



NON-EXECUTIVE DIRECTOR ROLES: REMUNERATED POSITIONS

May 2024

Australian Osteopathic Accreditation Council (AOAC)

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OVERVIEW

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

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.

The Board is supported by two standing committees: the Professional Practice Committee and the Finance, Audit, and Risk Committee. Additionally, the Nominations Committee convenes as needed to address Board recruitment.

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

1. At least two people as community representatives with financial and governance acumen,
2. at least two people who possess skills in osteopathic education and/or accreditation,
3. at least one person who represents the professional interests of registered osteopaths, and
4. from the categories listed, at least one person who identifies as a First Nations person.

The Board typically meets four times per year, either virtually or face-to face 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:

Position 1: A Director with Skills in Osteopathic Education

A Director with skills in osteopathic education and/or accreditation or who can represent the professional interest of Osteopaths.

Position 2: A Director with 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. Strong governance experience would also be highly considered.

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, location, skills, and experience.

EXPRESSIONS OF INTEREST

When applying the following are essential requirements:

- Include a subject line which states 'AOAC Board Director EOI'.
- Include a 2-page summary outlining how you meet the competencies outlined in the Board Director Role Statement, including an indication of which position 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 Executive Officer at admin@osteopathiccouncil.org.au.

Applications close at 5:00pm on 2 July 2024.

SELECTION PROCESS

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

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

Candidates with the optimal skills and experience will be recommended by the Nominations Committee to the Board of Directors with a view to appointment prior the AOAC November Board meeting and Annual General Meeting.

FURTHER INFORMATION

Wendy Cross (the AOAC Board Chair) and Melanie Doyle-Hunt (the Nominations Committee Chair), are both available to discuss the role with interested applicants; please email admin@osteopathiccouncil.org.au to arrange a time.

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 be found on the [AOAC website](#) and through the following links:

- [AOAC Annual Report](#)
- [AOAC Constitution](#)
- Board Director Position Description
- [AOAC Board Charter](#)
- AOAC Board Operating Plan