



Optometry Council of
Australia and New Zealand

Optometry Council of Australia and New Zealand
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INFORMATION FOR APPLICANTS AND NOMINATION FORM OCANZ BOARD OF DIRECTOR, COMMITTEE and ASSESSMENT TEAM MEMBER POSITIONS 2023 and 2024

Background on OCANZ

The Optometry Council of Australia and New Zealand (OCANZ) was established in 1996 with the support of the optometrist registration boards in Australia and New Zealand, the Heads of the Optometry Schools, and the membership organisations Optometry Australia and the New Zealand Association of Optometrists. OCANZ is a not-for-profit company limited by guarantee. It operates under Australian corporation law and a Constitution¹ overseen by its five Members, one each appointed by the above bodies.

OCANZ delivers an independent accreditation service to the Optometry Board of Australia and the Optometrist and Dispensing Opticians Board of New Zealand. Its two primary functions are - (1) the assessment of the competence of overseas trained optometrists to practise optometry in Australia and New Zealand, through written and clinical examinations and (2) the accreditation of the Australian and New Zealand optometry programs of study.

OCANZ Governance

OCANZ Board

OCANZ business is managed by a Board comprising eight to ten Directors appointed by the Members, each for a three-year term. Directors may serve a total of up to nine years. The Directors typically meet five times per annum on a Friday, a mix of videoconference and some face-to-face meetings in Melbourne. Directors may also serve on committees.

OCANZ Committees and Taskforce

Four standing committees of the Board each typically meet three to four times per annum (1-2 times face-to-face in Melbourne), and report to the Board on finance and risk, accreditation, and examination specific issues. The Board has appointed an Indigenous Strategy Taskforce to advise it on how to improve the contribution of optometry accreditation functions to better health outcomes for First Nations Peoples in Australia and New Zealand. Committee and Taskforce members are appointed for a three year term, and may serve a total of up to nine years, subject to their interest and re-appointment. Copies of the terms of reference for committees may be obtained on request from officemanager@ocanz.org

A set annual Director's fee of \$3,000 per annum is payable to each Board member as taxable income. Committee membership attracts a very modest sitting fee of \$288 per meeting. In addition, out of pocket expenses for travel, accommodation etc. are reimbursed within policy limits.

¹ Available at <http://www.ocanz.org>. See also annual reports available on same website.

Criteria and nomination requirements

General Attributes

The OCANZ Code of Conduct applies to all those appointed to roles at OCANZ. All those covered by the Code will:

- ✓ act honestly, in good faith and in the best interests of the OCANZ
- ✓ use due care and diligence in fulfilling their OCANZ functions and exercising the powers attached to that function
- ✓ allocate appropriate time to, and actively engage in, meetings and activities organised by OCANZ which are applicable to their role
- ✓ demonstrate reasonableness in decision making and treat all other Directors, committee members and OCANZ staff with courtesy and respect
- ✓ observe OCANZ confidentiality and privacy requirements, keep confidential all information received in the course of the exercise of their duties, and not seek to take unfair advantage of knowledge so gained, recognising that OCANZ intellectual property remains the property of OCANZ
- ✓ not take advantage of OCANZ resources, and only seek reimbursement for expenses within OCANZ policy requirements for travel and any expenses
- ✓ disclose any conflicts of interest within the agenda at each meeting; and will not allow personal interests, or the interest of any associated person, to conflict with the interests of the OCANZ
- ✓ behave in a way that upholds and promotes the good reputation of the OCANZ and complies with the spirit, as well as the letter, of any laws applicable to OCANZ and this Code.

OCANZ expects members of its committees, assessment teams and the Board of Directors to:

- ✓ be reliable and commit the time required to read papers and attend meetings
- ✓ be able to make consistent and unbiased judgments
- ✓ be able to work cooperatively with others
- ✓ be able to communicate effectively
- ✓ become familiar with the processes governing the committee/Board of which they are a member
- ✓ comply with OCANZ policies and procedures
- ✓ support the concepts of professional assessment and accreditation, and be willing to contribute to their growth and development
- ✓ support innovation and evolution in governance, education and optometric practice.

Applicants should possess qualifications and/or experience rendering them suitable for the available vacancies.

Director eligibility and selection criteria

The Constitution defines eligibility to be appointed as a Director of OANZ as a person with experience and expertise in one or more of the following areas:

- Accreditation of educational courses, programs, methods of teaching or training that are relevant to the Objects
- Regulation and governance (or either of them) relevant to the Objects
- Assessment of skills and knowledge of health professionals relevant to the Objects
- Such other qualifications, skills and experience as considered suitable or necessary by the Board from time to time.

The following criteria will be taken into account in appointing a Director to the OCANZ Board:

- Demonstrated governance, leadership, teamwork and/or management skills (previous regulatory, board/committee and/or management experience would be an advantage).
- Demonstrated capacity for impartiality, open-mindedness, sound judgment, fairness, commitment to equity for First Nations peoples in Australia and New Zealand, and support of the need for quality and consistency in decision making.
- Appreciation of the role and duties of a Director of OCANZ (from either a practitioner's or non-practitioner's perspective).
- Having a general understanding of the health and education sectors and the role that OCANZ plays in protecting the public.

Tertiary qualifications or some involvement with the tertiary education sector would be an advantage.

Vacancies on the OCANZ Board and Committees in 2023 and 2024

There are up to three vacancies on the OCANZ Board each year, included in this number is the potential re-appointment of Directors who have not served a maximum term of nine years. In 2023 and 2024 OCANZ will need to fill a vacancy for a finance expert, a non-optometrist and at least one registered optometrist in Australia or New Zealand. OCANZ has agreed that one of the vacancies is to be prioritised for the appointment of a Māori representative.

The appointment of Directors is by the Members at the Annual General Meeting, which is scheduled each year in November.

To express your interest in appointment to a role at OCANZ in 2023 or 2024, the attached nomination form must be signed by the nominee and nominator and received at OCANZ no later than 5 pm (AEDT) on Friday 28 April 2023.

Signed nomination forms, which must include the name and contact details of a person nominating you for the vacancy who can speak to your skills and abilities if so requested, should be **sent via email as scanned files** to:

OCANZ Nominations 2023 and 2024

Attention: Ms. Susan Kelly

Chief Executive Officer OCANZ

ceo@ocanz.org



NOMINATION FORM - OCANZ BOARD/COMMITTEE/ASSESSMENT TEAM MEMBER VACANCY

NOMINEE TO COMPLETE

I, of
(full name) (organisation/address)

wish to be considered for the position or positions of (insert position/s of interest) with the Optometry Council of Australia and New Zealand. I understand that if appointed as a Director or Committee member, I will serve a term of three years. Assessment team members will serve the period of the accreditation assessment.

NOMINATOR TO COMPLETE

I, of
(full name) (organisation/address)

agree to nominate/referee for the person whose details appear above in relation to their application for the position/s of (insert position) with the Optometry Council of Australia and New Zealand.

NOMINATOR	NOMINEE
Surname:	Surname:
Given Names:	Given Names:
Email:	Email:
Phone:	Phone:
Signature:	Signature:

Nominees are to please attach a brief statement (maximum 300 words) regarding what expertise and experience you would bring to the role/s being sought.

If you are seeking appointment as an OCANZ Director, please include a declaration that you are eligible to be a director of a company and are not:

- an undischarged bankrupt; or
- subject to a personal insolvency agreement or any other arrangement under the *Bankruptcy Act 1966* (Bankruptcy Act) that has not been fully complied with; or
- previously convicted or currently charged with any criminal offences such as fraud or other offences under company law, such as a breach of duties as a director or insolvent trading.