

evident Finance and Audit Committee Application Information Pack

Thank you for your interest in this worthwhile opportunity to help improve the oral and dental health of Australians. We welcome you to find out more about the evident Foundation and how, as a member of the Finance and Audit Committee (FAC), you can contribute to achieving the strategic goals of our Foundation.

Serving on the Finance and Audit Committee will provide:

- The scope to use and build your skills to contribute to the dental profession and the oral health of the community
- Intellectual stimulation
- Professional advancement and recognition
- Engagement with like-minded people

Terms of Reference

The terms of reference for the FAC are:

To assist and advise the evident Foundation with:

- matters relating to the annual budget
- oversight of the integrity of the financial statements
- compliance with applicable laws and regulatory requirements
- internal audits
- monitor effectiveness and independence of the external auditor
- resource allocation, investments and effective management of financial and other risks

Delegated Powers

The FAC has been delegated the following powers:

- review and approve the quarterly financial statements (the committee shall provide a report to the Board)
- review and recommendation of approval of financial statements and information in the Annual Report.

Membership of the FAC

The FAC is comprised of three members. Current members of the Committee are:

1. Dr Jeremy Sternson, Treasurer and Chair
2. Dr Felicity Wardlaw, Deputy Chair
3. Vacancy

Current vacancy

To nominate for the FAC, nominees must:

- be available to serve as a member for a minimum one period (although we understand that things change, and so resignations are accepted at any time)
- have an interest in/ experience of working with for purpose organisations
- be computer literate
- be available to attend evening meetings (usually on a Wednesday, 6-7:30pm, two times per annum in South Yarra or via Zoom)

- be available to do work in between meetings (including reviewing documents via email)

Support provided to Committee members

Committee members are not paid for their attendance meetings and are required to cover their own incidental personal expenses when travelling to meetings or eviDent events.

The CEO assists the Committee with agenda preparation, distribution of papers, minutes and actions arising from meetings.

Appointments and Resignations

Appointments are offered on a three-meeting probationary period and confirmed by both parties following the probationary period.

The term of appointment is two years (renewable). The eviDent Foundation Board reviews all Committee appointments each two years. The Board will only call for nominations to the Committee upon receipt of a written resignation from a Committee member, where a Committee member is no longer eligible, or if the Board terminates an appointment due to improper conduct.

The Chair of the Committee shall be a Director of the eviDent Foundation Board.

The Committee aims to have a gender balance and representation from general and specialist general practitioners.

Conduct

The FAC operates in a transparent and accountable manner. The FAC reports to the Board about all matters, including those that have been delegated. The FAC does not operate beyond its delegated authority, but rather refers recommendations to the Board for consideration. The FAC is not a platform for members to advance their own agendas.

About the eviDent Foundation

The eviDent Foundation was established in 2011 to promote the prevention and control of dental and oral diseases in human beings by:

- supporting dental practice based research into dental and oral disease;
- providing information about dental and oral disease, their prevention and control, to sufferers, health professionals and the general public;
- developing or providing relevant aids and equipment to sufferers of dental and oral disease;
- conducting and promoting scientific research about how to detect, prevent or treat dental and oral disease;
- training health professionals to conduct scientific research about dental and oral disease;
- evaluating health programs and processes to prevent or control dental and oral disease;
- training health professionals and carers in methods of controlling dental and oral disease;
- developing and implementing co-operative and cross-disciplinary approaches to the treatment and prevention of dental and oral disease;

- seeking funds from grant-giving bodies, trusts, foundations, corporate sponsors, members of the dental community and public; and
- doing all other lawful things that are incidental or conducive to achieving its object.

About the eviDent Dental Practice Based Research Network

The eviDent Dental Practice Based Research Network (DPBRN) aims to encourage relationships between practitioners and academic researchers. By building research capacity, eviDent facilitates and supports dental practices to produce and disseminate evidence which can translate into practice and inform policy.

eviDent identifies and targets research topics which are relevant to practitioners and policy makers. The primary objective of each study is to strengthen the knowledge base for clinical decision-making and policy setting. This is accomplished by testing and evaluating the effectiveness of strategies for the prevention and management of oral diseases and conditions.

Research topics are also submitted for consideration by eviDent members, dental practitioners and the public.

eviDent projects will develop evidence-based clinical practice guidelines for use by practitioners, funding agencies, patients and others.

Projects will address (where applicable) the 'Major Health Issues' as defined by the Australian National Health and Medical Research Council and seek to raise the profile and priority rating of oral health research on a national basis.

For information about eviDent projects go to www.evident.org.au/research/projects

As required under its Constitution, the eviDent Foundation has established a Finance and Audit Committee.

Application process

Applications can be submitted using the **attached** application form or by request from the CEO (ask@evident.net.au or 8825 4603). The application requires the following information:

- personal details
- availability
- 250 words explaining why you want to be a member of the eviDent FAC, and the qualities you have that you think would add value to the Committee
- Short biography detailing your background, interests, experience, education, experience on committees/ boards etc

All applicants will be notified of the outcome of the process. The Board reserves its right not to appoint applicants without having to state reasons.

Applications close 31 March 2020

More information

For more Information about the Committee or the work of eviDent please contact Meaghan Quinn:

Email: ask@evident.net.au

Mail: PO Box 9015, South Yarra, Vic, 3141

Phone: 03 8825 4603

Fax: 03 8825 4644