



Australasian College for Emergency Medicine

Appointment as a Community Representative on the ACEM Board, 2025–2027

Information for Applicants

Pursuant to the provisions of the ACEM Constitution, the membership of the Board of the Australasian College for Emergency Medicine (ACEM; the College) includes a Community Representative. With the term of office of the current Community Representative on the Board concluding at the 2025 Annual General Meeting of the College, the ACEM Board is inviting Expressions of Interest from eligible individuals for the 2025-2027 term. Applications that reflect the diversity of the ACEM membership are encouraged. Where applicable, appointments will be made with consideration given to the objective of ensuring this diversity is reflected in the membership of the ACEM Board.

Background

The position of Community Representative on the ACEM Board was established in 2019 following the passing of a special resolution to enable increased diversity on the ACEM Board. This position brings increased cognitive diversity to the ACEM Board and enables decision-making that is informed by the range of views more representative of the wider communities served by ACEM and its members.

The intention of increasing the diversity of the ACEM Board speaks not only to one measure of diversity. Indeed, it is recognised that there are many markers that may be identified, with many views as to what constitutes a 'diverse' group able to make informed decisions drawing on a diverse range of inputs. In the case of ACEM, however, factors such as gender, location and indigenous origin are clear indicators.

The appointed Community Representative must be able to provide the perspective of non-clinical individuals on emergency medicine care to the ACEM Board. While the position on the ACEM Board is in a pro bono capacity, contributions to other College activities, inclusive of appointments to other College entities as a result of membership of the ACEM Board, will be remunerated.

An appointment process through consideration of Expressions of Interest (EOIs) approved by the Board for this purpose will be used to decide which from those interested will become a member of the ACEM Board.

This document sets out in more detail the process and requirements for individuals wishing to be considered for appointment to the ACEM Board as a Community Representative for the 2025-2027 term of office.

Timeframe

The call for EOIs for the position of Community Representative on the ACEM Board will open on **Tuesday, 19 August 2025** and will close at **5:00pm AEST** on **Friday, 5 September 2025**.

Valid EOIs received by the closing date and time will be considered by the ACEM Board. It is anticipated that a decision in relation to the appointment will be made at the meeting of the ACEM Board scheduled for Monday, 13 October 2025, following which all individuals who submitted an EOI will be advised of the outcome of their application, immediately prior to the wider public announcement of the appointment.

Information for Applicants (cont.)

Eligibility Requirements and Application

Eligibility

To be eligible for appointment to the ACEM Board as a Community Representative, individuals must be able to provide the perspective of non-clinical individuals on emergency medicine care. To this end, individuals must not be a ACEM member (excluding Honorary Fellows admitted under College Regulation A1.2), not be enrolled in an ACEM training program, and not be otherwise ineligible pursuant to the provisions of College regulations and/or the ACEM Constitution. Community Members currently serving on an ACEM entity are eligible to apply.

The [ACEM Core Values](#) of **respect, integrity, collaboration** and **equity** define the organisation's guiding principles, and underpin the way ACEM works in order to meet its vision and mission of ensuring the highest standards are maintained in the training of emergency physicians, and in the provision of emergency care to the communities of Australia and Aotearoa New Zealand. All appointees to College roles and entities are required to complete the ACEM Core Values module as a condition of appointment. When submitting an EOI, individuals must declare their intention to complete the module in the event of appointment as Community Representative on the ACEM Board (if not previously completed).

Application

To be considered for appointment, individuals must complete and submit by the required date and time, a Expression of Interest Form and all associated required information and additional documentation as specified on that form. This includes:

- a full Curriculum Vitae;
- responses to specific Selection Criteria approved by the ACEM Board (see further information below);
- Supporting Statements (*Statement of Intent* and *Statement on the ACEM Core Values*); and
- a Consent to Act as a Director.

With regard to each of the requirements listed above:

- the Curriculum Vitae is provided as a summary of professional education, qualifications and experience of the applicant;
- the responses to specific Selection Criteria approved by the ACEM Board provides the Board with a consistent approach to information on which EOIs are evaluated;
- the Supporting Statements provide applicants with an opportunity to address the selection criteria (refer below), as well as a summary outlining why appointment to the ACEM Board is being sought, contributions that they feel they can make to the ACEM Board and the College, how they demonstrate a commitment to the ACEM Core Values, and how their appointment will aid the ACEM Board and the College in demonstrating a commitment to diversity and inclusion, while ensuring robust, well-informed and well-considered decision-making; and
- pursuant to clause 9.1 of the ACEM Constitution, a Consent to Act as a Director is required of any candidate who may become a director as a result of their election or appointment.

