

Call for applicants for the position of Independent Director to the QIP Board of Director

The Board of *Quality Innovation Performance Limited* (QIP) is seeking applicants to take up to one Independent Directors position on its Board.

About QIP

QIP is a leading accreditation provider to the health, community and human services sectors here in Australia. QIP is a company limited by guarantee, wholly owned subsidiary of AGPAL and is a registered Charity with the Australian Charities and Not for Profits Commission.

QIP is not-for-profit organisation that specialises in accreditation, certification, verification, and support services across a wide range of sectors including health, community, and human services.

QIP is part of the AGPAL Group of Companies (AGPAL Group) which includes AGPAL, QIP, CFEP Surveys, Care Opinion and QIP Consulting. The AGPAL Group of Companies has surveyed and accredited more health practices and organisations than any other provider in the Australian market.

With over 25 years of experience, QIP provides expert support and resources to over 15,000 organisations as they pursue quality improvement and meet industry standards for safety and service quality. Their services cater to a diverse array of organisations such as healthcare providers, community organisations, and human services, ensuring compliance with various standards like the National Safety and Quality Health Service (NSQHS) Standards, the National Standards for Mental Health Services (NSMHS), and more. Visit www.qip.com.au to for an overview of the frameworks and standards QIP accredits against.

QIP exists to support a comprehensive range of organisations to better their service provision to, in turn, enhance patient care and service delivery for the Australian community. Patient safety and quality care is the lens through which we provide our accreditation and education services. This reflects our purpose of “improving the quality of services within Australia’s health, community, and human services sectors to support patient safety, experience and outcomes”.

About the QIP Board

QIP currently has seven Directors and is looking to replace retiring Director Phillip Bain. Details of the current Directors and the company can be found at www.qip.com.au/about-us/board-of-directors/.

QIP’s Constitution allows any QIP Director to nominate an Independent Person to be a Director of the company. QIP’s Governance Committee must first approve applicants before they can be elected to the Board by the then current QIP Directors. The Governance Committee approval requires the applicant to meet the requirements of the Company’s Board Skills Matrix.

The Governance Committee has recently completed a gap analysis of the current directors against the Board Skills Matrix and determined that the most desirable skill that it requires from the new Directors is experience and knowledge of the Hospital sector and related Health services including community and aged care.

The QIP Board convenes in the Brisbane office four times a year, typically on the fourth Friday of February, May, August, and November. Directors receive a sitting fee for attending these meetings.

Applicants

Interested persons who wish to be considered for nomination and appointment as an Independent QIP Director are encouraged to complete and submit the following to the AGPAL Group Chief Executive Officer, Dr Tina Janamian via email at: tjanamian@agpal.com.au by **Friday 24 October 2025** to:

Detailed responses to the attached QIP Board Director Nominee Skills Matrix

- A copy of current resume
- Details of current Director ID number; and
- Any other relevant supporting information or documentation.

If you have any questions or require more information, please contact the Company Secretary at henry@hnwilliams.com.au.

Your sincerely



Henry Williams
QIP Company Secretary

QIP Director appointment process

Governance framework

The Director Appointment Process is guided by Clause 10 of the Governance Manual and the QIP Constitution. These resources are part of the Induction Pack provided to nominees and ensure compliance and transparency throughout the process.

Process overview

1. Expression of interest application

- **Distribution:**
 - Call for Applicants for the position of Independent Director to the QIP Board of Directors.
 - The Expression of Interest Application form (attached) is distributed to QIP Stakeholder Organisations and shared via LinkedIn and other networks. Stakeholder organisations are responsible for disseminating it to their networks to attract interested candidates.
 - If necessary, wider advertising and promotion of the role will be undertaken to attract a strong and diverse pool of applicants.
- **Eligibility and focus:**
 - Candidates must align with the QIP Director Skills Matrix which was developed by the Governance and Risk Committee and approved by the QIP Board (attached).
 - The matrix outlines essential skills and highly desirable attributes, including qualifications, experience, and expertise required for the QIP Board. It serves as a key evaluation tool for comparing and assessing candidates during the review process.
 - Based on the annual board evaluation, the Board will conduct a gap analysis of the current directors' skills and experience against the Board Skills Matrix to identify any gaps or areas where a new director could add value. The call for applicants may also include details of the specific areas we are seeking to fill.

Nomination and selection process

1. Application submission

- **Requirements for submission:**

Interested candidates must submit the following documents:

 - Completed responses to the QIP Board Director Nominee Skills Matrix.
 - A current resume.
 - Director ID Number.
 - Any additional relevant documentation.
- **Deadline:**
 - Submissions must be sent to the AGPAL Group CEO by the specified deadline (usually 4-6 weeks' timeframe is provided).

2. Review by Governance Committee

- The Governance Committee reviews each Candidate's submitted information.
- Candidates are assessed against predefined criteria aligned with QIP's strategic needs and governance priorities and their responses to the Director Nominee Skills Matrix.
- The Governance Committee may decide to request further information from Candidates either in writing or by conducting an interview with them.

3. Shortlisting of nominees

- The committee prepares a shortlist of recommended nominees after a detailed assessment process.

4. QIP Board review and decision

- The QIP Board reviews the shortlisted nominees and makes one of the following decisions:
 - Approves the nominee/s from the recommendations; or
 - Requests additional nominees for further evaluation if required.

