



# NON-EXECUTIVE DIRECTOR ROLES

## REMUNERATED POSITIONS

Owner: AOAC  
19 May 2023

### **OVERVIEW**

The Australian Osteopathic Accreditation Council (AOAC) is seeking Expressions of Interest for Board Directors to fill several vacancies on its Board.

### **ABOUT THE ROLE**

AOAC is responsible for the assessment and accreditation of osteopathic education programs leading to eligibility for registration as an osteopath in Australia. It is also responsible for assessing the skills of overseas qualified osteopaths who seek to migrate to Australia under the General Skilled Migration program.

There are four Committees which support the Board. They are the Governance Committee, Finance, Audit and Risk Committee, the Accreditation Committee and the Qualifications and Skills Assessment Committee.

The Board comprises of a minimum of six (but not more than nine) directors with the following composition:

- at least two people as community representatives with financial and governance acumen;
- at least two people who possess skills in osteopathic education and/or accreditation;
- at least one person who represents the professional interests of registered osteopaths

and from the categories listed at least one person who identifies as a First Nations person.

The Board typically meets five times per year, either virtually or face-to face in Melbourne from 10.30am – 3.30pm on a Friday. This means that interstate travel may be required and there may also be the requirement for attendance at out of session Board meetings.

The AOAC Executive Management team/secretariat support is based in Canberra within the Australian Nursing and Midwifery Accreditation Council (ANMAC).

### **POSITIONS AVAILABLE**

This is your opportunity to contribute to the strategic development of accreditation and assessment of the osteopathy profession. AOAC is seeking suitable candidates for a three-year term with the appropriate skills in one or more of the following areas:

#### ***FINANCIAL ACUMEN***

A Director with senior executive or equivalent experience in financial and management accounting and internal financial controls, including an ability to probe the adequacies of financial and risk controls

#### ***FIRST NATIONS***

A Director who identifies as a First Nations person and brings complimentary skills to the board's structure and activity

#### ***OSTEOPATHIC EDUCATION***

A Director with an understanding of osteopathy as a profession and education of osteopaths, or allied health professionals.

AOAC supports and encourages a diverse range of applicants to express interest in the roles. The Board seeks to have a broad representation (including but not limited to gender, age, diversity, location, skills, and experience).

### **EXPRESSIONS OF INTEREST**

When applying the following are essential requirements:

- A subject line, AOAC Board Director EOI
- A two-page summary outlining how you meet the competencies outlined in the Board Director Role Statement, (link found below under *Further Information*) and, an indication of which of the available positions in which you are expressing an interest.
- A copy of your CV with at least two referees
- Your Director Identification Number
- Proof of qualifications, registrations, etc.

Expressions of interest are to be emailed to AOAC's Secretariat: [admin@osteopathiccouncil.org.au](mailto:admin@osteopathiccouncil.org.au)

Applications will close at: 5.00pm 16 June 2023

### **SELECTION PROCESS**

AOAC's Governance Committee will oversee the EOI/recruitment process.

Interviews may take place with suitable candidates following the EOI process.

Candidates with the optimal skills and experience will be recommended by the Governance Committee to the Board with a view to appointment prior to the AOAC September board meeting.

### **FURTHER INFORMATION**

Ian Locke (AOAC Board Chair) and Pip Leedham (Governance Committee Chair), are both available to discuss the role with interested applicants; please email to arrange a time:

[ian.locke@osteopathiccouncil.org.au](mailto:ian.locke@osteopathiccouncil.org.au) or [pip.leedham@osteopathiccouncil.org.au](mailto:pip.leedham@osteopathiccouncil.org.au)

#### *Arrangements to support AOAC Directors and Committee Members*

- support, induction, and training for new Board Directors
- sitting fees for participation in Board meetings and Board Committees
- arrangement and payment of necessary accommodation and travel related to Board activities arrangement
- and payment of meals and incidental expenditure, such as taxi fares related to Board activities

The specific requirements for the vacant positions and associated information regarding AOAC can found through the following links:

- [AOAC Annual Report](#)
- [AOAC Website](#)
- [AOAC Constitution](#)
- [AOAC Board Charter](#)
- [AOAC Board Director – Position Description](#)