



AUSTRALIAN  
INSTITUTE OF  
OFFICE PROFESSIONALS

# 2010 AIOP Brisbane Office Professional of the Year (OPOTY)

## Award Nominations

**Do you know someone who leads the way by:**

Providing outstanding administrative support services?

Providing innovative business solutions?

Contributing to a high performance team?

Being an inspirational role model for other Office Professionals?

**It may even be you!**

*Moving Forward*



## Why not nominate for the most prestigious award in the Brisbane Office Professionals' community – the AIOB Office Professional of the Year Award!

The Office Professional of the Year Award has been presented annually for many years and AIOB Brisbane is, this year, introducing a Young Office Professional of the Year Award.

Award winners are selected for their outstanding achievement as an Office Professional and their ongoing commitment to the profession.

The prestige of these titles is accompanied with fantastic prizes from the many highly valued sponsors of the AIOB Brisbane Office Professionals' Day Breakfast.

The 2010 AIOB Brisbane award winners will be regarded as Ambassadors for AIOB and will be encouraged and supported to continue personal and professional development through active involvement in AIOB activities. The award winners will also be offered honorary roles for 12 months on the Brisbane AIOB Branch Committee of Management, to advance their roles as Ambassadors.

Finalists must be present at the Office Professionals' Day Breakfast on **Friday 14<sup>th</sup> May 2010** at the Brisbane Convention Centre to receive the award. The award winners will be announced during the breakfast proceedings.

### Office Professional of the Year

The Office Professional of the Year is for Office Professionals who have a minimum of five (5) years experience in the administration or office environment.

### Young Office Professional of the Year

The Young Office Professional of the Year is for Office Professionals who have a minimum of three (3) years experience in the administration or office environment and are under 25 years of age at the time of nomination.

### From the Queensland Division President



*Congratulations in considering this process. You have taken a great step toward recognition and acknowledgement of your career and achievements.*

*I encourage you to take the challenge further and submit a nomination – if not for yourself, then for someone you know who is deserving of these prestigious awards and title of either 2010 AIOB Brisbane Office Professional of the Year or 2010 AIOB Brisbane Young Office Professional of the Year – you won't be disappointed!*

*This is your opportunity to "Develop the Greatness Within" yourself when you come on a journey with AIOB.*

*Good luck with your nomination.*

*Cassie Wilson  
President – Qld Division  
& 2007 Office Professional of the Year Winner*

## How do I nominate myself, or someone I know?

Nominees must be fully aware that they are being nominated for these awards. To nominate yourself or someone you know, complete the selection criteria on the attached page and send to the Queensland Division President. Nominations must be received by last mail on **Friday 23<sup>rd</sup> April 2010**.

### **Eligibility** (full terms and conditions available on the website):

- Nominations will be accepted from any office professional employed at time of nomination in either the private or public sector. There is no gender, association membership or status restrictions on entering.
- Past recipients of the AIOF Office Professional of the Year Award and members of any AIOF Committee of Management are not eligible for nomination.
- All applications must be signed by both the nominee and nominator and by submitting a nomination, you acknowledge that you agree to be bound by the terms and conditions of this award.

### **Selection Criteria** (these items can be completed by either the nominee or the nominator):

#### **Personal Details**

Please include which award you are nominating for plus the nominator's and nominee's:

- Full name
- Position title
- Employer name
- Business address
- Best contact phone number
- Email address
- Signature (to indicate acceptance of terms & conditions)

#### **Resume and Reference**

- Attach the nominee's current resume

#### **One Page Summary**

- To include nominee's personal attributes and major strengths, career achievements and professional highlights, and how the nominee supports his/her employer in achieving their business goals.

#### **AIOF Ambassador Role** (nominee only)

- As the nominee, if you were to receive this award, how would you fulfil the role of Ambassador for the Australian Institute for Office Professionals?

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### **Send your nomination and completed selection criteria to:**

Email: [presidentqld@aiop.com.au](mailto:presidentqld@aiop.com.au)

Phone/Fax: 3800 1681

Or post to:

AIOF Brisbane Branch

Attn: OPOTY Awards

PO Box 5146

ALGESTER QLD 4115

**Nominations close Friday 23<sup>rd</sup> April 2010.**

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## Congratulations to our past winners!

Year	Recipient	Year	Recipient
1991	Fleur Dougan	2001	Leissa Hogg
1992	Lu Kealley	2002	Louise Bromley
1993	Rosemary Duff	2003	Kerri Beasley
1994	Leigh Kavanagh	2004	Lisa Ashurst
1995	Claire Austin	2005	Helen McGrath
1996	Abbie McLean	2006	Leanne Myers
1997	Lainie Groundwater	2007	Cassandra Wilson
1998	Barbara Tollenaere	2008	Belinda Waters
1999	Janet Boyd	2009	Not Awarded
2000	Janelle Van De Velde	<b>2010</b>	<b><i>This could be you!</i></b>

## AIOP Brisbane Branch would like to thank our National and Branch Sponsors:

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The Rugby Club

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