

**BOARD OF DIRECTORS APPLICATION FORM**

Please review the criteria and obligations expressed in the communications on nominations. This should be read first and will assist you with an overview of the role and the level of commitment required for future Directors. Every potential Board candidate must be nominated by a current Osteopathic International Alliance (OIA) member organization. Candidates must also maintain a high ethical standard in representing and serving the OIA and the international osteopathic community, possess high integrity, and uphold professional conduct.

Applications will be screened and assessed by the OIA Nominations Committee to ensure that application criteria have been satisfied and only those applicants will be put forward. The Nominations Committee will review the information provided in this application form and match candidates to the skills and experience required for an effective Board. They may contact you for further information if the application is not complete or if they have additional questions.

The Board is composed of individuals who can demonstrate they have the skills, experience and personal qualities/attributes required for directorship, under the direction of our by-laws. These can be found here: <https://oialliance.org/bylaws/>

**Submission of Application**

**Completed application forms must be emailed to the OIA Secretariat at** **Secretariat@oialliance.org** **no later than 11:59 PM US Eastern Time on June 15, 2024.** Interviews may be conducted by the Nominations Committee in the subsequent weeks, and the OIA Annual General Meeting is being held on 24 October 2024 in Sydney, Australia.

For more information, please contact the OIA Secretariat at Secretariat@oialliance.org.

Thank you for your application.

**Name of Applicant:**

**Contact details (phone and email):**

**Nominated by:**

All candidates must be nominated by an OIA member organization. The individual nominated must be able to take an active role and contribute to the continuing growth and success of the OIA. As an international organization, the OIA seeks gender and geographical balance in its leadership to better present the varied perspectives within the global osteopathic community.

Please provide the member organization’s name and preferred contact details (for confirmation):

**Name of Nominating Organization**:

**OIA Committee Experience**

In the space below please outline any previous membership on an OIA committee, sub-committee, or task force (recommended but not required)

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**Introductory Bio and Statement of Intent:**

Please include a biography **(up to 500 words)** of yourself and how you fit the personal and skills criteria, as well as a short **(up to 500 word)** statement regarding why you are interested in the role or why you think it is important, etc. This will be shared with member organizations should your name be forwarded as an approved nominee.

Biography

Interest in role

**Role requirements**

**Part A: Personal Attributes**

The below personal qualities/attributes are essential to all Directors. Please use the Comments field to give examples of how you fit these qualities.

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| **Attributes** | **Description** | **Comments** |
| **Integrity (ethics)** | A commitment to: • Understanding and fulfilling the duties and responsibilities of a Director, and maintaining knowledge in this regard through professional development • As a Director of the OIA, putting the organization’s interests before any personal interests • Being transparent and declaring any activities or conduct that might be a potential conflict of interest • Maintaining Board confidentiality | (up to 150 words) |
| **Altruism**  | Altruism or selflessness is the principle or practice of concern for the welfare of others and is essential to understand the demands of volunteer roles within not-for-profit associations.  | (up to 150 words) |
| **See the “big picture”** | Board work is all about “big picture” strategy and policy directions; it is not about the day-to-day operations of the organization. The ability to focus on external influences and strategy is a must have attribute. | (up to 150 words) |
| **Effective listener and communicator** | The ability to: • Listen to, and constructively and appropriately debate, differing viewpoints • Develop and deliver cogent arguments • Communicate effectively with a broad range of stakeholders | (up to 150 words) |
| **Influence effectively at the board table** | Effective directors are thoughtful about when they speak, articulate on the key issues, provide critical insight on the problem and/or offer potential solutions.  | (up to 150 words) |
| **Respect for alternative viewpoints** | The value of a diverse board is critical in providing multiple perspectives on any particular issue, which if managed well, provides an excellent input for organizations to find successful solutions. | (up to 150 words) |
| **Contributor and team player** | The ability to work as part of a team and demonstrate the passion and time to make a genuine and active contribution to the Board and the organization. | (up to 150 words) |
| **Critical and innovative thinker** | The ability to critically analyse complex and detailed information, readily distil key issues, and develop innovative approaches and solutions to problems  | (up to 150 words) |
| **Manage pressure from external sources** | Directors will face pressure from members, activists, short-term focused shareholders, the media, commercial opportunists, or competitors. Directors need to keep cool in the face of pressure and understand the bigger picture and their role. | (up to 150 words) |
| **Commitment and Availability** | Willingness to commit, as well as have, sufficient time available to discharge the duties of the Board.  | (up to 150 words) |
| **Leadership** | Enthusiasm and willingness to work and provide leadership for the OIA. Innate leadership skills including the ability to:• appropriately represent the organization and its vision• set appropriate Board and organizational culture• lead, make and take responsibility for decisions and actions. | (up to 150 words) |

