

# Call for Expressions of Interest in Joining our Board

## **Expressions of interest are open from 4 to 29 July 2022**

Are you passionate about eye health and the future of your profession?

Do you love thinking about the bigger picture?

Do you have strong connections with other optometrists?

We are currently inviting expressions of interest (EOIs) from members who would like to explore a possible nomination to serve on the OV/SA board. This is a great opportunity for experienced optometrists with skills in strategy, risk and compliance who want to contribute to the future of our association and to the wider profession.

OV/SA is a not-for-profit organisation, committed to ensuring delivery of great value to members and assisting optometrists in meeting the eye health needs of the Victorian and South Australian communities.

The expression of interest process is designed to give members the opportunity to engage with our CEO and/or Board of Directors about a *possible* nomination. In accordance with our constitution, the formal call for nominations is circulated 15 weeks before the AGM (constitution clause 32.4).

Our board is made up of a combination of South Australian and Victorian members. In 2022, we will have three vacancies that needs to be filled by Victorian members (clause 26.4) and one by a South Australian. Two current directors whose terms are ending are both re-nominating (Elise Pocknee-Clem (SA) and Laura Carson (Vic)).

## Frequently Asked Questions

### **1. Do I need to have experience on a board or other committees?**

This is not required, however it is an advantage.

### **2. Where are the meetings held?**

A minimum of one meeting per annum is held face-to-face in Melbourne at the OV/SA office in Carlton; with the rest held online. Depending on budget, additional-face-to-face meetings may be held in Adelaide or Melbourne. In 2022/23, most meetings will be face to face in Melbourne.

### **3. How much work is involved?**

- Board meetings: half a day (weekday during office hours) six times per year. In preparation for the meeting, board papers are issued one week in advance and require detailed scrutiny (approximately three to four hours)
- Strategy day: one day per year (weekend)
- Annual General Meeting: one hour, out of office hours on Zoom
- Committee meetings: most directors participate in one of the board and/or OV/SA committees. These meetings are held either outside of business hours or during office hours. Committee work includes additional meetings of 1-2 hours each, with additional preparation. Some committees meet infrequently (twice per year) whilst others are more frequent (10 times per year).

- OV/SA events: directors are expected to actively support at least one face-to-face event in their state each year, especially one of our major events (O=MEGA in Melbourne and Blue Sky in Adelaide held on alternate years). This includes attending and assisting with speaker management and/or other light duties. The cost of registration for the event is met by OV/SA. These events are usually on weekends, with some content on the Friday.
- Additional ad-hoc online meetings are occasionally called, and/or emails circulated, to address urgent issues.
- An annual dinner, to consider wider issues that are impacting on optometry and our membership, is usually held with OV/SA directors and CEO, and another dinner with the board of OA.
- Additional time may be required for participating in training relevant to the role of the director.

**4. How long is the term?**

One term is two years for elected directors, commencing after the AGM. Elected directors may renominate for up to five consecutive terms.

**5. Are board directors remunerated / are expenses paid?**

Directors are volunteers who are paid an honorarium each year in accordance with the OV/SA board remuneration policy. The cost of attending board meetings (travel, accommodation, meals) is met by OV/SA.

**6. How will I be supported?**

OV/SA has a *Director Induction Policy* that includes comprehensive meetings at the inception of a new appointment and after 12 months. New directors are also given copies of our Governance Policy, other relevant documents and some formal training. They are assigned a mentor (an existing board member) to support them in their first year. At the end of one year, the CEO and President meet with the director and invite them to review the induction process and their position so far.

**7. How do I submit an expression of interest?**

Before COB AEST on 29 July 2022, write to Ilsa Hampton, CEO OV/SA with the following information:

- A brief CV
- A letter of not more than 200 words outlining:
  - your contribution to OV/SA, the optometry profession and optometry to date; and
  - key issues you see facing OV/SA.

Email: [i.hampton@optometry.org.au](mailto:i.hampton@optometry.org.au)

**8. What is the process of formal nomination?**

Nominations must be on the required form including the signed consent of the nominee. Two members must nominate the person and sign the nomination form (signatures can be on more than one document). Additional information will be requested for your formal nomination that is the same as the information you have used in your EOI. See below for the full timeline of the board expression of interest and nomination process.

## **Timeline**

4 July 2022	Call for expressions of interest sent to members
29 July	Expressions of interest (EOI) period closes
8 - 12 Aug	EOIs followed up by Chair of the Governance Committee
17 Aug	Formal call for nominations sent to all members
22 Aug – 21 Sept	Nomination period
5 Oct	If there is to be an election, information about nominees is sent to members
26 Oct – 2 Nov	Voting period – electronic voting
7 Nov - 11 Nov	Nominees advised of results
30 Nov	Annual general meeting (AGM) – results announced and members invited to validate the appointment