

DIRECTOR APPLICATION FORM

Non-Executive Director | Voluntary Board Position

Please complete this form and submit it with your current CV and cover letter. The form is designed to provide consistent information for assessment against the Board Skills Matrix, strategic capability needs, values and governance fit, and Board diversity considerations.

Privacy note. Information will be used only for director recruitment, eligibility and due diligence, and accessed by persons involved in the selection and approval process. Diversity information is optional and should be considered at a whole-of-Board level, not as an individual score.

1. Candidate details

Full legal name	
Preferred name	
Email	
Phone	
State or territory / location	
Current role and organisation	
LinkedIn profile (optional)	

2. Interest, purpose and contribution

Please keep responses concise. Suggested maximum: 200 words per question.

Why are you interested in joining the Board of Arthritis Australia?

Please address your connection to the purpose of Arthritis Australia and the contribution you hope to make.

What perspective or capability would you add to the Board at this point in its strategy?

Focus on the contribution that is most distinctive and relevant, rather than repeating your CV.

3. Skills profile

Please rate your level of skills and experience in the areas as listed below

A — Awareness Familiar with concepts; able to engage constructively in Board discussions. No direct professional experience required. Typically gained through general reading, governance training or adjacent experience.

WK — Working Knowledge Practical understanding gained through relevant Board, organisational or professional exposure. Able to ask informed questions, contribute meaningfully to decisions and identify when specialist input is needed.

DE — Deep Experience Demonstrated experience applying this skill in a substantive professional or governance role over a sustained period. Able to lead the Board's analysis, provide authoritative guidance and assess management proposals critically.

LC — Leadership Capability Recognised depth of experience; able to lead the Board's thinking, chair a relevant committee or act as a resource to fellow Directors. Typically supported by a significant professional track record or formal qualifications.

Core Competencies

Experience rated as “WK” in all categories is required

Skill	What this covers	Rating
Marketing and communications	Media, brand, reputation, positioning or public affairs	
Digital delivery and innovation	Governance of digital technology, data, innovation, investment and risk	
Government relations, advocacy and public funding	Government engagement, advocacy, policy and public funding	
Financial acumen	Oversight of performance, investments and financial reporting integrity	
Corporate governance	Director duties, governance standards and Board or committee experience	
Legal, regulatory and compliance	Oversight of legal and regulatory obligations and emerging compliance risk	
Risk management	Enterprise risk, risk appetite and risk frameworks	

Priority Strategic Skills

Experience rated as “DE or LC ” in at least one (1) category as well as “WK” in at least one (1) category is required

Skill	What this covers	Rating
Marketing and communications	Media, brand, reputation, positioning or public affairs	
Digital delivery and innovation	Governance of digital technology, data, innovation, investment and risk	

Skill	What this covers	Rating
Government relations, advocacy and public funding	Government engagement, advocacy, policy and public funding	
Legal, Regulatory and Compliance.		
People and culture leadership.		
Fundraising, partnerships and revenue diversification		

For any skills you have marked as DE or LC above, provide evidence of how you have applied them *For each, briefly describe the context, your role, the action or judgement required, and the outcome. Suggested maximum: 350 words in total.*

Do you bring any lived perspective (Optional)?

4. Governance and strategic judgement

Current Board or committee appointments	Organisation role dates committee responsibilities
Previous Board or committee appointments	Organisation role dates committee responsibilities
Governance education or qualifications	For example, director education, professional qualifications or relevant training

5. Values, conduct and collaboration

What does acting in the best interests of Arthritis Australia and the people it serves mean to you as a Director?

Suggested maximum: 200 words.

Describe how you contribute to an inclusive, accountable and respectful Board culture.

You may refer to how you listen, collaborate, manage disagreement, handle confidential information or recognise when other perspectives are needed. Suggested maximum: 200 words.

6. Diversity and perspective

This section is optional. Responses help the Committee consider the breadth of perspectives represented across the Board. Please provide only information you are comfortable sharing.

- ☐ Person living with arthritis or a musculoskeletal condition ☐ Carer, family or close supporter perspective
- ☐ Aboriginal and/or Torres Strait Islander ☐ Culturally and linguistically diverse background
- ☐ Person with disability ☐ Regional, rural or remote community experience
- ☐ Emerging Board leader ☐ Other perspective you wish to disclose

If relevant, how would your background, lived experience or perspective strengthen the Board's understanding and decision-making?

Suggested maximum: 150 words.

State or territory	
Metropolitan / regional / rural / remote (optional)	
Other perspective (optional)	

7. Availability and role expectations

- ☐ I can attend 4–6 Board meetings each year, held virtually and in person.
- ☐ I can participate in at least one Board committee and annual strategic planning activities.
- ☐ I can review papers, prepare properly and contribute between meetings where required.
- ☐ I understand that the position is voluntary and that reasonable approved expenses may be reimbursed.
- ☐ I am willing to serve a three-year term, subject to appointment and the Constitution.

Please note any material availability constraints or commitments that may affect your capacity to fulfil the role.

Include current Board load and any commitments that could create recurring scheduling constraints.

8. Eligibility, independence and due diligence

- ☐ I confirm that I am eligible to serve as a Director and satisfy the requirements in the Arthritis Australia Constitution.
- ☐ I am independent of Arthritis Australia Affiliate Members as required by the Constitution.
- ☐ I am not disqualified from managing a corporation or acting as a responsible person of a registered charity.
- ☐ I hold a current ASIC Director Identification Number (or can obtain one prior to taking office)
- ☐ I consent to reasonable due diligence if shortlisted, including identity, referee, qualification and public-register checks.
- ☐ I will disclose actual, potential or perceived conflicts of interest and any matter relevant to my suitability.

Please disclose any actual, potential or perceived conflict of interest, connection or other matter relevant to your eligibility or independence.

If none, state "None".

9. Referees

Please provide two referees who can comment on your governance, strategic leadership, conduct and ability to work effectively with others. Referees will not be contacted without notice.

Referee 1	Name role / organisation relationship email phone
Referee 2	Name role / organisation relationship email phone

10. Attachments and declaration

☐ Current CV attached ☐ Cover letter attached

☐ Any additional information requested in the advertisement attached (if applicable)

By submitting this application, I confirm that:

- the information provided is true and complete to the best of my knowledge;
- I have read the Director Position Description and understand the role, time commitment and expectations;
- I consent to Arthritis Australia using the information for recruitment, eligibility, due diligence and appointment purposes; and
- I will promptly advise Arthritis Australia if relevant circumstances change during the process.

Candidate name	
Signature / electronic acknowledgement	
Date	