

## Independent Nominations and Remuneration Committee Chair Vacancy Expressions of Interest

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North Queensland Primary Healthcare Network Limited (NQPHN) is seeking Expressions of Interest (EOI) from suitably qualified applicants to fill the position of the Independent Nominations and Remuneration Committee Chair from 28 November 2024. The position is becoming vacant due to the current Chair advising of his retirement at the November 2024 AGM.

In accordance with Clause 14.3 of the NQPHN Constitution, the Nominations and Remuneration Committee (NRC) provides independent advice and recommendations to the Board and, where required, the NQPHN Members, in relation to the appointment of Directors (through application of a Board Skills Matrix), external committee membership, and Board performance and remuneration.

The Chair is an independent person appointed for a term (normally) of three years by NQPHN Members (after consultation with the Board) and must be a person who is not employed by, or a Director of, either the Company or of a Member, or affiliated with NQPHN.

NQPHN is a public company limited by guarantee incorporated under the Corporations Act. It is one of 31 Primary Health Networks funded by the Australian Government. It is an independent, not-for-profit organisation, funded to commission services to meet the health needs and priorities of the North Queensland region (from Sarina in the south to the Torres Strait in the north). Copies of NQPHN's Constitution, Members Charter, Health Needs Assessment, Strategic Plan and Board Skills Matrix overview are available on the NQPHN website: [NQPHN Home | Northern Queensland Primary Health Network](#).

Applications will be considered and reviewed by the NQPHN Nomination and Remuneration Committee (Committee). Shortlisted applicants will be interviewed, and the recommended applicant will be considered for appointment at the Annual General Meeting of NQPHN Members on 28 November 2024.

NQPHN is seeking EOI applications from individuals to meet the requirements of the position description and possess the qualifications, knowledge, experience, and attributes that will contribute to the organisation achieving its vision of Northern Queenslanders living happier, healthier, longer lives. The Committee applies a skills matrix to assist with the process of assessing EOI applications for the Chair role, prior to making recommendations to the NQPHN Members.

Applicants must demonstrate skills, experience, or capability in the following key criteria:

- Experience in chairing boards and committee meetings and encouraging and facilitating contributions from all committee members.
- Demonstrated experience in Board Skills Assessment and Director Succession Planning.
- Knowledge of leading practice in Director onboarding, Board and Committee remuneration, and the performance monitoring of Boards, Directors and Committees.



*NQPHN acknowledges the Aboriginal and Torres Strait Islander peoples as Australia's First Nation Peoples and the Traditional Custodians of this land. We respect their continued connection to land and sea, country, kin, and community. We also pay our respect to their Elders past, present, and emerging as the custodians of knowledge and lore.*



- Subject matter experience in the primary health sector, governance practices in the sector, and the role that the Primary Health Networks play within the sector.
- Highly developed skills in management and communication.
- Ability to work with a range of stakeholders, particularly across the primary health sector, as well as with government and community leaders
- A commitment to working collaboratively with a diverse range of communities and with regional stakeholders.

In accordance with the NQPHN Constitution and the NRC Charter, the Independent Chair will guide the work of the NRC in the following areas:

- Board appointments, re-elections, performance:
  - Reviewing Board performance against the mix of skills on the Board annually.
  - Make recommendations to the Board and Members on a suitable skills matrix, board composition, and Director Remuneration (to be approved by Members).
  - Board and director professional development.
- Selection, appointment and succession planning:
  - Make recommendations to the Board on Director and external Committee member appointments.
  - Review Board composition and Director skill.
  - Review Board diversity.
  - Board succession planning.
- Induction and continuing professional development.
- Director Remuneration.

## Applications

- Your EOI application for this position should include:
  - A written application of no more than two pages addressing why you would like to be the Independent Chair of the Nominations and Remuneration Committee, and how you think your skills, attributes and/or experience align to the key criteria and responsibilities and enhance NQPHN's ability to deliver on its strategic plan.
    - This written application should also describe your current commitments, any perceived or actual conflicts of interest that relate to NQPHN.
  - A current copy of your curriculum vitae or LinkedIn profile.
  - Names and contact details of two referees.
- Please be aware that your application and your curriculum vitae may need to be shared with the NQPHN Members.
- To submit an EOI for this position, please email your application to [companysecretary@nqphn.com.au](mailto:companysecretary@nqphn.com.au) no later than close of business 9 September 2024.