

Office Professionals' Day Gala Awards Breakfast

Friday 7 May 2010

The Westin
No 1 Martin Place
Sydney NSW 2000

AIOP NSW 2010 AWARDS

Office Professional of the Year Award
Young Office Professional of the Year
Award

Nomination Application and Criteria

You can nominate yourself, a friend or colleague
Entries close 12pm Friday 2nd April 2010

Please email or fax your applications to Lisa Ryan
Fax: (02) 9320 9321 Email: adminnsw@aiop.com

**Winners must be present at Gala Awards
Breakfast**

Australian Institute
of Office Professionals.
Incorporated in Victoria
ABN 68 004 992 527
*(formerly Institute of
Professional Secretaries
& Administrators (Australia))*

NSW Branch

Newcastle
PO Box 2225
Dangar NSW 2309
branchnc@aiop.com.au

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AIOP OFFICE PROFESSIONAL OF THE YEAR AWARDS CRITERIA

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Awards

1. ***AIOP Office Professional of the Year Award.*** Nominees must have held the position of full-time Administrator or equivalent for a minimum of five (5) consecutive years (not necessarily with the same organisation). The winner of this award will receive:

A \$2,000 MYER Voucher

2. ***AIOP Young Office Professional of the Year Award.*** Nominees must currently hold a position of full-time Administrator or equivalent with less than five (5) years experience (not necessarily with the same organization). The winner of this award will receive:

A \$1,000 MYER Voucher

About the Awards

- The Office Professional of the Year Award has been presented annually for many years.
- Award winners have been selected for their outstanding achievement as an Office Professional and their ongoing commitment to the industry.
- The prestige of this title is accompanied with prizes from the many highly valued sponsors of the Awards.
- The 2010 AIOP Office Professional of the Year Award winners will be regarded as Ambassadors for the Australian Institute of Office Professionals (AIOP). The successful nominees will be encouraged and supported to continue professional and personal development through active involvement in AIOP activities.
- The 2010 AIOP Office Professional of the Year Award winners will be offered an honorary members' role for twelve (12) months on the local AIOP Branch Committee of Management, to advance the role of Ambassador.

Eligibility

- The Awards are open to all AIOP members (except current Division Committee of Management) and non-members.
- People can be nominated by anyone who employs them, works with them, works for them, OR they can nominate themselves.
- All nominees must currently be self-employed or engaged as an Office Professional.
- All nominees for the 2010 AIOP Office Professional of the Year must have held a position of a full-time Office Professional for a minimum of five (5) consecutive years (not necessarily with the same organisation).
- All nominees for the 2010 AIOP Young Office Professional of the Year must currently hold a position of full-time Office Professional with less than five (5) years experience (not necessarily with the same organisation).
- The winners of these Awards are expected to act as ambassadors in promoting AIOP to the wider business community and to regularly attend AIOP functions during the year.
- Nominations will be accepted from applicants employed in either the private or public sector. There is no age, gender or association member restriction on entering.
- Past winners of the AIOP Office Professional of the Year Award are ineligible to enter.
- People employed by associated partners, sponsors and suppliers are ineligible to enter.

Judging Process

- Nominees will be assessed on their ability to meet the selection criteria.
- Nominations will be shortlisted to three (3) finalists in each category. Finalists will be interviewed by the judging panel during the week of 5th April 2010.
- Finalist must be present at the AIOP Office Professionals' Day Breakfast on Friday 7th May 2010 at The Westin, Sydney, to receive the Award. The Award winners will be announced during the Breakfast proceedings.
- Included on the judging panel are representatives from partners, business and AIOP, and their collective decision will be final.
- Any travel/accommodation expenses to participate in judging and to be present on the day of the Breakfast are the responsibility of the nominee/nominator.

