



Selection and Recruitment Process for Board of Directors for Adventist HealthCare Limited

Caring for our patients, colleagues, community and ourselves

Introduction

The purpose of this document is to describe to members, prospective Board Members and other stakeholders the:

1. skills, knowledge and experience that the South Pacific Division (SPD) seeks for the Board of Adventist HealthCare Limited (AHCL);
2. time expectations regarding the role and
3. process by which expressions of interest can be submitted and the recruitment process for future board members.

The SPD has adopted an approach which balances core Board Member skills, knowledge and experience with technical skills and emphasises the behavioural attributes expected from Board Members. It is not expected that each Board Member will possess all of the identified competencies; rather we are looking for a balanced Board.

Remuneration

Membership of the AHCL board is on a volunteer basis.

Board Members are expected to participate in Board Committees and are entitled to an honorarium in relation to the same.

Board Members have the benefit of directors and officers insurance and other protections.

Requirements for new Board Members

Essential criteria:

Individual Board Members are required to demonstrate:

1. honesty and integrity;
2. sound business judgment;
3. relevant experience and professional qualifications;



4. a genuine interest in the organisation and its businesses;
5. a commitment to the Seventh-day Adventist Church and the mission of Adventist HealthCare;
6. a willingness to devote the required time to attend Board and Committee meetings; and
7. an absence of conflicts of interest or other legal impediments to serving on the Board.

Further, the SPD expects that Board Members will:

1. possess curiosity and courage – a Board Member must have the curiosity to ask questions and the courage to persist, or to challenge management and fellow board members where necessary;
2. have good interpersonal skills – particularly, an ability to work well in a group, listen well, be tactful yet be able to communicate their point of view frankly;
3. have good business instincts and acumen, along with the ability to get to the crux of the issue quickly; and
4. be an active contributor to Board and Committee proceedings.

Desirable competencies:

The Board as a whole needs the following competencies to do its job. Not all members will possess each of these competencies:

- strategy – the ability to review the strategy through constructive questioning and suggestion;
- accounting and finance – the ability to read and comprehend the company's accounts, financial material presented to the board, financial reporting requirements and some understanding of corporate finance;
- legal – overseeing compliance with numerous laws as well as understanding an individual director's legal duties and responsibilities;
- risk management – experience in managing areas of major risk to the organisation;
- people and change management; and
- health care industry knowledge – experience in similar organisations or industries.

Other Considerations

When selecting Board Members for AHCL, the SPD will also give consideration to the following:

- balance of health care interests (medical profession, other health care professionals)
- balance of discipline interests (assets, finance, development, service delivery, policy, advocacy, marketing and promotion, research and community development)



Time Expectations

The AHCL Board meets about 10 times per year, at the Sydney Adventist Hospital in Wahroonga, for 4 – 6 hours. From time to time meetings may be via telephone conference. Most of the Board materials are distributed electronically.

In addition, Board Members are required to participate in various Board Committees which require different time commitments; it is estimated a Committee membership requires a further time commitment of about 10 to 20 hours per annum.

Period of appointment

Board Members are usually appointed for a term which coincides with the sessions of the General Conference. A Board Members' term is therefore of about five years duration, and they may serve more than one term.

Process of Expression of Interest and Appointment

Individuals who believe they have the requisite skills, knowledge and experience to serve on the AHCL Board are encouraged to submit an expression of interest, addressing the essential criteria and desirable competencies, outlined above.

In the event the SPD proposes to appoint a new director, nominations and expressions of interest will also be called for through a series of advertisements in the Record and the AHCL website.

Expressions of interest will be reviewed and the SPD may convene a selection panel and interview candidates prior to their appointment.

Expression of interest addressing the above criteria should be lodged via recruitment@sah.org.au