



Riverland Division
of General Practice Inc.

Meeting: Nominations and Appraisal Committee

Date: 29/11/11

Location: RDGP Training Room

Chair: Raphael Torome

Start Time: 6.00 pm

Finish Time: 7.45 pm

Minute Taker: Bron Marie

Present:	Raphael Torome, Ian Gartley, Grant Baker, Bron Marie
Apologies:	
Date of Previous Minutes:	27/9/11

Agenda	Discussion	Action	Nominated Responsible Person
CEO Appraisal	Copy of CEO PDR provided to committee members To be finalised at Board meeting 6/12/11		
Board induction	Board Manual has been incorporated into the Corporate manual with minor changes made. Board Director's CV draft document supported Induction sign off procedure supported with minor additions re confidentiality and not representative supported	Take to Board for approval	Item 4.1 on 6/12/11
Board Training	Recommendation: <ul style="list-style-type: none"> • Pay AICD membership for each director- \$3k for AICD membership • Offer scholarship to one director pa to undertake Company Directors 5 day course -\$6k approx. Priority for Chair, Chairs of committee, other Directors dependent on length of directorship as priority process • Create a directors' study circle (eg 6 -8 people) to upskill interested parties to contribute to succession planning and training – less of a priority 	Take to Board for approval	RT 6/12/11

Agenda	Discussion	Action	Nominated Responsible Person
	to promote objectives <ul style="list-style-type: none"> • Contribute actively to Board committees • Participate in welcome functions • Member support functions - promote relevance of membership • Represent RDGP at external functions/events • Commit to increasing skill levels through appropriate training - PD 		
Staff reclassification application	Application received from Yalonda Flack Approved and backdated to 1/7/11	BM to notify Yalonda and arrange for correct payments	BM 30/11/11
Board Membership application	Letter received from Dr Godfrey Amaechi Response to include <ul style="list-style-type: none"> • Role on Board has primary responsibility to RDGP rather than practice • AGM appropriate time for nominations • No identification of skills brought to Board • Invite to undertake induction process and nominate at next appropriate time – able to attend as observer in interim • Constitution states that casual vacancies may be filled at outgoing Board members recommendation 	BM to draft letter from GB to discuss at next Board meeting	6/12/11
Any Other Business	None		
Next Meeting	To be held in conjunction with March Board meeting unless required earlier		