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Terms and Conditions of Entry

- To participate in the 2010 AIOP Office Professional of the Year Awards, all questions on the Nomination Form and Selection Criteria (available on the NSW AIOP Division website) must be completed and forwarded with all requested information and documentation.
- All nominations provided and any attachments will remain strictly confidential.
- Shortlisted candidates (Finalists) must attend an interview during the week of 5th April 2010, location and time to be confirmed.
- The judges' decision is final and no correspondence will be entered into.
- Finalists must be present at the Office Professionals' Day Breakfast on Friday 7th May 2010 at the Westin, Sydney, to receive the Award. The Award winners will be announced during the Breakfast proceedings.
- Your application is accessible only by the organisers and independent judging panel and will be destroyed after the conclusion of the Awards.
- Names and addresses will be retained to form a database for promotional purposes of AIOP and Award sponsors.
- Every endeavour has been made to ensure the presentation of all prizes as advertised. However, in the unlikely event that a sponsor due to unforeseen circumstances is unable to honour their commitment, the award winners acknowledge that the Australian Institute of Office Professionals will not be expected to supply or replace the prize, although every effort will be made to do so.
- Prizes are non-transferable and not redeemable for cash.
- There is no cost to enter the Awards, however a fee may be payable to attend the Office Professionals' Day Breakfast.
- Booking conditions may apply to any accommodation prizes.
- Further information can be obtained from Lisa Ryan phone (02) 9320 9323.

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Selection Criteria

Please provide answers to the following questions and attach all documentation to the Nomination Details Form.

1. Resume – attach your current resume including qualifications and one written reference (reference max one page)
2. Role Outline – provide a description of duties and responsibilities in your current role. (max 350 words)
3. Achievements and Attributes – list major achievements and/or career highlights and skills acquired and how they relate to a successful career. List your attributes, work ethics and personal career goals. (max 350 words)
4. Contribution & Initiative – outline how you support your employer in achieving business goals and objectives and provide an example of initiative used to achieve a desired outcome. (max 350 words)
5. Teamwork & Motivation – these are key elements for a harmonious, successful and productive office. Describe how you help to achieve and maintain this environment. (max 350 words)
6. Promotion – if you were to win the Award, how would you fulfill the role of Ambassador for the Australian Institute of Office Professionals? (max 350 words)

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NOMINATION DETAILS FORM

To be considered for the 2010 AIOP Office Professional of the Year Awards, please complete the following information:

Please tick the Award you are being nominated for:

2010 AIOP Office Professional of the Year
– minimum 5 years experience

2010 AIOP Young Office Professional of the Year
– less than 5 years experience

Are you nominating yourself? Yes / No
If no, Nominator to complete all information below:

Nominee's Full Name: _____

Postal Address: _____

Day time Telephone No: _____ Mobile No: _____

Email Address: _____

Organisation Name: _____

Nominee's Position Title: _____

Declaration: In the event that I am selected as a finalist, I acknowledge that I will attend the 2010 AIOP Office Professionals' Day Breakfast on Friday 7th May 2010 at the Westin, Sydney. I understand that in the event that I am unable to attend the Breakfast, my place as a finalist will be forfeited. I further give my consent that any photographs and details may be used for further publicity/promotions. I have read and agree to all terms and conditions contained in this document and have completed all questions openly and honestly in accordance with the spirit of fair competition.

Nominee's Signature: _____ Date: _____

Nominator's Full Name: _____

Postal Address: _____

Day time Telephone No: _____ Mobile No: _____

Email Address: _____

Organisation Name: _____

Nominator's Position Title: _____

Nominator's Signature: _____ Date: _____

Nominator:

1. Complete the "Nomination Details Form"
2. Attach a letter addressing the Selection Criteria, outlining why you believe the nominee is deserving of the Award.

Self Nomination:

1. Complete the "Nomination Details Form"
2. Attach your resume including one written reference (max one page)
3. Include response to the Selection Criteria

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Due Date: **2nd April 2010** – late applications will not be considered

Three (3) copies of the Application marked "Confidential" should be submitted to:

Lisa Ryan (MAIOP)
New South Wales Division President
AIOP NSW Division
GPO Box 3167
SYDNEY NSW 2001

Tel: (02) 9320 9323

Fax: (02) 9320 9321

Email: adminnsw@aiop.com.au

Privacy Policy Collection Notice

AIOP is committed to protecting the privacy and security of personal information collected about you. For the purpose of these Awards relevant details may be incorporated into a list for the benefit of these Awards and may be made available to the sponsors (subject to strict conditions). If you do not wish your details to be made known, please tick this box.

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