



Full Board Member or Subsidiary Officer Expression of Interest (EOI)

To express your interest in becoming a Member or a Subsidiary Officer of the Board, please complete this form and submit it to HCC for consideration.

What's the difference?

1. A **Full Board Member** is a person who has been appointed and/or elected to the Board of HCC, He or she is the equivalent of a Company Director in the for-profit sector and, with other members of the board, has a fiduciary and statutory duty to govern the Association within the law and in the best interests of all stakeholders. Full board members may in exceptional circumstances, be exposed to one or more personal liabilities arising from the conduct of the Association and its business.
2. A **Subsidiary Officer** is someone who is appointed by the board to bring special skills and experience to the board meetings to assist the members to govern the Association appropriately. Subsidiary Officers have no statutory duties and are not exposed to the possibility of any personal liabilities other than any which may arise from failure to do his or her common law duty to serve the Association in a professional and reliable manner.

NB: Please read the following notes carefully before completing and submitting your EOI.

- We ask for the information in this EOI so that we have a better idea of how you may help add diversity to the HCC Board (skills, experience, demographics, etc.) If you aren't able to provide this information, it will be difficult for us to consider your EOI.
- Recruitment of full Board Members and Subsidiary Officers is guided by HCC's Board Skills & Diversity Matrix which is used to determine whether a recruitment need/opportunity has arisen. HCC cannot guarantee that a vacancy based on your choice will necessarily exist at the time you lodge your EOI.
- Submission of an EOI does not automatically result in your becoming either a member or a subsidiary officer of the HCC Board.
- Your EOI and the evaluation thereof will proceed as follows:
 - a) Receipt and noting of your EOI by the Executive Director prior to subsequent processing.
 - b) The Privacy Officer will check whether you are named in either the ASIC Banned & Disqualified Register and/or the ACNC Disqualified Persons Register. The references which you provide may also be checked.
 - c) You may be asked to attend a "getting to know you" discussion with the Board Chairperson and the Nominations & Governance Committee to discuss your EOI and the skills and experience you offer to the Association;
 - d) If your EOI in full board membership is successful, you will be appointed on a casual basis pending your election as a full board member, by the ordinary members, at the next Annual General Meeting of the Association after the date of your casual appointment.
 - e) Appointment as a Subsidiary Officer is not subject to endorsement by the members of the Association at the next Annual General Meeting and shall commence on the date stipulated by the HCC Board.



- f) You will be notified about the outcome of your submission as soon as possible and no more than 60 days after lodgement. The outcome for which you will be notified will be either:
- accepted to fill an existing vacancy
 - retained on file pending the availability of a suitable vacancy or
 - withdrawn from further consideration with no reason(s) as to why.
- g) Members and subsidiary officers of the HCC Board are volunteers and, as such, are currently not remunerated. Expenses incurred in the performance of the duties of both these positions are however, reimbursed subject to normal approval procedures.

Who can be a casual or full board member?

To be eligible to act as a casual member of the HCC Board, a person must:

- be a person able to provide skills, experience or personal characteristics to fill a defined gap in the HCC Board Skills & Diversity Matrix Analysis;
- be, or be willing to become, an ordinary member of the Association;
- be at least 18 years of age;
- satisfy the condition stated in subsection 45.20(3) of the ACNC¹ Regulation namely that:
 - (a) you are not disqualified from managing a corporation, within the meaning of the Corporations Act 2001; and
 - (b) you are not disqualified by the (ACNC) Commissioner, at any time during the preceding 12 months, from being a responsible entity (person) of a registered entity (charity or Not-for-Profit organization) under subsection (4). (You will be asked to sign a declaration to this effect).
- give their signed consent to HCC that they agree to act as a member of the Board;
- agree to comply with the HCC Code of Conduct and to respect a Confidentiality Agreement;

To become a full member of the Board, a person who is already, or is eligible to be, a casual board member must be elected by the membership of the HCC at an Annual General Meeting.

Who can be a Subsidiary Officer?

To be eligible to act as a Subsidiary Officer of the HCC Board, a person must:

- be a person able to provide specific skills, experience or personal characteristics to fill a defined gap in the HCC Board Skills & Diversity Matrix Analysis;
- be, or be willing to become, an ordinary member of the Association;
- give their signed consent to HCC that they agree to act as a Subsidiary Officer of the Board;
- agree to comply with HCC's Code of Conduct and to respect a Confidentiality Agreement with the Association.

If you have any questions about becoming a member or subsidiary officer of the HCC Board, please contact the Executive Director, Pip Brennan, on 08 9221 3422 or email Pip.Brennan@hconc.org.au .

¹ Australian Charities & Not-for-profit Commission



Expression of Interest

I am interested in performing the following governance role at HCC (please tick preferred option):

Full Board Member

Subsidiary Officer

Personal Details

First name:	
Middle name:	
Family Name:	
Former name(s):	

Home address:	
Postal address:	
Home phone no:	
Mobile no:	
Personal Email:	

Date of Birth:			
Country of Birth:		Languages spoken at home	
Do you identify as Aboriginal and/or Torres Strait Islander?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you identify as someone from a culturally and linguistically diverse background?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

Thank you for providing this information which will be used to check that you are not on the ASIC Banned & Disqualified Register and/or the ACNC Register of Banned & Disqualified Persons. If you are ultimately appointed as a board member, this information will also be used to register you with ACNC.

