

Guideline for the nomination of   
CDE Director  
Nominations now open

Australian Diabetes Educators Association

## About the role

One CDE Director role will become vacant in August 2019, as the current Director has completed their term of appointment.

ADEA is now seeking nominations from members for this role. The three year appointment will commence in August 2019, and there is the possibility of nominating for a second three year term in 2022. To be eligible for nomination, applicants must meet the following criteria:

* have been a Full Member of the ADEA for a minimum of 12 months
* have paid all membership fees due.

All new Directors receive governance training after their appointment to the Board, and annual training is provided to all Directors.

## about the ADEA Board

The ADEA Board is comprised of nine Directors, six of whom are CDE Directors and three of whom are independent Directors. Directors serve in an honorary capacity, and expenses relating to attending meetings are paid by ADEA. Directors are appointed for a three year term, and may hold office for up to two terms of three years. The [ADEA constitution](https://www.adea.com.au/wp-content/uploads/2015/07/150522_Constitution_FINAL.pdf) provides further detail about how ADEA is governed.

CDE Directors are elected by ADEA full members and Independent Directors are nominated and appointed by the Board.

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

The Australian Institute of Company Directors has developed a useful guide which provides an overview of the role and responsibilities of Directors. For more information, please click here: [Understanding of the role of a Board Director](https://aicd.companydirectors.com.au/resources/not-for-profit-resources/not-for-profit-governance-principles/principle-2-roles-and-responsibilities)

The following skills and knowledge are requisite for the Board, and individual Directors are required to have skills and knowledge in at least one of these areas:

* Health Policy and Planning
* Strategic planning
* Government Policy and Planning
* Allied Health CDE
* Business, Commerce and Marketing

## 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 employment opportunities.

One of the greatest benefits of being a Director on the ADEA Board is to help guide and influence the future direction of the CDE sector in Australia. Directors also have the opportunity throughout the year to participate in ADEA member meetings to hear from colleagues about their vision for the future of the profession, as well as any member concerns.

Directors are influential in developing and communicating the future direction and priorities of the ADEA in a high-level strategic way.

## *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.

**Please complete the nomination form on the following pages and forward with supporting documentation to** [**applications@adea.com.au**](mailto:applications@adea.com.au) **by close of business 30 June 2019**

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| Australian diabetes educators association Nomination Form - CDE DIrector | | | | | |
| Nominee Details | | | | | |
| First Name: |  | | | | |
| Surname: |  | | | | |
| ADEA member number:  (If known) |  | | | | |
| NOMINEE DECLARATION | | | | | |
| 🞎 I have provided a copy of my CV and application letter, including my reasons for nominating for the ADEA Board.  🞎 I have been a Full Member of ADEA for at least 12 months  🞎 I have paid all membership fees due  🞎 I have read and understand the following documents and role and responsibilities of an ADEA Board Director   * [ADEA Constitution](https://www.adea.com.au/wp-content/uploads/2015/07/150522_Constitution_FINAL.pdf) * [ADEA By-Laws](https://www.adea.com.au/wp-content/uploads/2009/10/170905_By-Laws_FINAL.pdf) * [ADEA Code of Conduct](https://www.adea.com.au/wp-content/uploads/2009/10/ADEA-Code-of-Conduct.pdf)   🞎 As per ASIC requirements, I declare that I:   * Have never been disqualified as a Director of a Board * Am not currently bankrupt | | | | | |
| Nominee Signature: |  | Date: | |  | |
| Proposer Details | | | | | |
| First Name: |  | | | | |
| Surname: |  | | | | |
| ADEA Membership number: |  | | | | |
| 🞎 I am a Full Member of ADEA and have paid all membership fees due  🞎 I hereby nominate the above mentioned person for the role of ADEA Board Director. | | | | | |
| Signature: |  | | Date: | |  |

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| --- | --- | --- | --- |
| Seconder Details | | | |
| First Name: |  | | |
| Surname: |  | | |
| ADEA Membership number: |  | | |
| 🞎 I am a Full Member of ADEA and have paid all membership fees due  🞎 I hereby nominate the above mentioned person for the role of ADEA Board Director. | | | |
| Signature: |  | Date: |  |

## Please FORWARD YOUR completeD AND SIGNED nomination form, ALONG WITH supporting documentation to [applications@adea.com.au](mailto:applications@adea.com.au) by COB 30 June 2019