

Board Director

Expression of Interest

To express your interest in becoming a Director please complete this form and return it to Therapy Focus for consideration by the Board of Directors.

Who can be a director?

To be eligible to act as a director of Therapy Focus Ltd, an individual must:

- Satisfy the condition contained within subsection 45.20(3) of the ACNC regulation;
- Not be ineligible to be a director under the Corporations Act or the ACNC Act;
- Be willing and able to become a member of the company; and
- Give their signed consent to Therapy Focus that they agree to act as a director of the company.

Who can be a member?

To be an eligible member of Therapy Focus Ltd, an individual must complete this form and sign the declaration to state that they:

- Are willing and able to become a member of the company;
- Support the objectives of the company;
- Are eligible to be a director of the company;
- Agree to comply with the constitution;
- Will pay an entrance fee (currently \$10) and annual subscription fee (currently \$10) as determined by the Board; and
- Give their signed consent to Therapy Focus that they agree to act as a director of the company.

If you have any questions about becoming a Director at Therapy Focus, please contact the Company Secretary, Penelope Wakefield, on 1300 135 373 or email secretary@therapyfocus.org.au

Personal Details

First name:	
Middle name:	
Surname:	
Former name/s:	

Address:	
Postal address:	
Home phone:	
Mobile:	
Email address:	

Date of birth:	
Place of birth (City):	
Aboriginal:	Yes No
Torres Strait Islander:	Yes No
Primary language:	
Secondary language:	

*This information will be used to check that the applicant is not on the ACNC register of banned and disqualified person. If successful, this information will also be used to register the member with ACNC and ASIC.

Current Employment Details

Company:	
Position:	
Business address:	
Postal address:	
Work phone:	
Work mobile phone:	
Work email address:	

Referees

Please provide the names, phone numbers and email addresses of two referees that can be contacted.

Referee 1

Name:	
Phone:	
Email address:	
Relationship:	

Referee 2

Name:	
Phone:	
Email address:	
Relationship:	

Please attach a copy of a current resume to this application form

Selection Criteria

Each question should be answered using a maximum of 500 words.

1. Please provide some information about your professional background and relevant qualifications (if not already included in your resume).

2. Describe how your skills and experience will add value to the Therapy Focus Board.

3. Why would you like to become a director of the Therapy Focus Board?

4. What are your expectations from a directorship? (i.e. training, networking opportunities, career experience, philanthropic motivations etc.)

5. Please provide details if any of the following criteria apply to you:

- a. I have a personal experience of disability; or
- b. I care or have cared for someone with a disability; or
- c. I care or have cared for someone with a condition such as they would require professional therapy services.

Declaration

I _____ declare that:

- I am willing and able to become a member of Therapy Focus Ltd;
- I support the objectives of Therapy Focus Ltd;
- I am eligible to be a director Therapy Focus Ltd;
- I agree to comply with the constitution of;
- I will pay an entrance fee (currently \$10) and annual subscription fee (currently \$10) as determined by the Board;
- I consent to act as a director of Therapy Focus Ltd if I am appointed and declare that I am not aware of any legal impediment (financial, personal or otherwise) that would deem me unfit for the position;
- I am not disqualified from managing a corporation, within the meaning of the Corporations Act 2001 (Cth); and
- I have not been disqualified by the Australian Charities and Not-for profits Commissioner at any time during the previous year from being a responsible person (what the ACNC Act calls a 'responsible entity') of a registered charity.

Further, in signing this Expression of Interest form, I acknowledge that:

- upon resolution by the Board, if appointed, my term of directorship commences immediately;
- I will be registered with the Australian Charities and Not-for-profit Commission and the organisation in doing so will check the Disqualified persons register;
- I will be registered with the Australian Securities and Investment Commission and in doing so will check the Register of Banned and Disqualified Persons register; and
- while I am a responsible person for the charity, I agree to notify the charity as soon as possible if I do become disqualified from managing a corporation within the meaning of the Corporations Act 2001, or am disqualified by the Australian Charities and Not-for-profits Commissioner or ASIC.

Signature: _____

Date: _____

APPLICANT TO KEEP THIS SECTION

Submission Process:

Please return this completed form and a copy of your current resume to:

The Company Secretary

Email: secretary@therapyfocus.org.au

Mail: Therapy Focus Ltd, PO Box 20, Bentley, WA, 6982

- The Board will consider the application for membership within a reasonable time period. If approved, the Board will consider a resolution for the member to become a Director.
- If the application is successful, the secretary will inform the applicant in writing that their application has been approved and they are now a Director.
- If the application is unsuccessful, the secretary will inform the applicant in writing that their application has been unsuccessful, but is not required to give reasons why.

Privacy Statement

Therapy Focus is collecting your personal information for the purposes of assessing your suitability for membership and a director position on the Therapy Focus board.

If all or some of the information that is requested is not provided, the consequences are that we may not be able to process your application.

In assessing your application, Therapy Focus will typically disclose the information that you have provided to the following individuals:

- Therapy Focus Executive Management Team
- Therapy Focus Board of Directors
- Company Secretary

If successful, Therapy Focus will disclose the information that you have provided to the following organisations:

- Australian Securities & Investments Commission (ASIC)
- Australian Charities and Not-for-profits Commission (ACNC)

How to access your personal information

There may be situations where you would like to see or request a copy of the personal information we have about you. We are happy to receive your request and will let you know within 30 days whether we are able to provide this information to you in the way that you would like it.

Please complete an “Application to access documents” form which is available on the Therapy Focus website or can be posted to you on request. Please be aware, that if we are unable to give you access to your personal information, we will notify you of this reason within 30 days of the request.

How to make changes to your personal information

We want the information that we keep about you to be accurate. If you change your personal information such as where you live or your surname, please let us know as soon as possible.

If you believe that the information we have about you is inaccurate, incomplete, misleading or out of date, please complete an “Application to mend or alter personal records” form which is available on the Therapy Focus website or can be posted to you on request.

How to make a complaint with Therapy Focus

If you feel that we are in breach of any of the Australian Privacy Principles or if you have a complaint about how we have collected, managed, used or disclosed of your personal information please contact us via the feedback page on our website or contact the Privacy Officer in the following ways:

Post: Therapy Focus, PO Box 20, Bentley WA 6982	Online: Feedback form
Phone: 08 9478 9500	Email: privacy@therapyfocus.org.au

We will acknowledge the receipt of your complaint within one business day and the relevant manager will contact you within five business days to try and resolve the matter. Complaints are held in a secure database and are only accessible by individuals involved in managing your complaint.

External Complaint

If you do not receive a response within 30 days or if you are unhappy with the response/outcome you can complain in writing to the Office of the Australian Information Commissioner (OAIC):

Post: GPO Box 5218 Sydney NSW 2001	Online: Privacy Complaint form
Fax: (02) 9284 9666	Email: enquiries@oaic.gov.au