



POSITION DESCRIPTION FOR BOARD DIRECTOR

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Australian Osteopathic Accreditation Council (AOAC)
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PURPOSE

The purpose of this document is to outline the role of a Director of the Board of the Australian Osteopathic Accreditation Council.

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

MAKE-UP OF THE BOARD

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 above, at least one person who identifies as a First Nations person.

ROLE OF THE BOARD

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.

DIRECTORS ROLE

General Competencies:

- Health Industry experience, particularly as it applies to osteopathy. This is a requirement of *Position 1: A Director with Skills in Osteopathic Education*.
- Health profession accreditation and assessment knowledge.
- Osteopathic education experience.
- Knowledge of a Director's responsibilities – including understanding the role of a Director and the legal, ethical, fiduciary, and financial responsibilities.
- Governance and strategic performance – ensuring effective Board governance and strategic performance processes are in place and contributing to the high performance of the Board.
- Financial acumen – comprehending the company's accounts and financial material presented to the Board, financial reporting requirements and some understanding of corporate finance and risk management.
- Strategic expertise – reviewing the Company's strategy through constructive questioning and suggestion, contributing to the effective decision making of the Board and identifying risks that may arise.
- Managing people and achieving change – experience in current management disciplines and practices on employment, branding, engagement, strategic vision, and stakeholder communication.

Personal Competencies:

- Integrity - fulfilling a Director's duties and responsibilities, acting ethically, and disclosing any actual or perceived conflicts of interest, demonstrate appropriate independence, putting the organisation's interests before personal interests and maintaining confidentiality.
- 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.
- 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 including the ability to assimilate and synthesize complex information.
- Applies expertise – actively applies relevant knowledge, skills, and experience to contribute to effective decision making.

Essential Requirements:

- Director Identification Number

Desirable Requirements:

- Graduate of the Australian Company Director Course or other similar qualification
- Health Professional Qualification for the non-community representative positions

Further Reading:

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

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