1. Please attach a copy of your current CV to this EOI.

We require a copy of a National Police Certificate for Volunteers Only for all HCC volunteers. If you do not currently have this certificate, prior to be elected or appointed to the Board in any capacity, you will need to apply for one and supply it to us.

2. Current Employment Details (if not currently employed, check here:)

Company/ Organisation:	
Position:	
Business address:	
Postal address:	
Work phone no:	
Work mobile no:	
Work email address:	



3. Please list your community involvement over the past five years, including not-for-profit organisations:

4. Referees

Please provide the details requested below of two people who are willing to support your EOI by acting as referees. Referees do not need to be members of HCC.

Referee1

Name:	
Phone no:	
Email Address:	
Nature of relationship:	

Referee 2

Name:	
Phone no:	
Email Address:	
Nature of relationship:	

To help us understand who you are and how you might add value to the HCC Board...

1. Do you have formal qualifications? If so, please list here.

2. Please tell us how you believe your skills and experience will add to the effectiveness of the HCC Board and the HCC.



3. Why would you like to become a member or subsidiary officer of the HCC Board?

4. How do you maintain current knowledge about healthcare delivery and patient experience in WA?



Declaration

If duly appointed, I (insert full name), consent to act as a Full Member or
Subsidiary Officer of the HCC Board and, in so doing, declare that I am not aware of any legal impediment to
my contributing to HCC in either of these capacities.

I further declare that:

- I am not disqualified from managing a corporation within the meaning of the Corporations Act 2001 (Cth),
and
- I have not been disqualified by The Australian Charities and Not-for-profit Commissioner, during the
twelve months prior to the date of this declaration, from being a responsible person (what the ACNC Act
calls a 'responsible entity') of a registered charity.

While I am a responsible person for HCC, I agree to notify HCC, as soon as possible, if I am disqualified by
either the Australian Securities & Investments Commission (ASIC) from managing a corporation within the
meaning of the Corporations Act 2001 (Cth) or the Australian Charities & Not-for-profit Commissioner.

Furthermore, in signing this Expression of Interest, I also acknowledge and declare that:

- I have read and understand the information provided on pages 1 and 2 of this EOI document;
- if so resolved by the HCC Board, my appointment as a Full Board Member to fill a casual vacancy will
commence on a date decided by the Board;
- I understand that my election, or not, to full membership of the Board will occur at the next Annual
General Meeting of the Association after the date of my appointment;
- if so resolved by the HCC Board, my appointment as a Subsidiary Officer of the Board will commence on a
date decided by the Board;
- I am aware that HCC will check my name on the ASIC Banned & Disqualified Persons Register and the
ACNC Disqualified Persons Register;
- If I am appointed as a Full Board Member, I shall be registered with the Australian Charities & Not-for-
profit Commission as a responsible entity (person).
- If appointed, I will serve the Association to the very best of my ability.

Signature:

Date:



For your information – please keep

Please keep this and the following page **for your records**.

To submit your EOI:

1. Please return the completed EOI document with copies of your current CV:

The Executive Director

Email: Pip.Brennan@hconc.org.au (or, between 11 September and 13 October, to ActingED@hconc.org.au)

Mail: GPO Box C134, Perth WA 6839

Privacy Statement

Health Consumers' Council (WA) Inc. is collecting your personal information to assess your suitability for appointment as a Full Member or Subsidiary Officer of the HCC Board.

While considering and processing your expression of interest and, if applicable, finalising your appointment as a casual board member, HCC will typically discuss or disclose the information you have provided with or to the following people:

- The Executive Director
- The two people whom you have given as referees
- Members of the Nominations & Governance Committee
- Members of the Board other than the members of the Nominations & Governance Committee
- The Australian Charities & Not-for-profit Commission (casual board members only)
- Ordinary members of the Association attending the Annual General meeting at which you are proposed for election to full membership of the Board (casual board members only).

How to access your personal information

If you would like to see or receive a copy of the personal information that HCC has about you, please contact the Executive Director on 08 9221 3422 or via the contact details above. The Executive will respond to your request within 30 days. Please note that if HCC is unable to provide you with access to your personal information, we will advise you why this is so within 30 days of the receipt of your request.

To make changes to your personal information

If you have been advised that your EOI has been retained on file pending a suitable vacancy for either a Full Member or Subsidiary Officer of the Board, please make sure that you advise the Executive Director of any changes (address, contact details, change in profession or occupation etc.) to the information you have provided. The Executive Director can be contacted on 08 9221 3422 or via the contact details above.



To make a complaint to HCC

If you feel that we are in breach of any of the Australian Privacy Principles or you have a complaint about how we have collected, managed, used or disclosed your personal information, please contact us via the 'feedback' page at our website or contact us by:

Phone: 08 9221 3422

Email: info@hconc.org.au

Mail: The Health Consumers' Council, GPO Box C134, Perth WA 6839

We will acknowledge receipt of your complaint and either the Executive Director or the Privacy Officer will contact you to try and resolve the matter. All complaints are handled in strict confidence and related documentation is accessible by only individuals involved in managing your complaint.

Appeal to a higher authority

If you do not receive a response to your complaint within 30 days or you are not satisfied with the response you received, you can take your complaint in writing to the Office of the Australian Information Commissioner (OAIC). You can do this by:

Post: GPO Box 5218, Sydney NSW 2001

Fax: 02 9284 9666

Email: enquiries@oaic.gov.au

Online: www.oaic.gov.au/individuals/how-do-i-make-a-privacy-complaint