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**INDEPENDENT DIRECTORS APPLICATION FORM**

Applications received by interested nominees will be screened and assessed by AHPA’s Governance Committee to ensure that application criteria have been satisfied and only those applicants will be put forward for Board appointment. 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 Allied Health Professions Australia will be comprised of individuals who can demonstrate they have the skills, experience and personal qualities/attributes required for directorship, under the direction of our Constitution. NB: Allied health professionals are not eligible to apply. AHPA is specifically seeking external independent Directors.

**Submission of Application**

Completed application forms must be submitted to office@ahpa.com.au **no later than 5pm AEST, Friday 16th August 2019.** Interviews will be held on Thursday 29th August.

For more information please contact Melanie Dooley, Company Secretary on 03 8676 0634 or office@ahpa.com.au who will direct your enquiry to one of AHPA’s Directors or CEO.

Thank you for your submission.

**Name of Applicant:**

**Contact details (phone and email):**

**Introductory Bio and Statement of Intent:**

Please include a short biography (100 word) of yourself and a short (100-200 word) statement regarding why you are nominating for the role or why you think it is important etc.

**Part A: Interpersonal Skills**

The below personal qualities/attributes are essential to all Directors of Allied Health Professions Australia.

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| --- | --- |
| **INTERPERSONAL SKILLS** | **DESCRIPTION** |
| **Leadership** | Make decisions and take necessary actions in the best interest of the organisation and represent the organisation favourably. Analyse issues and contribute at board level to solutions. |
| **Ethics and Integrity** | Understand role as director and continue to self-educate on legal responsibility and declare any conflicts.  |
| **Contribution** | Ability to constructively contribute to board discussions and communicate effectively with management and other directors.  |
| **Negotiation** | Possess excellent negotiation skills, with the ability to drive stakeholder support for board decisions. |
| **Crisis Management**  | Ability to constructively manage crisis, provide leadership around solutions and contribute to communications strategy with stakeholders. |

In the space below (or in a separate document if needed), please provide a written response on your perspective of why the above interpersonal skills are essential for a Director to display and why you consider you have them.

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**Part B: Skills**

It is recognised that no single applicant will be able to satisfy all the criteria listed below; however, across the composition of the Board, these are the skills that are required for effective governance. We are in search for a mix of skills so what may be a strength in one, may be a weakness in others. As such, applicants are required to firstly rate your skills accurately and honestly to demonstrate what you can bring to the Board and the level of experience you have in these areas.

Please focus on any skills that apply to you from the list below and demonstrate how and why via the written ‘comments’ column in the table below. It may help to describe your experience or training in each of the areas. NB: ­applicants are required to have previous board experience / governance training.

|  |  |  |
| --- | --- | --- |
| **Skills** | **Ranking** | **Comments** |
| ***For Example…******Skill XX*** | ***1 = Little or no experience******10 = Extensive experience or expert*** | ***e.g. Please add comments here about how you can demonstrate this skill or how you would address developing skills in this area…..etc.*** |
| **Previous Board experience*** **Experience as a Director; and /or**
* **Formal training in governance and risk**
 |  |  |
| **Risk and Compliance*** **Identify and monitor risk and compliance**
* **Knowledge of legal and regulatory requirements**
 |  |  |
| **Financial & Audit*** **Accounting / finance experience**
* **Analyse financial reports**
* **Oversee finances**
 |  |  |
| **Organisational ethics*** **Understanding the ethics of the organisation and response to internal and external stimuli**
 |  |  |
| **Business Development / Diversification and Income Generation*** **Identify opportunities**
* **Diversify income streams**
 |  |  |
| **Strategy*** **Identify and assess strategic opportunities and threats**
* **Develop appropriate strategies**
 |  |  |
| **External Stakeholder Management*** **Experience in high level stakeholder management**
 |  |  |
| **Policy Development*** **Identify and develop policy parameter within which the organisation should operate**
 |  |  |
| **Legal*** **Understanding of legal environment and the legal implications of activities**
 |  |  |
| **Technology*** **Knowledge of IT Governance**
 |  |  |
| **Executive Management*** **Experience in evaluating performance of senior management**
* **Oversight of HR planning**
* **Experience in Change Management**
 |  |  |
| **Knowledge of allied health*** **Understanding the breadth of allied health, the environment and challenges it faces**
 |  |  |
| **Member Engagement*** **Understanding of the principals of member engagement and its application in strategy**
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| **Political Influence*** **Experience in exerting political influence and effective networking**
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**Referees:**

**Name of Referee #1**:

**Contact Details:**

**Name of Referee #2:**

**Contact Details:**

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| **Privacy Statement** |
| The personal information on this form is being collected for the purposes of recruiting and selecting Directors for the Board of Allied Health Professions Australia |

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| **Declaration** |
| I ………………………………………………………………………………………………………………………….. declare that1. I have never been, nor am I currently insolvent, and
2. I have not been disqualified from acting as a director or acting in the management of a company, and
3. If a health practitioner I have never had a negative finding against me from any regulatory complaint body such as health tribunals, accrediting body, AHPRA, Medicare or their equivalents.
4. Any international equivalents of the above.

I grant permission for inquiries to be made to establish the accuracy of any of the information provided by me in this form and accompanying attachments and to determine my suitability for nomination and I understand that these inquiries will involve the disclosure of my information for these limited purposes. By signing this declaration. I grant permission for the conduct of probity checks, which will consist of:* a check of the Australian Securities and Investment Commission (ASIC) Register of persons prohibited/disqualified by ASIC under the provisions of the Corporations Act 2001
* a check of the Insolvency and Trustee Service Australia (ITSA) National Personal Insolvency Index which contains information about proceedings and administrations under the Bankruptcy Act 1996.

These checks will only be made if the application for Board Directorship is approved.I have read the supplied strategic plan and I am committed to the agreed strategies and direction. **Signature:……………………………………………………………………………………………………… Date:………………………………………………….** |

**Part C: Professional Experience:** Please attach an up-to-date resume or curriculum vitae.