



## CALL for NOMINATIONS PRESIDENT ELECT AUSTRALASIAN COLLEGE for INFECTIOUS PREVENTION & CONTROL (ACIPC)

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1<sup>st</sup> December 2011

Dear Colleagues,

At the recent AICA AGM held in Melbourne that members voted unanimously in favour of moving to the new Australasian College for Infection prevention & Control (ACIPC) which will take place on January 1<sup>st</sup> 2012. Following the close of the AGM the new Executive Council members were announced. Further information about each of the EC members and the transition process to date is available via: [www.icaustralia.com.au](http://www.icaustralia.com.au)

As part of the constitution the new body was required to appoint a Past President (Sylvia Gandossi), a President (Claire Boardman) and to call for expressions of interest to fill the newly created position of **President Elect** as per the Constitution and Foundation Operational Guidelines of the ACIPC. A full copy of each document is available via [www.icaustralia.com.au](http://www.icaustralia.com.au)

### **Position background**

The President Elect will be appointed by a vote of the full membership. Specific eligibility criteria including membership and professional standing are listed below. All EOI will be referred to the NCSC for review prior to the nominees being eligible to be elected via an electronic ballot. Applicants **MUST** be familiar with the role and expectations of the President's position which they will commence in July 2012 and must meet the selection criteria as outlined in the operational guidelines for the President position.

A member wishing to stand for appointment as President Elect must meet the same minimum criteria as an Executive Council member.

### **Terms of appointment (refer to Appendix A. for Presidential duties list)**

The President Elect term is for one year. As with the President and Past President roles, any elected President will serve a total of three years on the Executive Council. The President-Elect Reports to the Executive Council and

- (a) is a member of the Executive Council.
- (b) assumes the office of President as delegated. This may include self-directed activities to address organisational areas that are unfamiliar.
- (c) presides at meetings of the Executive Council in the absence of the President.
- (d) assumes the office of President should that office become vacant and subsequently fill the office of President for a regular term.
- (e) As prescribed in the bylaws, to be eligible, candidates for President-Elect must have served at least one year on the Executive Council.
- (f) All those items listed for President.
- (g) This office is a three-year commitment: one year as President-Elect, one year as President, and one year as Past President.

### **Key Selection Criteria**

#### **Essential criteria:**

- Skills and experience in infection control and prevention;
- Be a Credentialed Infection Control Professional (CICP) or currently working toward.
- Financial membership of AICA for a minimum of 2 years;
- Previous experience on an Executive Board or Council;
- Not been declared or about to declare personal or business financial insolvency in the last 5 years



- Not been convicted of a criminal offence;
- Marketing experience;
- High level communication skills;
- Proven business acumen;
- Proven project management experience;
- Human resource management skills;
- Capacity to think and act strategically;
- The ability to exercise due care and diligence, to act honestly in good faith and proper purpose; and
- Chair experience advantageous.

### **Desirable**

- Tertiary qualifications or equivalent in infection control, public health, epidemiology, or infectious diseases (e.g. Masters Degree, PhD) would be an advantage.
- Infection Control professional with at least five years of relevant experience.

### **Knowledge & Skills**

- Understanding of and an ability to work in a multi-disciplinary, leadership team and where required, to work and liaise with international counterparts
- Excellent interpersonal and communication skills
- Ability to be flexible and work in a changing environment
- Ability to assume authority as and when needed
- Ability to work effectively under stress with minimum guidance and support
- Ability to build and maintain harmonious working relationships, coordinate different aspects of ACIPC operations and provide leadership in achieving priority goals
- Ability to analyse and digest technical and political issues and take responsibility for prioritising action
- Ability to present relevant information in a concise, effective and focused manner, both orally and written
- Working knowledge of computer applications and telecommunication technologies

### **How to apply:**

- Applicants must meet ALL the essential criteria detailed above. Priority will be given to those who also meet one or more of the desirable criteria. **Please read the criteria carefully and ensure that you have the relevant expertise and experience before applying.**
- Submit a letter outlining why you would be a suitable candidate for the ACIPC President elect position. The letter should be no more than 500 words and highlight your skills and experience
- Include a current CV which illustrates that you meet the selection criteria
- Please also include one photo (headshot), a brief bio and a statement about why you are seeking election. This will be used in the electronic ballot process that will follow shortly after the application deadline. By submitting this information with your application you have given your permission for the use of this material for this purpose.

### **Exclusions:**

Members of the NCSC are unable to apply for any position on the Executive Council until a period of 1 year after cessation of their appointment as a NCSC member.

### **Closing date:**

Applicants who meet the criteria outlined above should send the following information electronically to: Philip Russo (Chair NCSC) via [NCSC@jccm.com.au](mailto:NCSC@jccm.com.au) by **1700hrs Friday 16<sup>th</sup> December 2011**

### **Further Information:**

Please contact Claire Boardman [clairby57@gmail.com](mailto:clairby57@gmail.com) or Philip Russo [Philip.russo@austin.org.au](mailto:Philip.russo@austin.org.au)

## **Appendix A. Position Requirements (for the President position)**

### **General**

- Ensuring the implementation of decisions by Council, the Executive, General Meetings and other governing bodies and procedures;
- Casts the deciding vote in any hung or tied votes
- Coordinating liaison with external bodies;
- Conducting official correspondence and acting as spokesperson of the ACIPC;
- Acting as Public Officer of the ACIPC;
- Acting as publisher of the ACIPC.
- In addition, the President shall perform the following functions.

