



Dementia Australia

Board Pack – Non-Executive Director

December 2019

Dementia Australia - Context

About Dementia Australia

Dementia & Alzheimer's Australia Ltd. trades as Dementia Australia. In addition to its mission, Dementia Australia represents a group of entities, formerly made up of the Alzheimer's Australia Federation. It is the national peak body for people living with dementia, their families, and carers. Their purpose is to advocate for the needs of people living with all forms of dementia, their families, and their carers, and to provide advocacy, support services, education, and information.

The organisation has a total equity of \$44 million and an annual budget of over \$60 million. They employ approximately 550 staff. Approximately 60% of funding is provided by the Australian Government, 7% by the State and Territory governments, and the remainder of revenue is generated through fundraising, commercial services, and investment returns.



Dementia Australia - Context

2018 – 2023 Strategic Priorities:

- Access to timely diagnosis and support for all people living with dementia
- Quality of dementia care
- Reduce discrimination for people with dementia

Purpose: To transform the experience of people impacted by dementia by elevating their voices and inspiring excellence in support and care, free from discrimination.

Vision: An inclusive future where all people impacted by dementia receive the care and support that they choose.

Values:

- Diversity and Equality
- Respect and Inclusiveness
- Integrity and Accountability

Current Board

Professor Graeme Samuel AC – Chair

Professor Graeme Samuel AC is Chair of Dementia Australia. He is also Chair of the Dementia Australia Dementia Research Foundation, Chair of the South Eastern Melbourne Primary Health Network, Chair of Lorica Health Pty Ltd, Council member of the National Health and Medical Research Council, and Chair of its Health Innovation Advisory Committee and the National Institute for Dementia Research.

Tony Newman – Vice-Chair

Tony Newman is a highly experienced senior executive with expertise in finance, supply chain, sales and marketing, and information technology. The work of Dementia Australia is very important to Tony, and as such he does not only serve on the Board of Dementia Australia, but also on the Boards of the Dementia Australia Research Foundation, and Dementia Australia Research Foundation Victoria.

William Bass – Secretary, Public Officer, and Treasurer

William Bass brings considerable corporate executive experience predominantly in the fields of strategy, commercial and financial management, and governance. He is Chairman of the ASX listed China Magnesium Corporation Ltd, and a director, senior financial officer, company secretary and advisor to a number of prominent Australian and international companies.

Maree McCabe – CEO Dementia Australia

Maree McCabe's career accomplishments include Executive Operations for TLC Aged Care, Director of Clinical Resources at The Melbourne Clinic, General Manager of Hospitals for St John of God Healthcare, and Surveyor for the Australian Council on Healthcare Standards. Maree represents Dementia Australia internationally as a member of Alzheimer's Disease International.

Greg Fraser – Non-Executive Director

Since 1996, Greg Fraser has consulted to public, private and not-for-profit bodies on corporate governance, risk management, program evaluation, strategic business planning, and change management. Greg specialises in not-for-profit governance. He has been involved with Dementia Australia boards for more than seven years. He is also a member of the ACT Ministerial Advisory Council on Ageing.

Jenna Dennison – Non-Executive Director

Jenna Dennison has serviced as a board member for Dementia Australia since July 2015, firstly in the Northern Territory and then in 2017 as a Director of the Dementia Australia Board. She is excited about the opportunities that are emerging in the NT for people living with dementia as a result of the unification and establishment of Dementia Australia.

Amanda Quealy – Non-Executive Director

Amanda Quealy is the CEO of The Hobart Clinic, a private not-for-profit hospital and community mental health service. She is Chair of the Tasmanian Alcohol and Drug Tribunal, and Deputy Chair of the Tasmanian Women's Council. As a former Telstra Business Woman of the Year, she has also been recognised in the Top 100 Women of Influence.

Paul Robertson AO – Non-Executive Director

Paul Robertson AO has been involved in the organisation since early 2016 as previous Chair of Alzheimer's Australia NSW and continuing as a Director on the Dementia Australia Board. He has extensive experience in commercial and investment banking. He is also Chair of St Vincent's Health Australia and Chair of Social Ventures Australia.

Neil Samuel – Non-Executive Director

Neil Samuel has been involved in business for forty years, with an emphasis on finance, administration, sourcing and procurement. He has served in leadership positions on numerous boards within the not-for-profit sector for many years, specialising in governance and finance. He was appointed to the Dementia Australia Board in 2003 (previously Alzheimer's Australia) and also serves on the Boards of Dementia Australia Research Foundation and Dementia Australia Research Foundation Victoria.

Maree McCabe - CEO

Maree McCabe is the CEO of Dementia Australia.

Prior to commencing at Alzheimer's Australia Vic in 2010, Ms McCabe worked in senior roles in the mental health and aged care sectors, including Executive Operations for TLC Aged Care, Director of Clinical Resources at The Melbourne Clinic, General Manager of Hospitals for St John of God Healthcare and Surveyor for the Australian Council on Healthcare Standards. Maree has a Post Graduate Diploma in Mental Health Nursing, a Master of Business Administration and is a graduate of the Australian Institute of Company Directors.

Highlights of her time as Alzheimer's Australia Victoria's CEO include the establishment of multi-disciplinary regional hubs; the growth of the use of technology in dementia education and support, and the expansion of early intervention services and programs for people living with younger onset dementia and their families, carers and friends.



Governance

Structure

Dementia Australia is a company limited by guarantee registered with the Australian Charities and Not for Profit Commission (ACNC).

Composition

The board consists of nine directors, including the CEO.

Tenure

The director is appointed by the Board of Dementia Australia for an initial term of three years and can be renewed by the Board.

