

**CALL FOR NOMINATIONS
FOR ELECTED DIRECTOR POSITIONS ON THE NEAS
AUSTRALIA BOARD
NOMINATIONS DUE 4 OCTOBER 2024**

Vacancy on the NEAS Australia Board

The Constitution for NEAS Australia provides that there will be a minimum of four and a maximum of seven directors.

At present the NEAS Australia Board is comprised of:

- A non-executive Chairman who is independent of NEAS, its members and centres, currently Tanya Buchanan;
- Three Elected Directors nominated by the members, currently David Yoo, Katherine Olston and Pamela Humphreys;
- Three Independent Directors with the skills and experience the Board determines is appropriate, currently Dr Jim Langridge, David Riordan and Chloe Tanner;
- Katherine Olston will retire at the annual general meeting following the third anniversary of her election. David Yoo and Pamela Humphreys are standing for re-election;
- The NEAS Australia Board invites members to nominate to stand for election as Elected Director.

Elected Directors – Eligibility Criteria

The open vacancies will be in the position of Elected Director. NEAS' Constitution requires that Elected Directors can only be *a person who is a director, employee or officeholder of a Full Member or engaged in the administration or management of a Full Member of NEAS.*

Process for Nomination

The Board is now calling for nominations for the vacant Elected Director positions. Any nomination must be signed by the Nominated Representative and be provided to NEAS by **5:00pm 4 October 2024**. Nominations are to be provided on the 2024 Nomination for Election as Director form, including completing the Consent to Act form.

Process for election

The Board plans to hold an Annual General Meeting on Thursday 21 November 2024. Nominations are requested by **5:00pm 4 October 2024** to allow details to be sent to all Members of nominees, and to allow for Members to submit their vote to NEAS on a preferred candidate prior to the 21 November 2024 Annual General Meeting (AGM). Voting will be held virtually prior to the AGM.

Role of Director and Time Commitment

The Board of NEAS meets at least 6 times a year and each of the meetings is for a half day. In addition, an AGM is held each year. Meetings may be held in Sydney or online. NEAS meets reasonable expenses for travelling to and from Board meetings and pays an annual Director's Fee (currently \$7,246). Papers are sent to directors at least 7 days in advance of meetings and directors are required to review papers prior to the meeting.

There is also a time commitment required between meetings to keep up to date with current issues via email and online meetings.

For any questions about the NEAS Australia Board, please contact NEAS Chief Executive Officer, Adam Kilburn, a.kilburn@neas.org.au.

The NEAS directors are expected to:

- Act with honesty and integrity;
- Act independently and in the interests of all NEAS members;
- Tolerate different views;
- Have a high level of communication and networking skills;
- Have an ability to listen, ask questions and work well with others; and
- Have an ability and willingness to devote sufficient time to meeting attendance and review of papers.

Role of the Board

Outcome

Successful and sustainable performance of NEAS meeting statutory and compliance requirements.

Policy Statement

The Board:

- a. oversees the successful implementation of NEAS' strategic direction
- b. sets Board policies and procedures
- c. guides and supports NEAS strategic positioning and culture
- d. appropriately promotes NEAS, its key objectives and achievements
- e. manages communication with key stakeholders via the Chair & Chief Executive Officer
- f. seeks updated advice and monitors performance, risk management and WHS
- g. delegates authority
- h. monitors contractual and reporting arrangements against organizational plans and risk management strategies
- i. approves and monitors the budget and financial position
- j. ensures that appropriate financial controls are in place and operating effectively
- k. monitors statutory and regulatory compliance
- l. provides support for the Chief Executive Officer and informs on matters relating to Board and stakeholder views
- m. determines the remuneration of the Chief Executive Officer
- n. reviews and improves its own performance
- o. provides an induction for new Board directors
- p. determines the relevant skills set for Board positions
- q. elects office bearers: Chair, Company Secretary.
- r. appoints, reviews and where appropriate terminates and reviews the performance of the Chief Executive Officer.

Process:

To implement this policy the Board ensures:

- a. the development of a NEAS Strategic Plan
- b. establishment and reporting on performance indicators
- c. budget and financial reporting processes are in place
- d. periodic reporting on compliance, corporate risk, WHS and organisational culture
- e. opportunities for continuing engagement with key stakeholders and experts
- f. key delegations are identified and reviewed
- g. a performance review process is agreed with the Chief Executive Officer
- h. a Board development and performance plan is in place.

How to send your Nomination

Please download and complete the 2024 Nomination for Election as Director and the 2024 Consent to Act as a Director forms, available on the [2024 NEAS Australia AGM webpage](#). Send the completed forms as attachments to s.loss@neas.org.au by **5:00pm 4 October 2024**.