**Part B: Skills**

The section overleaf lists the skills required from the role of OIA Board Director. It is recognized that no single applicant will necessarily be able to satisfy all the criteria listed below; however, across the composition of the Board, these are the skills that are required for effective governance. We are in search for a mix of skills so what may be a strength in one, may be a weakness in others. As such, applicants are required to rate your skills accurately and honestly to demonstrate what you can bring to the Board and the level of experience you have in these areas.

Please focus on any skills that apply to you from the list below and demonstrate how and why via the written ‘comments’ column in the table below. It may help to describe your experience or training in each of the areas.

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| **Skills** | **Ranking** | **Comments** |
|  | ***1 = Little or no experience******10 = Extensive experience or expert*** | Please add comments here about how you can demonstrate this skill or how you would address developing skills in this area, etc. |
| **Understanding of the global osteopathic industry, education, regulation, and its place in health care.**  |  | (up to 150 words) |
| **Knowledge and experience in modern organizational governance**  |  | (up to 150 words) |
| **Ability to help build consensus and be a team player. Experience of working productively with the OIA Board and/or staff.** |  | (up to 150 words) |
| **Financial literacy including ability to: • analyse key financial statements • critically assess financial viability and performance** |  | (up to 150 words) |
| **Experience on a Board or working closely with a Board including details of any governance qualifications** |  | (up to 150 words) |
| **Ability to think strategically and identify and critically assess strategic opportunities and threats and develop effective strategies.**  |  | (up to 150 words) |
| **Evaluate plans based on realistic assessments of the future.**  |  | (up to 150 words) |
| **Health education, models of tertiary education** |  | (up to 150 words) |
| **Government/Health Service relations and lobbying.** |  | (up to 150 words) |
| **Stakeholder management and ambassadorial/representational experience** |  | (up to 150 words) |
|  **Any other skills** |  | (up to 150 words) |

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| **Privacy Statement** |
| The personal information on this form is being collected for the purposes of recruiting and selecting Directors for the Osteopathic International Alliance. Only the OIA Board of Directors, Nomination Committee, and staff will have access to your complete application form. The brief biography and curriculum vitae will be shared with the OIA  voting members, and the short biography with all members via email, newsletter, and/or website.  |

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| **Declaration** |
| I, …………………………………………………………………………………………………………………………., declare that1. I have never been, nor am I currently insolvent, and
2. I am a fit and proper person to hold a Directorship, and
3. I have never been disqualified from acting as a director or acting in the management of a company or organization, and
4. I have never had a negative finding against me from any regulatory complaint body such as business or health tribunals or their equivalents.
5. If elected to the OIA Board, I undertake to support the Board and members of the organization in the planning and implementation of the strategic and business plans, in line with the OIA’s Vision, Mission and by-laws

I grant permission for inquiries to be made to establish the accuracy of any of the information provided by me in this form and accompanying attachments and to determine my suitability for nomination and I understand that these inquiries will involve the disclosure of my information for these limited purposes. By signing this declaration. I grant permission for the conduct of probity checks, which may consist of:* a check of the Register of persons prohibited/disqualified to be directors.
* Confirmation of any roles or memberships claimed.

These checks will only be made if the application for Board Directorship is approved.**Signature:……………………………………………………………………………………………………… Date:………………………………………………….** |

**Part C: Professional Experience:** Please attach an up-to-date resume or curriculum vitae, highlighting your key education, qualifications and achievements that are relevant to the role of OIA Board member, in no more than three pages.