

Palliative Care Australia Limited (PCA)
Notice of Annual General Meeting and Election of Directors
Wednesday November 27 2019
Teleconference 12.30pm AEST

At the 2019 Palliative Care Australia Limited (PCA) Annual General Meeting on Wednesday 27 November 2019 at 12.30pm – 1.00pm, an election will be conducted for the three vacant positions on the PCA Board. A Board position at PCA offers the opportunity to contribute to the objectives of PCA, a dynamic peak national health organisation. To be an effective organisation, PCA requires Board Directors who can bring to the governance of PCA a mix of skills and experience.

Term

Board Directors 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 three 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 directors until the next AGM:

- Chair
- Deputy Chair
- Treasurer

The Board may also at any time appoint up to two (2) independent directors in addition to the Elected Directors to complete the composition of the Board.

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 Directors share equal responsibility for those decisions. Board Directors 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 Directors meet at least quarterly (face to face 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 Directors to prepare.

What does a Board position offer?

The position offers the opportunity to contribute to the objectives 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. Knowledge of the Palliative Care sector and /or palliative care experience is desirable. In addition core skills that should be represented on the Board that are not unique to PCA but are required by all organisations include:

- Strategy Development and Implementation
- Legal (pertaining to governance skills)
- Understanding of Government
- Advocacy skills
- Accounting, Finance, Treasury
- Communications (Media Relations and Social Media) and/or Marketing
- CEO/Senior Management Experience
- Technology
- Philanthropy- including philanthropic grant writing
- Risk management

FAQs

How are Directors elected?

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

How many Directors are on the PCA Board?

The PCA Board will comprise of a minimum of five (5) members and up to nine (9) members in total, including:

- (a) up to seven (7) Elected Directors; and
- (b) up to two (2) Appointed Directors.

Who can nominate?

People nominating to stand for election must be a financial member of a 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 directors meet at least quarterly (face to face and by teleconference as required). Board directors also attend National Policy Advisory Committee (NPAC) meetings, and may also participate in different working groups and committees such as the Finance, Audit and Risk Management (FARM) Committee and the Nominations Committee, which usually meet by teleconference.

Does being a Director of the Board cost anything?

Any travel or accommodation required of Directors in their capacity as a PCA Board Director is paid for by PCA. Board Directors 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 Directors to attend.

Key dates

Nominations close: 5pm Friday 27 September 2018

Election held: 12.30pm Wednesday 27 November 2019

Nomination form is available on the PCA website

Continuing Directors of PCA Board

- Professor Lindy Willmott
- Mr Phil Plummer
- Mr Andrew Allsop
- Mr Alec Wagstaff (Appointed Director)
- Assoc Prof Moira O'Connor

Directors that are retiring and intending to re nominate

- Dr Jane Fischer
- Ms Judy Hollingworth
- Ms Helen Walker