuneration and benefits

Remuneration	As per the AOAC Payment of Honorariums Policy
Travel and other expenses	As per the AOAC Payment of Honorariums Policy

Further Reading

- [AOAC Annual Report](#)
- [AOAC Website](#)
- [AOAC Constitution](#)