It is the sole responsibility of applicants to ensure that all application requirements are supplied at the time of application, and that all requirements of all documents are met. While some checking of components of applications will be undertaken, applicants will only be advised where requirements are not met if there is adequate time in the context of normal administrative processes. No extensions will be granted to the closing date and time for applications where requirements are not met by the specified closing date and time.

Selection criteria

The ACEM Board is aware of its responsibilities to the College and the members and trainees of the wider community that make up the organisation that is 'ACEM'. As such, the ACEM Board is determined that individuals appointed to the Board are those who, among other things, are motivated to contribute to the College at the most senior governance level, who appreciate the role that individuals who are members of a board play, and who are able to 'add value' and enable the ACEM Board as a whole to increase the cognitive diversity and range of views available to the Board's decision-making.

Information for Applicants (cont.)

That said, it is not an absolute requirement that applicants have wide experience over many years in ACEM activities, nor is it an absolute requirement that applicants possess wide-ranging senior governance experience at the time of appointment.

In essence, the profile of individuals recommended for appointment to the ACEM Board will differ from time-to-time. Of overall importance whenever a call for EOIs is made and applications considered, however, will be the extent to which it is considered that an individual will aid the Board to be composed of a range of individuals that enables the Board to be considered 'diverse' in the context of the perspectives available to it, be more reflective of the diversity of College membership, and for the College membership to be confident that the resulting Board is working in the best interests of all members and the College as a whole.

In considering valid EOIs received for appointment to the ACEM Board, once an application is received and is confirmed as valid (refer Eligibility Criteria and Application, above), the Board will consider EOIs according to the following criteria, and each applicant will be expected to respond to each criterion in a manner that enables the Board to make judgements in relation to each criterion.

1. Demonstration of an appreciation of issues affecting practitioners of Emergency Medicine in Australia and Aotearoa New Zealand and elsewhere as applicable to the work of ACEM.

Applicants will be expected to demonstrate an awareness and understanding of the major issues affecting the delivery of emergency care in jurisdictions where ACEM conducts its activities and/or ACEM members practise or otherwise contribute to improving emergency care.

2. Demonstration of an understanding of the work of ACEM in the context of its Strategic Plan and accreditation by external bodies.

Applicants will be expected to demonstrate a wide understanding of the work of ACEM, its priorities and commitments.

3. Demonstration of the role of ACEM in the context of training and workforce in Australia and Aotearoa New Zealand.

Applicants will be expected to demonstrate an understanding of the core functions of ACEM and its role and limitations in shaping the medical workforce in Australia and Aotearoa New Zealand.

4. Demonstration of a commitment to the work of ACEM.

Applicants will ideally be expected to demonstrate an understanding of and commitment to the work of ACEM through contributions to College activities.

5. Demonstration of an appreciation of the role of governance, particularly in relation to Boards, in organisations such as ACEM.

Applicants will be expected to demonstrate an understanding of the role of the ACEM Board in College governance, and the responsibilities of individuals who are members of the Board and the directors of the company, in relation to the organisation as a whole.

6. Demonstration of the ability to contribute to increased diversity of the ACEM Board that is representative of the wider communities served by ACEM and its members.

Applicants will be expected to outline clearly the contribution they can make to ensuring a Board that is representative of the wider communities served by ACEM and its members.

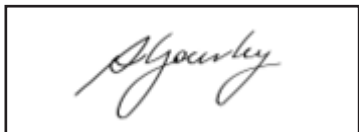
7. Demonstrated commitment to the values promoted by ACEM and the non-tolerance of discrimination, bullying and harassment, particularly in the workplace.

Applicants will be expected to demonstrate on a day-to-day basis a commitment to workplace equity and sound social values as expected of medical practitioners and promulgated by ACEM.

Information for Applicants (cont.)

Although each criterion will be considered on an equal basis, it is emphasised that the final decision in relation of the ACEM Board will take significant account of the contribution that an applicant is considered to be able to make to the ability of the ACEM Board to represent diversity of and to the College membership, and of the overall capacity of the applicant to contribute to a positive, functional and effective Board culture.

On behalf of the ACEM Board, I am delighted to provide the information contained in this document and look forward to welcoming a Community Representative to the Board for the 2025-2027 term of office.



Dr Stephen Gourley
President

Associated Documents

- [ACEM Constitution](#)
- [Board Charter \(COR236\)](#)
- [Director Consent Form \(COR250\)](#)
- [Community Representative of the ACEM Board, 2025-2027 Expression of Interest Application Form](#)
- [Position Description - Board Director \(PD107\)](#)