

Palliative Care Australia

Notice of Annual General Meeting and Election of Office Bearers

At the 2016 Palliative Care Australia (PCA) Annual General Meeting on Tuesday 22 November 2016, an election will be conducted for the three vacant positions on the PCA Board. A Board position at PCA offers the opportunity to share in the decision making of a dynamic peak national health organisation. To be an effective organisation, PCA requires Board members who can bring to the governance of PCA a mix of skills and experience. Palliative Care Australia knows well the breadth of talent and expertise in the healthcare sector and encourages people to nominate for election.

Term

Board members are elected for a three year term at Annual General Meetings. They are eligible to stand for re-election, but may not serve more than two consecutive terms.

Role and responsibilities

Governance of Palliative Care Australia, subject to the rules of the PCA Constitution, is vested in the PCA Board. The Board may elect the following positions from within its membership until the next AGM:

- President
- Vice President
- Secretary
- Treasurer

The Board may also co-opt one member. The primary role of the Board is one of trusteeship on behalf of its members, ensuring that the organisation remains viable and effective in the present and into the future. As such people elected to the board are elected to represent the interests of PCA and not their respective organisations or states and territories.

The Board is accountable for all PCA organisational and strategic matters. All decisions are made collectively by the Board and all Board members share equal responsibility for those decisions. Board members act in the best interests of Palliative Care Australia, not for personal interest or in the nominating member's interest. Matters discussed during Board meetings remain confidential, unless otherwise agreed. Board members meet face to face quarterly (and by teleconference as required) to discuss PCA's strategic direction, financial position, policies and other matters of importance. Papers for meetings are distributed electronically beforehand for members to prepare.

What does a Board position offer?

The position offers the opportunity to share in the decision making of a dynamic peak national health organisation, being exposed to new and different issues, working in a collaborative and challenging environment, representing PCA in different fora, and sharing in the achievements of PCA.

Selection of nominees

The Board requires a mix of skills and experience to work as a well-rounded team, to govern PCA both now and into the future. Some core skills that should be represented on the Board that are not unique to PCA but are required by all organisations include:

- **strategic expertise** – the ability to review strategy through constructive questioning and suggestion
- **organisations expertise** – the ability to establish policy frameworks, and review and monitor organisational performance
- **accounting and finance** – the ability to read and comprehend organisational accounts, financial material presented to the board, financial reporting requirements, with some understanding of the wider financial environment.

FAQs

How are members elected?

Members of the Board are elected by the Members of PCA at the AGM.

Who can nominate?

People nominating to stand for election must be a financial member of a PCA member organisation and be nominated by two financial members of the same PCA member organisation. The nomination must also be endorsed by the PCA member organisation.

Can I nominate if I am an office holder at a PCA member organisation?

Office holders of PCA member organisations are eligible to stand for election, but it is not possible to be President of both PCA and a member organisation concurrently. Nominees must be confirmed as financial members of a PCA member organisation. There is no limit on the number of individuals PCA member organisations can nominate.

Do I need to provide any information?

Please provide a photo and half a page of information about yourself which will then be circulated to the delegates to the PCA AGM.

How much time does the PCA Board take?

Board members meet face to face quarterly and by teleconference as required. Board members also attend National Policy Advisory Committee (NPAC) meetings, and may also participate in different working groups and committees such as the Finance and Audit Committee, which usually meet by teleconference.

Does being a member of the Board cost anything?

Any travel or accommodation required of members in their capacity as a PCA Board member is paid for by PCA. Board members do not receive any monetary compensation for their time.

Do I need to attend the AGM?

There is no constitutional requirement to attend the AGM, although it is usual practice for Board members to attend.

Key dates

Nominations close: 5pm Tuesday 15th November 2016

Election held: 22 November 2016

Nomination form is attached.

Continuing Members of PCA Board

- Mr Andrew Allsop
- Professor Patsy Yates (President)
- Mr Phil Plummer
- Doctor Richard Chye
- Doctor Jane Fischer