
Palliative Care Australia Limited Board Director Nomination Form

- Please complete all of sections A to E as set out in this form.
- Nominees must be financial members of a PCA state/territory member organisation.
- Completed nomination form, photo and video must be emailed to Tamara McKee, Company Secretary, via tamara.mckee@palliativecare.org.au by **5.00pm AEST Thursday 29 September 2022**

Section A: Nominee Details:

Name: _____

Address: _____

_____ State: _____ Postcode: _____

Phone: _____ Email: _____

Current employer and position: _____

Section B: Consent of nominee

In signing this consent form, I am declaring I have not been convicted of offences in the promotion, formation or management of a body corporate; have not been convicted of offences involving fraud or dishonesty punishable by imprisonment of three months or more; and am not insolvent under administration within the meaning of the Corporations Act.

Name: _____ Signed: _____

Title: _____ Date: _____

Section C: Confirmation by PCA State/Territory Member Organisation

This candidate is a financial member of: _____ (PCA State/Territory Member Organisation)

Name: _____ Signed: _____

Title: _____ Date: _____

Section D: Short Profile, Photo of Nominee and Short Video

Please provide a portrait-style photo, short profile (maximum 400 words) and short video ***in MP4 format*** (max 2 mins) to explain "The contribution you could make to the governance, strategic direction and vision of PCA". Your profile should also indicate;

- a) Your skills and experience with reference to the areas of skills and experience outlined in the guidelines for Nomination and skill gaps if relevant;
- b) Your experience and education in relation to board governance;

This is a requirement for all nominations. Please ensure the photo and video is included as an attachment when submitting this form.

Short Profile (Maximum 400 words)

Tips and Tricks for your short video

Please provide a **short video in MP4 format (max 2 mins)** to explain “The contribution you could make to the governance, strategic direction and vision of PCA”. Use the camera on your phone, iPad or laptop to record and 2-minute video that gives the viewer a sense of who you are and what you can bring.

- If possible, have a **solid coloured background** to minimise distractions for viewers, alternatively select a **virtual background**. Also, ensure that you are in a quiet area where there will be no background noise.
- When facing the camera, please **ensure you are looking at eye-level** into the camera when you talk (there may be a small light), and that your shoulders and head are showing clearly.
- Prepare what you are going to say, have a few dots points on hand, don't read from a script, try to relax and be yourself.
- **Speak slowly and clearly.**
- **Wear smart casual clothing.**

Section E: Complete Board Skills Matrix

Ranking System

Score	Skill Level	Description
5	Expert	<ul style="list-style-type: none"> Fully capable and experienced Professional qualification Subject Matter expert Work at strategic level Strong evidence of application of experience/expertise to achieve outcomes
4	Proficient	<ul style="list-style-type: none"> Capable and experienced Demonstrated proficiency Will be expert with more time Advanced in your field Be person who PCA can go to with questions
3	Demonstrating	<ul style="list-style-type: none"> Able to perform at basic level Has some direct experience Average expertise Room for development
2	Basic	<ul style="list-style-type: none"> Limited in ability and knowledge Some experience in field or activity Understands terminology and can talk about it Aware of relevant concepts, principles, theories and problems
1	Low	<ul style="list-style-type: none"> Unable to perform Little to no experience
0	None	<ul style="list-style-type: none"> No knowledge of skills in this field

(USE RANKING TABLE)	PLEASE RANK 0-5	COMMENTS
INDUSTRY KNOWLEDGE AND EXPERIENCE		
Palliative Care Specialist		
Palliative Care Generalist		
Knowledge of Palliative Care Sector		

(USE RANKING TABLE)	PLEASE RANK 0-5	COMMENTS
Lived Experience Leadership/Expertise (e.g. Governance, Advisory, Representative, Consultant experience)		
Consumer or Carer/Family experience of Palliative Care (having lived experience of receiving palliative care services either as a patient/client or family/carer supporting someone)		
Health/ Aged Care Experience		
Public policy		
Understanding of government legislation and legislative practice		
Health Law		
Understanding of Government Funding		
Thought Leadership		
ATSI Experience		
TECHNICAL SKILLS AND EXPERTISE		
Strategic		
Advocacy Skills		
Risk Management		
Finance		
Audit Skills		

(USE RANKING TABLE)	PLEASE RANK 0-5	COMMENTS
Government relations		
Marketing		
Public Speaking		
Digital Media		
Communications		
Information Technology		
Cyber Security		
Human Resources		
Organisational Culture		
Crisis Management		
NFP Leadership -CEO/Senior Mgt		
Legal		
Corporate Law		
Philanthropy		
Health Economics		
Public Sector Experience		
Academic Experience		
Private Sector Experience		



(USE RANKING TABLE)	PLEASE RANK 0-5	COMMENTS
GOVERNANCE		
Governance Skills		
Board roles		
Knowledge of Director Duties		
Company Secretary experience		
BEHAVIOURAL/PERSONAL ATTRIBUTES		
Good Communicator		
Genuine interest in PCA		
Emotional Intelligence		
Integrity		
Active Contributor		
Time to contribute		
DIVERSITY		
Gender- M/F/X		
Aboriginal/Torres Strait Islander (Y/N)		
Culturally and linguistically diverse/ Cultural Background (Y/N)		
Under 40/Emerging Leader (Y/N)		