

**DIRECTORSHIP APPLICATION FORM**

**North Coast Allied Health Association Governing Board**

**Due by Monday 29 June 2015**

The North Coast Allied Health Association (NCAHA or ‘the Company’), aims to have a skilled and diverse Board and is seeking applications for Directors from people with a variety of professional backgrounds, not exclusively allied health professionals.

The background to NCAHA, as well as the terms and conditions governing prospective directors and officeholders, is summarised in the **‘Information for North Coast Allied Health Association NSW Directors and Officeholders’** document. All applicable information, including the Constitution can be found at <http://ncaha.org.au/>

Applications received from interested individuals will be screened and assessed by a panel to ensure that application criteria have been satisfied. The panel will review the information provided in this application form and match candidates to the skills and experience required for an effective Board.

The Board of NCAHA will be comprised of individuals who can demonstrate they have the skills, experience and personal qualities/attributes required for directorship. The panel will select candidates in a manner which will not result in a majority of the Directors practising in any one allied health profession or local government area of the NCAHA Region.

The selected candidates will join the initial Directors to make up the NCAHA Board.

**Directorship Membership Application**

Please complete the following Directorship Membership Application Form and forward to Ms Shay Ataii [enquiries@ncaha.org.au](mailto:enquiries@ncaha.org.au) with an up-to-date resume or curriculum vitae.

**Personal Attributes**

The below personal qualities/attributes are essential to all Directors of NCAHA.

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| **ATTRIBUTES** | **DESCRIPTION** |
| **Integrity (ethics)** | A commitment to: • Understanding and fulfilling the duties and responsibilities of a Director, and maintaining knowledge in this regard through professional development • Putting the Company’s interests before any personal interests • Being transparent and declaring any activities or conduct that might be a potential conflict of interest • Maintaining Board confidentiality |
| **Effective listener and communicator** | The ability to: • Listen to, and constructively and appropriately debate, differing viewpoints • Develop and deliver cogent arguments • Communicate effectively with a broad range of stakeholders |
| **Contributor and team player** | The ability to work as part of a team, and demonstrate the passion and time to make a genuine and active contribution to the Board and the Company. |
| **Commitment** | A visible commitment to the purpose for which the Company has been established and operates, and its on-going success |
| **Critical and innovative thinker** | The ability to critically analyse complex and detailed information, readily distil key issues, and develop innovative approaches and solutions to problems |

In the space below, please provide a written response on your perspective of why the above attributes are essential for a Director to display.

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**Skills and Experience**

It is recognised that no single applicant will be able to satisfy all these criteria, however across the composition of the Board, these are the skills that are required for effective governance. Applicants are required to indicate the skills and experience they can bring to the Board and the level of comfort they have in these areas. Please provide a one to two short paragraph written response describing your experience in each of the areas indicated in the below table.

**Skills**

It is recognised that no single applicant will be able to satisfy all the below criteria, however across the composition of the Board, these are the skills that are required for effective governance. Applicants are required to indicate the skills they can bring to the Board and the level of experience they have in these areas. Please provide a written response in the ‘comments’ column in the table below describing your experience in each of the areas.

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| **SKILLS** | **POOR** | **OK** | **GOOD** | **EXCELLENT** | **COMMENT** |
| Strategy and business planning |  |  |  |  |  |
| Policy development |  |  |  |  |  |
| Financial literacy including ability to: • analyse key financial statements • critically assess financial viability and performance |  |  |  |  |  |
| Risk management |  |  |  |  |  |
| Senior Management experience in a complex health or social service organisation |  |  |  |  |  |

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| Experience working with a variety of stakeholders across multiple disciplines |  |  |  |  |  |
| Cooperating, collaborating and communicating with numerous organisation and associations with an a common interest or goal |  |  |  |  |  |
| Leadership at the local and/or regional level |  |  |  |  |  |
| Leadership of organisations of state-wide or national significance |  |  |  |  |  |
| Networks and respect within the local allied health professional community |  |  |  |  |  |
| Relationship with Local Health District(s) |  |  |  |  |  |
| Experience in research and evaluation |  |  |  |  |  |

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| Experience on a Board or working closely with a Board |  |  |  |  |  |
| Contribution to health care delivery reform |  |  |  |  |  |
| Advocating for, or leading, the advancement of allied health practice for the benefit of practitioners or community |  |  |  |  |  |
| Facilitation of the enhancement of educational/professional development |  |  |  |  |  |

**Professional Experience**

In the box below please provide a written outline of your professional history to demonstrate that you have:

* Five or more years of experience as an Allied Health Practitioner; **or**
* Five or more years of experience in one of the following industry areas:
* Business management and/or administration
* Accounting and/or finance
* Law and/or corporate governance

Please also **attach** evidence of the duration of your professional experience, for example a Statement of Service from your current and/or past employer or copy of business registration.

Additionally, please **attach** an up-to-date resume or curriculum vitae.

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**Submission of Application**

Completed application forms can be submitted to the Ms Shay Ataii at [enquiries@ncaha](mailto:sjaber@ncml.org.au).org.au no later than **5pm, Monday 29 June 2015**. Interviews may be conducted in the subsequent weeks.

For more information please contact Shay Ataii on (02) 6618 5429

Thank you for your submission.