



Guidelines for Nomination for the Palliative Care Victoria Board

The Board of Palliative Care Victoria (PCV) invites nominations from PCV members who are willing to contribute to the governance of PCV and its work, to ensure that all people with a life limiting illness and their families are supported to live, die and grieve well.

The Board is seeking new Directors who can expand or enhance its mix of skills, experience and diversity (see Board Skills Matrix next page), and who are able to contribute demonstrated:

- experience in marketing, fundraising and communications;
- experience in board governance;
- strategic thinking and change management;
- personal experience as a consumer of palliative care;
- personal values that are consistent with the values of PCV.

Experience in palliative care and end of life care in relation to chronic illness, aged care, disability care, and / or primary health care is desirable but not essential.

The PCV Board is comprised of up to 9 directors, including up to 7 directors elected by PCV members and up to 2 directors appointed by the Board. Directors serve in a voluntary capacity and are usually elected for a three-year term, but this can vary subject to other requirements in the Constitution.

The Position Description for PCV Board Directors is [available from our website](#)

Directors can expect to contribute an average of 6 hours or more per month. They are expected to participate in Board education and strategic planning, and to contribute on a Board sub-committee. The current sub-committees are:

- Governance;
- Finance, Risk & Compliance; and
- Engagement.

At the **AGM to be held on Friday 22 November 2024**, an election will be held for two member elected positions on the Board. Nominators and seconders supporting candidates who are applying to be a nominee must be current financial members of PCV at the time of signing the PCV Board Director Nomination Form (Nomination Form included below).

Candidates who are being nominated must be current PCV members – either an individual member or belong to a member organisation.

For further information about nominations for the PCV Board, please contact Violet Platt, CEO and Secretary, E vplatt@pallcarevic.asn.au or T 03 9662 9644.

Nomination Process

The nomination must be:

- (a) in writing, using the Nomination Form provided;
- (b) signed by two other members:
 - (i) where the nominee emanates from a member organisation, one signatory must be the official representative of the member organisation;
 - (ii) where the nominee is the official representative of the member organisation, the nomination should be signed by two other members; and
 - (iii) where the nominee is an individual member, the nomination should be signed by two other members;
- (c) accompanied by the written consent of the candidate to act as Director and a signed statement by the nominee declaring he/she is a responsible person on the Nomination Form; and
- (d) include your Director ID number. If you do not already have an ID number you can apply for one online at the Australian Business Registry Services website.
<https://www.abrs.gov.au/director-identification-number/apply-director-identification-number>
- (e) PCV requests that the nominations be submitted to the secretary **by 5.00 pm on Friday 6 September 2024**. Whilst the formal closing date is 42 days prior to the date of the AGM, this earlier submission will enable the provision of further information regarding the role and responsibilities of a Board Director (see below).

In the second half of September 2024 nominees will be invited to meet with members of the Governance Committee who will provide an explanation of the roles and responsibilities of a Board Director at PCV. The nominee can then make an informed choice if they wish to proceed with their nomination. Information about nominees will be shared with the PCV membership in the PCV AGM suite of information and voting will occur at the PCV Annual General Meeting.

Please send relevant nominations by email to ceo@pallcarevic.asn.au.

PCV Board Skills Matrix – December 2023

Board Skills Matrix

Skills	Self Assessment										Current Skills		Future Requirement		Met / Not Met
	S. Bhagat	A. Choubey	A. Dredge	vacant	M. Aldous	K. Johnson	A. Noble	J. Philip	K. Rogerson	Max Current Skill Level	Current # at Desired Skill Level	Skill Level Required	# Directors Required with Skill Level		
Accounting / Finance / Treasurer	2	4	3		2	4	3	3	3	4	2	4	1	✓	
Board governance / leadership	4	3	3		4	5	4	5	5	5	8	3	2	✓	
Community awareness / media	4	3	4		3	3	4	4	4	4	8	3	4	✓	
Government relations, advocacy	3	3	4		3	3	4	4	4	4	8	3	2	✓	
Innovation & enterprise excl. PC	3	3	3		1	3	2	3	2	3	5	3	1	✓	
Commercial expertise	2	4	3		1	2	2	1	3	4	3	3	1	✓	
Palliative care sector experience	5	2	5		4	3	5	5	4	5	4	5	4	✓	
Public speaking	5	3	3		3	4	5	5	5	5	8	3	3	✓	
Related health & care sectors experience & networks	5	2	4		5	5	5	5	5	5	7	4	2	✓	
Consumer / carer experience	4	1	4		2	2	5	3	4	5	5	3	1	✓	
Risk management	4	4	4		4	4	4	4	4	4	8	4	2	✓	
Strategic thinking	4	4	4		4	4	5	5	5	5	8	3	7	✓	
Other skills	Refer table below														

Key	Individual meets or exceeds requirement	Requirement Met	Requirement Not Met
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Rating Key				
1: No skills and / or experience	2: Basic skills and / or experience	3: Operational skills and / or experience	4: Quals and experience or good local knowledge	5: Quals and working in industry or extensive local knowledge

Palliative Care Victoria Board Director Nomination Form

Section A Nominee Details

Nominee's Name _____

Organisation Name _____

Address _____

Telephone _____

Email _____

Director ID No _____

Section B Details of Persons Nominating

(Must be a PCV member or official representative of a PCV member organisation)

Nominated by

Name _____

Organisation Name _____

Address _____

Telephone _____

Email _____

Signature _____

Seconded by

Name _____

Organisation Name _____

Address _____

Telephone _____

Email _____

Signature _____

Continued on the next page

Section C Nominee Declaration

I declare that:

- a) I give my consent to act as a Director, subject to the resolution for election as a Director at the AGM being passed by the members;
- b) I am not disqualified from managing a corporation, within the meaning of the *Corporations Act 2001* (Cth.) (**Act**);
- c) I have not been disqualified by the Australian Charities and Not-for-profits Commissioner at any time during the previous year from being a responsible person (The *Australian Charities and Not-for-profits Commission Act 2012* (Cth.) refers to 'responsible entities') of a registered charity;
- d) Whilst I am a responsible person for Palliative Care Victoria, I agree to notify this charity as soon as possible if I do become disqualified from managing a corporation within the meaning of the *Corporations Act 2001* (Cth.), or am disqualified by the Australian Charities and Not-for-profits Commissioner. Responsible persons are the members of a charity's governing body who share responsibility for the governance of the charity; and
- e) I am a current member of PCV.

Name:

Signed: Date

For further information regarding disqualification from being a responsible person, please refer to the ACNC website: <https://www.acnc.gov.au/tools/topic-guides/disqualified-persons>

Short Profile and Photo of Nominee

Please provide a portrait-style photo and short profile (maximum 350 words) to support your nomination. Your profile should indicate:

- a) your skills and experience with particular reference to the areas of demonstrated expertise and experience outlined in the guidelines for nominations;
- b) your experience and education in relation to board governance;
- c) the contribution you would wish to make to the governance of PCV.

This should be submitted in the form of a Word or PDF document.

Please also check that the nominee, nominator and seconder details are fully completed.

Please send your completed nomination form and profile document(s) to Palliative Care Victoria by email to ceo@pallcarevic.asn.au.

DEADLINE: We ask that nominations be submitted to PCV by 5.00 pm on Friday 6 September 2024