### **Senior Office Bearer**

- The Presidency encompasses a leadership role. The President must communicate with and provide leadership to members on matters of concern to them and encourage their involvement with the ACIPC.
- The President provides leadership to Executive Council ensuring that decision making is participatory and democratic and provides leadership in dispute resolution.
- The President attends official ACIPC functions as the senior representative of the members.

### **Spokesperson**

- The President is spokesperson of the ACIPC and has responsibility to coordinate its relationships and communication of it with other agencies.
- As spokesperson the President is responsible for communicating ACIPC policy to relevant parties, and communicating with the ACIPC membership.
- As spokesperson the President speaks on behalf of members at all relevant committees and external bodies.
- The President has responsibility to report to standing committees of Council on matters affecting members arising as part of the business of any of these Committees in accordance with the procedures existing for the reporting of all ACIPC representatives. The President, assisted by the Operations Manager, has a responsibility to ensure significant matters arising in ACIPC committees are reported directly to the ACIPC Executive Council.

### **Media**

- From time to time, the President may issue public statements (such as press releases) on matters.
- The President is the only member of the ACIPC authorised to circulate public statements on behalf of the ACIPC (The Operations Manager can also issue public statements, in collaboration with the President).
- The President must ensure that the College Executive Council is kept informed of any such public statements, or of any matter dealt with publicly in the President's capacity as spokesperson.

### **Coordination of work of office bearers**

- The ACIPC office bearers have a range of responsibilities related to their respective portfolios. The President's role is to coordinate and assist office bearers in undertaking their responsibilities and to ensure the work of the office bearers remains consistent with ACIPC policies and plans.
- In order to fulfil these responsibilities the President must have knowledge of the ACIPC structure, Constitution, Standing Orders, Regulations and Policy, and the legal framework within which the ACIPC operates. The President must monitor the activities of the ACIPC and attend all or as many Executive Council meetings as reasonable.
- The President has prime responsibility for ensuring resolution of disputes between office bearers or between office bearers and ACIPC staff. The President may not, however, direct any office bearer and any disputes must be resolved through discussion and agreement.

### **Coordination of policy development, strategic and operational planning**



- The President must ensure consultative processes are followed in the formulation of ACIPC policy.
- The President must ensure ACIPC Executive Council, staff and membership are able to contribute to the ACIPC planning process. The President must ensure that the ACIPC Executive Council has the opportunity to examine and ratify proposed plans and targets.
- The President, through day to day contact with the Operations Manager, oversees the management of the ACIPC.
- The President must maintain an awareness of all major issues affecting members. These include actions of the ACIPC, as well as State and Federal policy. In conjunction with the Operations Manager, the President must ensure that the ACIPC Executive Council, as well as general membership, is fully briefed of any such issues and kept up to date with any action undertaken in respect to such issues.

### ***Overseeing the management of the College***

- The President has prime responsibility for overseeing the management of the ACIPC. The President must maintain daily contact with the Operations Manager and be prepared to report to Executive Council on performance of the Operations Manager. The President also has responsibility jointly with the President-Elect for the annual performance appraisal of the Operations Manager.
- The Operations Manager has delegated authority for the employment and welfare of ACIPC staff.

### ***Reporting***

In accordance with ACIPC policy, the President must ensure that a thorough written report of tasks undertaken by the President is presented at ACIPC Executive Council every session. The report must include details about the following:

- meetings attended (including an overview of any matters discussed of import to members);
- important items of correspondence;
- press releases;
- major actions being undertaken;
- projects initiated/progress of ongoing projects;
- lobbying being undertaken by the President on behalf of the ACIPC;
- a work plan for the next month (in reference to broader strategic plans where necessary);
- a progress report on the previous month's work plan;
- other representative activities.

### ***Induction***

Each time a President is elected, the outgoing President will be responsible for his/her induction. This will include responsibility for ensuring that the incoming office bearer is aware of the following:

- the day to day administrative arrangements;
- how to carry out the specific duties of the President's role;
- policies and sections of the constitution which pertain to office bearers;
- the role of staff within the organization;
- the progress of ongoing campaigns, lobbying or activities;
- any operational or strategic plans set by ACIPC Executive Council.

### ***Other Relevant information***

- The President can be removed or disqualified from office as per the Constitution and will have a yearly appraisal/review conducted through a 360 degree online review that includes all Executive Council members.
- It is expected that as part of the President's role, interstate travel will be a regular requirement. There is provision in the ACIPC budget for attendance at these meetings and one international conference per year.
- It is proposed that the President will be a paid role of approximately 0.2 FTE which may be increased in the first year of operation to meet the demands of the transition phase of the new organisation.