

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 on page 3), 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
- Engagement

At the **AGM to be held on Friday 14 November 2025**, an election will be held for three 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 (available from PCV website).

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
vplatt@pallcarevic.asn.au or 03 9662 9644

Nomination Process

The nomination must be:

- (a) in writing, using the Nomination Form on PCV website;
- (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 they are 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 5 September 2025**. 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 2025 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 the completed nomination form, together with nominee profile (word or PDF) and nominee photo by email to ceo@pallcarevic.asn.au.

PCV Board Skills Matrix – December 2024

Board Skills Matrix

Skills	Self Assessment								Current Skills		Future Requirement		Met / Not Met	
	S. Bhagat	A. Choubey	A. Uredge	K. Johnson	A. Noble	J. Philip	J. Phillips	K. Rogerson	vacant	Max Current Skill Level	Current # at Desired Skill Level	Skill Level Required		# Directors Required with Skill Level
Accounting / Finance / Treasurer	2	4	3	4	3	3	3	3	-	4	2	4	1	✓
Board governance / leadership	4	3	3	5	4	5	5	5	-	5	8	3	2	✓
Community awareness / media	4	3	4	3	4	4	4	4	-	4	8	3	4	✓
Government relations, advocacy	3	3	4	3	4	4	3	4	-	4	8	3	2	✓
Innovation & enterprise excl. PC	3	3	3	3	2	3	2	2	-	3	5	3	1	✓
Commercial expertise	2	4	3	2	2	1	2	3	-	4	3	3	1	✓
Palliative care sector experience	5	2	5	3	5	5	5	4	-	5	5	5	4	✓
Public speaking	5	3	3	4	5	5	4	5	-	5	8	3	3	✓
Related health & care sectors experience & networks	5	2	4	5	5	5	4	5	-	5	7	4	2	✓
Consumer / carer experience	4	1	4	2	5	3	4	4	-	5	6	3	1	✓
Rsk management	4	4	4	4	4	4	4	4	-	4	8	4	2	✓
Strategic thinking	4	4	4	4	5	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

December 2024