



Your trusted partner in diabetes care

GUIDELINE FOR THE
NOMINATION OF
CDE DIRECTOR
Nominations now open

Australian Diabetes Educators Association

ABOUT THE ROLE

The ADEA Board has reviewed and updated gaps in the required skills mix for 2 future vacancies on the board and have identified the following skills are required:

- Health Policy
- Strategic planning
- Government Policy
- Risk compliance and oversight
- Financial acumen
- Understanding of business

CDE Board Directors must have had a financial full membership of the Australian Diabetes Educators Association (ADEA) for a minimum of 12 months before being eligible for nomination. CDE Directors are elected by ADEA full members. The position is honorary and meeting expenses will be covered.

CDE Board directors are expected to commence an initial 3 year term in August 2018. Under the ADEA Constitution, a director may serve up to two terms.

Directors accept the legal and financial obligations for the governance of all aspects of operation of the ADEA, including:

- Setting the strategic direction for ADEA
- Setting and approving policy
- Approving business plans and budgets
- Advising on financial, insurance and ASIC requirements
- Monitoring development and implementation of activities against the Strategic Plan
- Representing the organisation to external government and non-government agencies

TIME COMMITMENT

The ADEA Board meets face to face 4 x per year at various locations across the country. From time to time directors are required to participate in teleconference meetings and engage in/respond to email correspondence mainly from the CEO and Executive Support Officer. The ideal candidate will have an interest in governance and be prepared to sit as a CDE member on the board's Governance Committee, which ensures the Board fulfils its various obligations and provides an evaluation of the Board's performance. At times directors, will form part of a time-limited smaller working group to develop a concept or deal with an issue. Directors are expected to have read the board papers and request additional information for anything that requires clarification in the board papers prior to the board meeting.

BENEFITS OF BECOMING A BOARD MEMBER

THERE ARE A GREAT NUMBER OF SKILLS AND QUALITIES THAT YOU WILL DEVELOP IN A BOARD APPOINTMENT THAT WILL ENHANCE YOUR CAREER AS A CDE AND HAVE THE POTENTIAL TO OFFER EXPANDED OPPORTUNITIES IF YOU WISH TO PURSUE A MANAGERIAL POSITION. IN

ADDITION TO GAINING EXPERIENCE IN ORGANISATIONAL STRATEGY, POLICY DEVELOPMENT AND GOVERNANCE, YOU WILL HAVE THE ABILITY TO DEVELOP 'SOFT SKILLS' IN INFLUENCING OTHERS, QUICK AND REASONED DECISION-MAKING AND EXERCISING EMOTIONAL INTELLIGENCE WHICH MAY ULTIMATELY FOSTER GREATER CONFIDENCE WHICH YOU CAN LEVERAGE IN YOUR PROFESSIONAL PRACTICE.*NOMINATION*

Please complete the nomination form below and forward with supporting documentation to

applications@adea.com.au by COB Thursday 31st May 2018

AUSTRALIAN DIABETES EDUCATORS ASSOCIATION NOMINATION FORM - CDE DIRECTOR

NOMINEE DETAILS

First Name:

Surname:

ADEA member number:

(If known)

I have provided a copy of my CV

I have been a full financial member of ADEA for at least 1 year

Please provide a brief summary on why you wish to join the ADEA Board and what you can contribute:

NOMINEE DECLARATION

I have read and understand the following documents and role and responsibilities of an ADEA Board Director

- [ADEA Constitution](#)
- [ADEA By-Laws](#)
- [ADEA Code of Conduct](#)

As per ASIC requirements, I declare that I:

- Have not been disqualified as a board director
- Am not currently bankrupt

Nominee Signature:

Date:

PROPOSER DETAILS

First Name:

Surname:

ADEA Membership number:

 I am a full financial member of the ADEA I hereby nominate the above mentioned person for the role of ADEA Board Director.

Signature:

Date:

SECONDER DETAILS

First Name:

Surname:

ADEA Membership number:

 I am a full financial member of the ADEA I hereby nominate the above mentioned person for the role of ADEA Board Director.

Signature:

Date:

PLEASE COMPLETE THE NOMINATION FORM AND FORWARD WITH SUPPORTING DOCUMENTATION TO APPLICATIONS@ADEA.COM.AU BY COB THURSDAY 31 MAY 2018.