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| **Summary of key dates for new Directors in 2023**   |  |  | | --- | --- | | Nominations open | 30/08/2023 | | Nominations close | 20/09/2023 | | Elections between | 27/09/2023 to 18/10/2023 | | Nominees advised of results | 20/10/2023 | | Newly elected Directors invited as guests to Board meeting on | 24/10/2023 | | Announcement of Director election at AGM | 29/11/2023 | | December Board meeting | 12/12/2023 | |

**Important information for Prospective Directors**

* The Board of MTAA is committed to encouraging diversity in board membership. Our Board contains individuals who have diverse skills, knowledge and experience and who come from companies of differing sizes and industry sectors. The Board and MTAA have a commitment to gender diversity.
* At each annual general meeting, 50% of the Directors are subject to retirement by rotation. A retiring Director is eligible for re-appointment, provided that no Director can serve as a Director for more than six consecutive years. Authorised Representatives of voting members are invited to nominate themselves for appointment to MTAA’s Board of Directors. Directors are appointed through an election process held 2-3 months prior to the AGM. The results of the election of Directors will be announced in the notice of the Annual General Meeting and the successful candidates will take office at the end of the annual general meeting.
* The Board currently holds six (6) scheduled one day meetings per calendar year. Additional meetings may be held as and when required. Strategic planning sessions are held once every 3 years.
* Newly elected Directors are invited to attend the final meeting of the existing board on the **24th October 2023**. The first meeting of the new board after the AGM on **12th December 2023**. The meeting schedule for 2024 will be approved at the Board meeting to be held on **24th October 2023**.
* As a national association with members and stakeholders spread across the country, MTAA holds at least one meeting in each of Melbourne, Brisbane, Canberra and Sydney. Meetings may be held in other states.
* Under section 22 of the Constitution, Directors are not entitled to receive any form of remuneration for services or duties performed as a Director. MTAA does not reimburse Directors for the cost of travel and accommodation associated with Directors’ Board-related activities.
* Networking dinners for members, stakeholders and people of interest are held prior to or post each Board meeting and Directors are expected to attend these events.
* Directors may be asked to undertake other governance roles such as chairing an MTAA committee or representing MTAA on an external committee.
* Prior to commencing the role, Directors must:
  + complete and sign a consent to the appointment prior to the AGM,
  + complete MTAA training modules [2.1 Introduction to the Code of Practice](http://www.mtaa.org.au/ProductCatalog/Product?ID=246) and [2.4 Complying with the Competition and Consumer Act](http://www.mtaa.org.au/productcatalog/Product?ID=261&PageIndex=0),
  + be versed in the MTAA constitution.
* A qualification from the Australian Institute of Company Directors is encouraged.
* MTAA maintains comprehensive insurances including Public Liability, Professional Indemnity and Directors’ and Officers’ Liability Insurance. Details of insurance cover will be provided on request.
* Directors are expected to attend all board meetings and participate in Committees they are appointed to and attend, promote and support MTAA events including the MedTech conference each year.

**Nomination Criteria**

Your nomination must

1. Include a letter signed by the nominee on company letterhead using the attached template.
2. Using the template following, include a completed Candidate Profile. Note that this will be provided to all voting members during the ballot and election process.
3. Nominations must be lodged with the Company Secretary by **5:00PM (AEST), Wednesday 20th September 2023** by email to **wko@mtaa.org.au.**

**Nomination Cover letter template**

Dear Company Secretary,

I wish to stand for election as a Director on the Medical Technology Association of Australia Limited ABN 61 129 334 354.

I am the registered Authorised Representative of a voting member company of MTAA and am eligible for appointment as a Director under the Corporations Act 2001 and the Constitution of Medical Technology Association of Australia Ltd.

Should I be elected, I will provide the Secretary with written consent to my appointment, provide any information required to meet reporting requirements and complete the required MTAA online training.

I have enclosed my Candidate profile for use in the ballot and election process.

Sincerely,

[signature of nominee]

[Name]

[Title]

[Company]

[Date]

**Candidate Profile**

[Note: profile should be a maximum of 1 x A4 page and 11pt type font size.]

|  |  |
| --- | --- |
| *Insert Candidate Picture*  *here* | *[Full Name:]* |
| *[Job Title:]* |
| *[Voting Member Company:]* |
| *[Qualifications and Experience:]* |
| **My objective as a Director will be to contribute the following to the Board of MTAA:** | |
|  | |
| **My objective as a Director will be to contribute the following to the Membership of MTAA:** | |
|  | |
| **My objective as a Director will be to contribute the following to the Medical Technology Industry:** | |
|  | |