

## Board Role Statement

### About OTA

Occupational Therapy Australia (OTA) is a member-based not-for-profit organisation. We exist to represent, unify and strengthen our profession, empowering occupational therapists to improve the health and wellbeing of their clients and communities.

### Our Vision

People and communities are engaged in occupations that bring meaning and purpose to their lives, fostering health, wellbeing, participation and inclusion.

### Our Purpose

OTA represents, supports, strengthens and resources the continually evolving occupational therapy profession.

### Our Values

**Respect** for our members, our staff, the profession, our communities

**Unity** in purpose

**Excellence** in research, practice, and performance

**Integrity** and ethical behaviour

**Collaboration** to achieve success

**Accountability** for behaviour, performance, and outcomes

### OTA Governance

OTA is legally constituted as a Company Limited by Guarantee and is a registered not-for-profit with the Australian Charity and Not-for-profits Commission (ACNC). Operating under a Constitution, the Board of Directors is supported by the CEO and an Operations Team.

The Board has constituted several Board Committees including:

- Executive Committee
- National Forum
- Finance Risk & Audit Committee
- WFOT Program Approval Committee
- Nominations Committee

### OTA Board Role

The Board of Directors is responsible for the OTA's overall performance, strategic direction, risk management, and ensuring OTA's compliance with its governing constitution, legislation and good practice governance principles.

The Board also acts on behalf of OTA members, stakeholders, partners, consumers and the community in a 'trustee' or 'stewardship' role.

### Board Commitments

A directorship is a voluntary appointment with a 2 year term and eligibility for re-appointment. The Board and its Committees generally meet quarterly or more frequently as required. The expected time commitment is one day per quarter for a board meeting with pre-reading of board papers in the lead up to meetings. Decisions may also be sought out of session between meetings. The Board has an annual strategy session which takes two days. All meetings are generally held out of hours.

Directors are expected to contribute to at least one Board Committee as well as attend the National Forum. Committee meetings require between 2-4 hours per quarter for evening meetings with required pre-reading and preparation. Some Committees may meet more frequently.

Directors may also be asked to represent OTA as part of its representative, advocacy and stakeholder engagement on behalf of the profession.

### Ethical Standards

OTA Board Directors have both individual and collective responsibilities. The behaviours expected of Directors are established in the OTA Constitution, By Laws, Codes of Ethics and Conduct, and supported by the ACNC's Governance Standards.

## Key Skills & Attributes

The Board aims to have a skills and experienced based membership and is responsible for ensuring it has the skills, knowledge and experience needed to effectively steer OTA. The Board is seeking nominees with the following skills, experience and attributes:

- Demonstrated strong, genuine alignment with OTA's Vision, Purpose and Values
- Experience and knowledge of Board responsibilities
- Assimilate and synthesise complex information quickly
- Develop and deliver a cogent argument
- Be innovative and think beyond the square with an intellectual curiosity
- Understand issues at both the detailed and "big-picture" level
- Keen self-awareness, integrity and high ethical standards
- Capacity to weigh multiple perspective and negotiate disagreement and resolve conflict
- Demonstrated strategic expertise to lead OTA into the future
- Financial acumen and ability to identify risks and opportunities
- Understanding of and engagement with OTA's key stakeholders

## Eligibility

Each candidate for appointment must be:

- Eligible under the Relevant Law to be a Director, that is
  - at least 18 years of age
  - not disqualified from managing a corporation under the Corporations Act 2001 or being a Responsible Person by the ACNC Commissioner; and
- Give their prior written consent to be a Director and to abide by the Constitution.

Except where the Nominations Committee can recommend skilled Directors, all candidates must also be a Fellow, General Member or Honorary Life Member.

## Call for Nominations

Nominations for Director vacancies can be submitted at: [otaus.com.au/about/board-nominations](https://otaus.com.au/about/board-nominations)

Nominees must submit the following to be considered eligible:

*The following will be made publicly available on OTA's website to support voting:*

- a bio of no more than 150 words;
- a high-resolution portrait professional photo;
- a statement of no more than 150 words on nominee's passion for OTA's purpose; and
- a 90 sec video format on each of the following criteria:
  - Nominee qualifications, if any, and relevant experience;
  - Nominee contribution to leadership and/or OTA to date; and
  - Nominee passion for OTA's purpose.
  - Avoid disclosing the state, territory, or traditional lands in which you reside, work or are from.

*For internal purposes only:*

- No more than 300-word response to the Board Key Skills & Attributes in Board Role Statement
- Optional CV
- Two referees
- Disclosure & Consent Form
- Confidentiality Agreement

***Incomplete and late nominations will not be accepted.***