Frequency of Board Meetings

Scheduled as both face-to-face and electronic meetings at approximately 6-8 times per annum. Sub-Committee meetings are conducted as required.

Remuneration

This is a voluntary, unpaid position. Directors are reimbursed for any out of pocket expenses reasonably incurred in attending board meetings and related matters.

Board meetings – Schedules and location information

For 2020, the Board will meet six times across the year. Board meetings operate on a combination of face to face and electronic (Zoom). If a Director is unable to travel, arrangements are made so that a board member can Zoom into a face to face meeting.

The Board's current commitment is to try to visit various locations across the country (this is also used as an opportunity to have dinner together and meet with local stakeholders/staff or sponsors).

In 2018 the board met in Adelaide, Sydney and Brisbane. In 2019 they met in Melbourne, Hobart & Darwin.

In 2020 the arrangements are as follows:

- Thurs 20 Feb – Zoom (4pm, 1hr)
- Fri 17 April – Melbourne (5hrs)
- Thurs 18 June – Perth (5hrs)
- Thurs 13 Aug – Zoom (4pm, 1hr)
- Fri 16 Oct – Canberra (5hrs)
- Fri 27 Nov – Zoom (4pm, 1hr)

The Opportunity – Non-Executive Director

The Board establishes the direction of Dementia Australia and provides ongoing oversight of the organisation's activities on behalf of its members and stakeholders. It does this by:

- Setting the vision and providing strategic direction, ensuring there is rigorous analysis and substantiation of thinking supporting the strategy and reviewing the effective implementation of the strategy.
- Establishing and maintaining appropriate governance structures and processes.
- Ensuring Dementia Australia's activities are conducted in a culture that is ethical and transparent through setting business standards and codes of ethical behaviour.
- Approving annual business plans and budgets and regularly monitoring the organisation's operational key performance indicators and finances.
- Ensuring resources are available to achieve the organisation's strategic plan and its annual business plans and budgets
- Selecting, appointing, removing, reviewing and performance and approving the remuneration of the CEO
- Ensuring Dementia Australia's financial and other reporting mechanisms result in adequate, accurate and timely information being provided to the Board.
- Approving transactions in excess of delegated levels or outside Board-approved annual plans and budgets.
- Ensuring WHS policies and processes are in place, all employees are adequately trained in them and that there is continuous monitoring and evaluation to ensure related risks are proactively identified and managed.

Duties and Expectations of Directors

- Be familiar with the responsibilities and legal obligations of a Director, including the qualities of a Responsible Person as described by the ACNC.
- Act honestly, ethically in good faith, and to the best of their ability in the interests of Dementia Australia. At all times exercise a reasonable degree of care and diligence in the exercise of their powers and the discharge of their duties. Declare and manage conflicts of interest.
- Attend and participate in all Board meetings regularly, ensuring consideration of relevant papers and agenda items in anticipation of meetings.
- Participate on a sub-committee of the Board or a special purpose committee as required.
- From time to time represent the organisation at local and national events.
- Be suitably prepared and engage positively in Board discussion and support all decisions once they have been discussed and resolved by the Board.
- Ensure all confidentiality requests and privacy obligations are upheld.

Key Selection Criteria – Non-Executive Director

Essential Experience

1. Demonstrated experience in corporate governance as a company director or executive.
2. Experience at a senior level in business, government, the community or a profession.
3. A demonstrated track record of achievement as a director, CEO or senior executive of a company, not for profit organisation or professional practice.

Essential Skills

1. High level leadership skills.
2. Strong analytical skills and judgement of a high order.
3. Excellent communication skills with the ability to express ideas clearly, persuade people, and listened to other points of view.
4. Capacity to relate and speak to people with dementia, their families, and their carers.
5. A good knowledge and understanding of health, disability, aged care or policy and within that, the issues that relate to dementia (desirable).
6. A demonstrated capacity to contribute to policy and advocacy positions at a national level.
7. Ability to engage and build effective working relationships with a key range of stakeholders as required.

Desired Competencies, Skills, and Personal Attributes

1. Knowledge of a Director's responsibilities – legal, ethical, fiduciary and financial responsibilities.
2. Strategic Expertise – ability to develop and review the strategy and contribute to the effective decision making of the board.
3. Accounting and finance – ability to read and comprehend the company's accounts and financial material presented to the board.
4. Committed to Dementia Australia's Values, Vision, and Purpose.
5. Integrity – acting honestly and ethically, and putting Dementia Australia's interests ahead of personal interests.
6. Team Player – able to function effectively as a team member with personal impact and superior communication skills.
7. Active Contributor – A willingness and ability to undertake the workload required to participate effectively.
8. Commercial Judgement and Instinct – Demonstrate a good business instinct and acumen and be able to assimilate and synthesise complex information.
9. Emotionally Intelligent – Ability to demonstrate self-awareness and empathy for others through strong interpersonal skills.

Further Information

Dementia Australia Website

<https://www.dementia.org.au/>

Dementia Australia Annual Report 2018-19

<https://www.dementia.org.au/files/annual-reports/DA-2017-18-Annual-Report.pdf>

Dementia Statistics information

<https://www.healthdirect.gov.au/dementia-statistics>

Information on latest Australian research into Dementia

<https://www.neura.edu.au/health/dementia/>

Recent Newspaper articles and editorials

<https://www.smh.com.au/lifestyle/health-and-wellness/dementia-better-statistics-make-for-better-planning-20190823-p52k75.html>

<https://www.smh.com.au/national/dementia-prevention-starts-in-middle-age-expert-20180608-p4zkeh.html>

<https://thewest.com.au/business/your-money/life-with-dementia-alters-it-doesnt-end-ng-b88851251z>

For more information



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