



To CheckUP Members and Stakeholders
From Amanda Boland, Company Secretary
Subject Call for Nominations 2023: CheckUP Board Elections
Date 25 Sept 2023

In accordance with the CheckUP constitution, a Director election is held annually. The 2023 election will be held prior to the Annual General Meeting via a ballot of CheckUP's member organisations.

One (1) vacancy is available for election in 2023.

CheckUP calls for nominations for election to the Board of Directors.

CheckUP invites your organisation to nominate any person/s who can offer some or all of the criteria outlined below for election to the Board of Directors. Your nominee does not need to be an employee of your organisation and, if elected, will not act as a representative of your organisation on the Board.

Nomination Process How to nominate:

1. Please read the Nomination Pack in full, including the company profile.
2. Please ensure all documents in the pack are completed in full:
 - Nomination Form – to be completed by the Member making the nomination and signed by the Member and the Nominee;
 - Nominee Profile and attachments – to be completed by the nominee;
 - Nominee Attestation – to be completed by the nominee.
3. Please forward the completed nomination forms to the address noted in the pack **by 5.00pm on Friday 6 October 2023**.

Selection Criteria – Skills and Experience

Each nomination will be reviewed by the CheckUP Nominations Committee to determine the nominee's eligibility for election and suitability against the selection criteria.

The following selection criteria will be applied by the Nominations Committee:

- Experience in or demonstrated knowledge of primary health care, noting particular challenges for rural and remote communities or communities experiencing socioeconomic disadvantage.

- Experience in or demonstrated knowledge of contemporary clinical governance or safety and quality frameworks.
- Experience in or demonstrated knowledge of health system planning, resource allocation and performance management frameworks.
- Experience in or demonstrated knowledge of the governance and oversight of health data analytics or health data science. The Board seeks a candidate who can guide and advice CheckUP on the management and curation of health data to derive solutions for the communities CheckUP serves.

Additional general criteria, in line with the Constitution, will also be applied – these are outlined in the Company Profile included in the attached Nomination Pack. Nominees are requested to consider the skills and experience criteria listed above and in the Nomination pack, and address them in preparing their nomination documents.

The Nominations Committee will assess each nominee's response to the criteria outlined above and in the Company Profile to achieve the required skills mix.

If you have any queries, please feel welcome to contact me by phone on 0434 595 590 or by email at amanda@businessgovernance.com.au.

A handwritten signature in black ink, appearing to read 'Amanda Boland', with a long horizontal line extending to the right and ending in a small dot.

Amanda Boland
Company Secretary