5. Notification to applicants

- Both successful and unsuccessful applicants are notified of the Board's decision.
- Feedback and any applicable next steps are communicated as part of the notification process.

Key principles

- **Transparency:**
 - The process is fully documented and adheres to the governance framework.
- **Fairness:**
 - Applications are evaluated objectively using established selection criteria.
- **Alignment:**
 - Appointments are made to ensure the Board has the right mix of skills, knowledge, and experience to achieve QIP's strategic objectives.

Commitment to Governance

This process reflects QIP's dedication to robust governance practices, ensuring Board appointments are made based on merit and organisational needs.

FAQs for Directors of the Board of *Quality Innovation Performance Limited* (QIP)

Quarterly meeting schedule

- The QIP Board meets four times per year, typically at the Brisbane office.
- Directors are encouraged to attend these meetings in person.
- Meetings are generally scheduled for the fourth Thursday of February, May, August and November, commencing at 2.00pm AEST for four hours
- Dates may shift to avoid clashes with major events or conferences in the GP or health sectors.
- The AGPAL Board meets the day after each QIP Board meeting to enable reporting into the AGPAL Board meeting.
- A Joint AGPAL QIP Directors' Session takes place at 8:30am AEST on the same Friday as the AGPAL Board meeting.
- The Group CEO hosts a Director dinner on the Thursday evening post the QIP Board meeting.
- Should additional or special meetings be needed, these are typically held online.

Joint Finance Audit and Risk Committee meetings

- The Committee meets online from 6.00pm – 7.00pm AEST on the Tuesday evening of each Board meeting week.
- The meeting is run jointly due to the interdependent nature of AGPAL and QIP's financial operations.
- All directors are invited and expected to attend

Joint Governance Committee

- The Committee comprises two Directors and the Group Company Secretary. The Group Chief Executive Officer also attends Ex Officio.
- It convenes two to four times per year, or as required, usually online.

Board packs

- A comprehensive agenda and meeting pack is distributed to Directors five business days in advance of each meeting.
- These packs are typically no more than 200 pages in length.
- Directors should allocate sufficient time for pre-reading to fully participate in meeting discussions.

Director remuneration

- Directors receive a sitting fee of \$1,320 per quarterly Board meeting, which includes attendance at the Joint AGPAL QIP Directors' Session.
- Participation in committee meetings and other approved activities is compensated at \$165 per hour.

Travel and expenses

- QIP books economy flights and accommodation directly for Directors who are travelling from outside of Brisbane.
- Taxi fares and parking costs are reimbursed, subject to submission of receipts.
- A half-day or full-day travel allowance is also payable for Directors travelling from outside of Brisbane.
- All Board meetings are catered, including breakfast, morning tea, and lunch as appropriate.

QIP Board Director applicant skills matrix response checklist

To assist the recruitment and selection of new QIP Board members, the skills matrix identifies the key skills required for the Board as a whole to meet its objectives.

Name of Director applicant: _____

Director applicant phone number: _____

Director applicant email: _____

Date completed: ____/____/____

Skill	Reason for this area of expertise	Nominee response including capacity of nominee to contribute to this skill set if applicable
ESSENTIAL		
(i) gender;	Clause 22 QIP Constitution	
(ii) rural, remote and regional representation;	Clause 22 QIP Constitution	
(iii) experience in corporate governance;	Clause 22 QIP Constitution	
(iv) experience in primary care;	Clause 22 QIP Constitution	
(v) understanding of quality and accreditation process and procedures;	Clause 22 QIP Constitution	
(vi) proven business acumen;	Clause 22 QIP Constitution	
(vii) whether there is a current Director who has knowledge of consumer issues experience and networks	Clause 22 QIP Constitution	

Skill	Reason for this area of expertise	Nominee response including capacity of nominee to contribute to this skill set if applicable
(viii) whether the nominee has held office as a Director for the maximum term set out in clause 22.4;	Clause 22 QIP Constitution	Not applicable in this instance
(ix) whether the nominee has ceased to hold office as Director because of resignation, removal, or disqualification; and	Clause 22 QIP Constitution	Not applicable in this instance
HIGHLY DESIRABLE		
Knowledge and experience in the Hospital sector and related Health services including both community and aged care	Highly desirable as this sector represents an important market for QIP's accreditation services.	
Financial qualifications and experience	Required in all boards	
Strategic planning	Required in all boards	
Accreditation Assessor/Auditor Knowledge and Experience	Highly desirable that the QIP Board has input from an "active" surveyor.	
Legal	A knowledge and understanding of the law and when to seek legal advice is critical for all boards.	
Information Technology	Evolving and high risk area for Company	
Government Liaison / Health Policy	Key issue for QIP	

Skill	Reason for this area of expertise	Nominee response including capacity of nominee to contribute to this skill set if applicable
WHS / HR	Desirable in all boards	
Marketing and Comms	Desirable in all boards	
Cultural diversity / First Nations people, Aboriginal Medical Services	QIP Values	
Governance, Risk and Compliance Management	Required in all boards	
Chairperson Board Leadership qualities	Required in all boards	
Compliance with Director ID requirements	Legal requirement for all directors	