

A1.4.4.6 ACNEM Board - Non-Member – Position Description

Introduction

The Australasian College of Nutritional and Environmental Medicine (ACNEM) is a not-for-profit membership based, medical college with the vision to be the leader in nutritional and environmental medicine. ACNEM supports this vision by conducting and facilitating training and educational events to doctors and other health professionals. ACNEM is currently governed by a Board of six elected members and is accountable to its members. The Board of ACNEM is looking to expand the number of Board members to include two non-member positions. These two positions will be appointed by the Board via an application and selection process.

Position Overview

The role of the Non-Member Board position is to bring experience from a range of diverse backgrounds to assist and bring a different perspective on issues and actions that are brought before the ACNEM Board.

Key Responsibilities/Requirements

- Provide an external perspective on matters considered by the ACNEM Board;
- Represent the broad interests of ACNEM;
- Assist in promoting and advocating ACNEM's vision and core values;
- Contribute agenda items for discussion by the Board that may have implications for nutritional and environmental health care services;
- Contribute to ACNEM advocacy and educational activities as required and determined by the ACNEM Board;
- Question, encourage, monitor and scrutinise activities undertaken by ACNEM;
- Support good corporate governance processes, including all reporting, disclosure and compliance activities;
- Selection, appointment and performance appraisals of the CEO if required;
- Contribute to strategic and business planning;
- Support and contribute to ACNEM events as required;
- Attend meetings (a minimum six per year) of the Board, either face-to-face or by videoconferencing means;
- Travel as required to attend face-to-face meetings of the Board or other events as agreed by the Board;
- To be available to participate on ACNEM committees or working parties as required and agreed by the ACNEM Board;

Selection Criteria

- Experience and understanding, preferably at an executive or Board level in one or more of the following areas: business development, fundraising/sponsorship and/or financial in the not-for-profit sector.
- A belief in the Vision and Core Values of ACNEM.
- High level communication skills.
- Good judgement and the capacity to contribute meaningfully in a collaborative manner to the work of the ACNEM Board.
- A willingness and ability to contribute both time and energy to the ACNEM Board and its activities.
- Ability and willingness to act as a College advocate on nutritional and environmental medicine matters.

Accountability

- Accountable to the Board for:
 - Effective participation/contribution.

Extent of Authority

- In line with the governance framework and relevant policies and procedures.

Relationships

- President and Board: strategic, governance, advisory and fiscal basis.
- Members: fostering and forming relationships.
- Stakeholders: fostering and forming relationships.
- CEO: strategic, governance, advisory and fiscal basis.

Other information

- This initial appointment is until October 2018.
- The representative can be re-appointed for a further term (a maximum of three two-year terms can be served in addition to the first initial appointment).
- The position requires an optimistic outlook, enthusiasm, diplomacy, tolerance and flexibility.
- Interstate and international travel may be required.
- Out of normal business meetings, conference attendance, training events may be required.
- This is a voluntary position and Board Members are not paid remuneration. Reimbursement of travel expenses will be made.

Related Documents

- A1.2.2 ACNEM Governance Framework

References

- N/A

| | | | |
|---------------------------|----------------|---|-------------------------|
| Policy number | 1.4.4.6 | Version | 1 |
| Drafted by | CEO | Approved by Board on | 24 November 2017 |
| Responsible person | CEO | Scheduled review date on or before | As required |