

Call for Nominations 2020

ANZCP and ABCP Office Bearers

Dear Members,

As a valued member of the ANZCP community, you are cordially invited to attend our Virtual Annual General Meeting, to be held Thursday 19th November, 15:00-16:30 ADST via Zoom Webinar. Registrations are available [here](#).

This is a Call for Agenda Items. Please submit your agenda suggestions to admin@anzcp.org.

On behalf of Jane Ottens, the ANZCP Secretary, and as per the rules of the College, we furthermore invite Full Fellows to consider nominating for any of the following positions on both the Executive Committee and the Australasian Board of Cardiovascular Perfusion. The positions of President-Elect, Secretary, Treasurer and Registrar will become vacant. Carla Zazulak our current Vice President is seeking to take the role of President-Elect for 2021 as is Jane Ottens seeking re-election as Secretary. Kuljeet Farrar has served for four years as Treasurer, as has the current Registrar Charles McDonald, and following these dedicated years of service to the College, will be relinquishing their roles. We wish to thank them all for their contribution, enthusiasm and support in improving the College.

We are seeking nominations for the Executive positions of:

- **President-Elect**
- **Secretary**
- **Treasurer**
- **Registrar**

Furthermore, the Australasian Board of Cardiovascular Perfusion also wishes to request nominations for a Board position:

- **Australasian Board of Cardiovascular Perfusion Member**

Nominations are to be in writing (email is preferred) and on behalf of / sponsored by two financial Fellows of the College. The nomination is to be accompanied by the written (emailed) agreement of the nominee, with this form following below.

We would like these nominations by **Monday 2nd November 2020** to allow for the AGM processes. The Secretary will contact all nominees in the two weeks leading up to the Virtual Annual General Meeting to verify their willingness to serve on the Executive Committee and the Australasian Board of Cardiovascular Perfusion.

Under ANZCP rules, nominations can come to Andrea at admin@anzcp.org.



Australian and New Zealand College of Perfusionists

Details of vacant positions requiring nomination as at November 2020:

President-Elect: Will normally serve for two years prior to becoming President of the college. Current position of President-Elect will be for one year to meet the rotation for the current president. In the absence of the President, the President-Elect shall undertake the duties and exercise the powers of the President.

Secretary: The Secretary is charged with responsibility for ensuring accurate and sufficient documentation exists to meet legal requirements. The Secretary is to enable and authorise people to assist with the Executive Committee business; ensure accurate records are maintained as required by law and made available when required by authorised persons.

Treasurer: is a member of the Executive Committee and will:

- a) keep correct accounts and books showing the financial affairs of the College with full details of all receipts and expenditure connected with the activities of the College;
- b) arrange for the books and accounts of the College to be audited at the end of each financial year;
- c) furnish the Executive Committee for presentation at the Annual General Meeting of the College with:
 - (I) A report on the financial position of the College at the end of the financial year immediately preceding the Meeting;
 - (II) a statement of the receipts and payments of the College for that financial year; and
 - (III) a statement of the assets and liabilities of the College at the end of the financial year.

Registrar: The Perfusionists Registration Board shall comprise of 2 members of the college:

- a) to maintain a Register of Perfusionists who are currently certified; and
- b) to allow for two separate Registers, one for perfusionists practicing in Australia and a separate one to be held for those perfusionists practicing in New Zealand, and
- c) to regulate the professional conduct of perfusionists; and
- d) should the need arise to set up a complaints committee to deal with any public complaints, and
- e) to conduct an audit of re-registering Perfusionists, and
- f) to decide on and liaise with the ABCP on the Registration Criteria for the following:

One of the two members becomes the chair and will represent the Perfusionists Registration Board on the ANZCP Executive.

Nominations are also called for a position on the Australasian Board of Cardiovascular Perfusion. The term of service is 4 years and specific roles within the Board are decided by the Board. New Board members are generally not expected to take up the role of Secretary or Chairman in their first year to allow time to see how the Board functions. ABCP meetings are held every three weeks and last 45 - 60 minutes. The time commitment for Board work varies with the roles within the Board but a minimum of a couple of hours per week on average should be expected in a non-specific role. For more information please contact Clarke Thuys abcp@anzcp.org

Australasian Board of Cardiovascular Perfusion Member: Assisting in educational oversight and direction is soundly managed for the benefit of all.

These volunteer positions are excellent opportunities to contribute to your College and the perfusion industry in Australia and New Zealand.

The current Executive urges members to consider which of their colleagues would be excellent candidates for the available positions and to make nominations.



Australian and New Zealand College of Perfusionists

The new Executive members and Board members will begin their terms at the conclusion of the 2020 Virtual Annual General Meeting via Zoom.

Should you have any further queries please contact Andrea at admin@anzcp.org.

Yours sincerely,

A handwritten signature in black ink that reads "Jane Ottens". The signature is written in a cursive style and is followed by a vertical line.

Jane Ottens
Secretary,
Executive Committee
Australian and New Zealand College of Perfusionists



Australian and New Zealand College of Perfusionists

ANZCP Executive Committee / Board Nomination Form 2020

We, the undersigned, being financial Full members of the Australian and New Zealand College of Perfusionists hereby nominate:

Name: _____ for the position of (please circle one):

President-Elect

Secretary

Treasurer

Registrar

ABCP Member

The nominee, by signing this form, accepts the nomination and agrees to provide a written "Statement to the Members" as described below.

Nominator 1.

Name: _____ Signature: _____ Date: __/__/__

Nominator 2.

Name: _____ Signature: _____ Date: __/__/__

Nominee.

Name: _____ Signature: _____ Date: __/__/__

Please return this completed form to the Administration Officer by email at admin@anzcp.org by Monday 2nd November 2020.

WRITTEN STATEMENT TO THE MEMBERS

To enable the Members of the ANZCP to make an informed decision when electing Executive and Board representatives, the Executive requests that each nominee for Executive and Board positions provide a brief written Statement to the Members.

This statement should:

1. Be no longer than one (1) single spaced typed A4 page;
2. Provide a brief outline of the Nominee's perfusion experience;
3. Provide a brief outline of the nominee's ANZCP Executive, ABCP, or other relevant management positions; and
4. Provide a brief description of what the Nominee believes he/she will bring to the Executive or Board.