



## Position Description – Director

<b>Position Title:</b>	Director
<b>Employment Status:</b>	Volunteer, unpaid (albeit reasonable expenses in relation to performing the role will be covered)

### About the College

Australasian College of Paramedicine Ltd (ACP or the College) is the peak professional body (not for profit member association) representing and supporting paramedics across Australia and New Zealand.

**Annual Budget:** \$2.5m

**Staff / Contractors:** 18 staff (16.9FTE), 5 contractors

**Volunteers:** 9 Directors, up to 100 committee members, and numerous presenters and event coordinators

**Not-for-profit community segments:** Professional Association, Education and Health.

**Website:** <https://paramedics.org/>

**Purpose:** To advance and support excellence in paramedicine and patient centred care.

### Primary objectives:

- Lead the profession to support excellence in patient centred care
- Inspire and facilitate the development of paramedics
- Advance the development of evidenced-based paramedicine
- Represent and support the interest and wellbeing of members, and
- Build a sustainable, capable, and socially responsible organisation.

### Board composition and meetings

The College has a skills-based board comprised of up to nine directors – six elected member directors and three appointed non-member directors, each on staggered three-year terms.

The Board meets approximately 9 times per year, with up to three face-to-face full day meetings, usually held in Sydney and with the international conference. Depending on the individual skill set, directors may also be expected to participate in sub-committees of the board.

The expected time commitment is 15 to 20 days in total per annum, including attendance at meetings, preparation for meetings, involvement with board committees and other activities.

### Board skills

The Board is skills-based, with a skills matrix that is reviewed and updated on a regular basis. The collective skill-set of the Board is targeted to include:

- a. **Governance** – strategy, policy development, risk and compliance, executive management, commercial experience, and board experience
- b. **Financial literacy and financial management**
- c. **Strategic focus** – improve governance, financial stability, income diversity, growth, partnerships, government relationships

*Note: Individual Directors do not have to meet all of the Collective Skills listed in the position description; the goal is for the Board of Directors as a whole that can meet the collective skill set to ensure the success of the College.*

### **Personal Qualities and Attributes**

Directors are also expected to contribute appropriate personal qualities and attributes at all times, including:

- **Integrity and Ethics** – understand and able to fulfil all a director’s duties and responsibilities, and put the College’s interests before personal interests, and act ethically;
- **Curiosity and courage** – have the curiosity to ask questions and the courage to ask or challenge fellow Directors and management where necessary;
- **Interpersonal skills** – ability to work constructively in a group decision-making context, listen attentively, be tactful, while being able to communicate effectively;
- **Instinct** – have good business instincts and acumen, and the ability to get to the core of an issue quickly;
- **An active contributor** – must be willing and able to actively contribute to work of the board in a timely manner.

Previous Board experience would be an advantage.

Prior qualifications from a recognised Board governance education provider, while not essential, would be highly regarded.

**The benefits of volunteering as a Director on the College Board** include (but are not limited to) opportunities to:

- expand your professional experience and career;
- commence or add to your career as a non-executive/independent director;
- support the paramedic profession which underpins a truly essential service as well as your own career;
- “give back” to the paramedic member community who are always there when you need them most;
- engage with and influence the future of the profession.

### **Director Declaration**

All Director applicants are required to complete the ACP Director Declaration form before being appointed.