



Title: Board Position Descriptions

Section: Governance

Written by: Deanna Carpino

Contributors: Amy Leddick, Board Secretary

About the Australian NPC Disease Foundation (ANPDF)

The ANPDF is a national organisation dedicated to supporting individuals and families affected by Niemann-Pick Disease, particularly Type C. The foundation focuses on raising awareness, advocating for access to treatments, and providing resources and support to improve the quality of life for those impacted. Through initiatives like the Care and Guidelines project and Annual Conference, the ANPDF strives to create a stronger, more informed network of support

Number of Paid Staff: 2

Current Board Size: 15

Board Meetings (frequency): Monthly on Sunday mornings

About the Positions

Committee nominations are accepted ahead of the Annual General Meeting (AGM) for Australian NPC Disease Foundation (ANPDF) on the third Sunday of November each year. Executive Committee, Liaison roles and General Committee are on a voluntary basis for 1 year until the following AGM. The refreshed team will consolidate the achievements of the foundation to date and progress the ANPDF mission and vision into the future. The committee meets via zoom once a month, or as deemed necessary by committee members. The Executive Committee consists of five positions; President, Vice President, Treasurer, Secretary and Immediate Past President. Liaison roles work within the General Committee, supporting the work of ANPDF to focus on priority areas. Current liaison positions; Two Patient Liaisons, One Corporate Liaison.

To be eligible for nomination, candidates must:

- Must understand ANPDF's purposes and governing documents.
- Be 18 years or older.
- Consent in writing to act as a Committee member.
- Be nominated and seconded by two current ANPDF members.
- Not be:
 - Insolvent (bankrupt), or
 - Convicted of an offence involving dishonesty/fraud in the past 5 years, or
 - Disqualified by ACNC/ASIC from managing a charity or company.
 - Employed by ANPDF (e.g. consultants cannot serve on the Executive)

Nomination Process

1. Complete the Nomination Form via the website, www.npcd.org.au.
2. Ensure it is signed by:
 - The Nominee (you), and
 - A Proposer (ANPDF member), and
 - A Seconder (ANPDF member).
3. Submit the form by the advertised closing date.
4. Nominations will be tabled at the AGM. If there are more nominees than vacancies, a vote will be held via special resolution prior to the AGM.

If you are a new member and do not know existing members to support your nomination, please contact the General Manager at deanna@npcd.org.au. The Foundation will facilitate introductions and ensure your nomination can proceed fairly.

Checklist for Nominees

- ☒ I am a current ANPDF member.
- ☒ I am aged 18 or over.
- ☒ I have no disqualifications under law.
- ☒ I understand the duties of a charity board member.
- ☒ I can commit to the time and responsibilities.

Position	Key Responsibilities
President (executive member)	Preferably comes with committee experience. Key responsibilities: • Lead strategic planning to implement the goals of ANPDF • Lead advocacy meetings for Australian families • Actively work to broaden and deepen our impact • Chair committee meetings online once a month, or as is deemed necessary by committee • Chair AGM, as per the constitution • Anticipated time commitment per month, 1 hour (meeting) + 3-4 hours
Vice-President (executive member)	To serve as the second-in-command to the president. The VP may assist the president in their duties, fill in while the president is absent, or take on specific responsibilities assigned by the board.
Treasurer (executive member)	Ideally, a financially literate treasurer to work closely with the president Key responsibilities: • Manage association finances in partnership with ANPDF Accounting Partner, CSM Advisors • Report to committee on meeting days • Report to the AGM as per the constitution annually • Contribute to sub-committee according to interest • Anticipated time commitment per month, 1 hour (meeting) + 3 hours
Secretary (executive member)	An organised and adept IT literate secretary to work closely with the president, preferably with experience in minute taking. Key responsibilities: • Stay abreast of committee documents and administration • Send out communication to association members, and stakeholders as required • Coordinate AGM • Contribute to sub-committee according to interest • Anticipated time commitment per month, 1 hour (meeting) + 3 hours
Immediate Past President (executive member)	An advisory position to provide oversight and expertise based on Board experience within the ANPDF, specifically to the Current President without significant risk or governance requirements.
General Committee members	We are keen to embrace new ideas, fresh perspectives, and willing hands (or a particular skill set) to help with the running and upkeep of the foundation with: • Awareness campaigns • Website development • Fundraiser / Event planning • Community engagement • Project management Key responsibilities: • Lead or contribute to sub-committee tasks • Contribute to monthly meetings Anticipated time commitment per month, 1 hour (meeting) + 2 hours

Definitions

ANPDF: Australian NPC Disease Foundation Inc.

Executive Committee: Executive Board Members of Australian NPC Disease Foundation Inc.

Committee: Members of Australian NPC Disease Foundation Inc.

Review

These positions and related procedures will be reviewed annually, unless changed circumstances require earlier review.

How to Apply

Applications can be submitted online at www.npcd.org.au/agm.

For more information, email info@npcd.org.au with an EOI, or a phone number to call back for an informal chat.

Sites Positions have been Advertised

- ANPDF Website: www.npcd.org.au/agm
- Seek Volunteer: <https://www.volunteer.com.au/volunteering-organisations/27321/australian-npc-disease-foundation-inc>
- ProBono: <https://probonoaustralia.com.au/>