

**Australian Institute of Office
Professionals**

**Office Professional
of the Year**

Awards

Nomination Form

Darling Downs Branch



2010

Message from the 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 AIOP Darling Downs Junior or Senior Office Professional of the Year 2010 - you won't be disappointed. This is your opportunity to Move Forward with your career when you come on a journey with AIOP.

Good Luck with your nominations

Mary Wells, President

Honour Role of past recipients

| Year | Recipient |
|-------------|---|
| 2009 | Bronwyn Davies |
| 2008 | Julie McGlynn |
| 2007 | Teresa Wood |
| 2006 | Rebecca Derksen |
| 2005 | Cathy Leerentveld |
| 2004 | Suzanne Worthy |
| 2003 | Helen Parker |
| 2002 | Karen Taylor |
| 2001 | Katrina Wilson |
| 2000 | Annette Maroske |
| 1999 | Sheree Schott |
| 1998 | Liz Johns |
| 1997 | Mary O'Dea |
| 1996 | Chris O'Reilly |
| 1995 | Lynette Welke |
| 1994 | Abbie Myers |
| 1993 | Anne Coyle |
| 1992 | Rosemary Davis – also won the Qld Finals in Brisbane in 1993 |
| 1991 | Denise Osborne |
| 1990 | Fiona Margetts |
| 1989 | Barbara Jacobs |
| 1988 | Shirley McIvor & Terry Carter |
| RUNNER-UP | |
| 2006 | Paul Wilson |
| 2004 | Wendy Friend |
| JUNIOR | |
| 2009 | Amy Keys |
| 2008 | Melissa Bannister |
| 2007 | Natalie Wust |
| 2006 | Jenna Schott |
| 2005 | Lisa Tucker |

About the Junior & Senior Office Professional of the Year Award

- ✚ The Senior Office Professional of the Year Award has been presented annually for many years and AIOF Darling Downs now also presents a Junior Award.
- ✚ Award winners are selected for their outstanding achievement as an Office Professional and their ongoing commitment to the industry.
- ✚ The prestige of these titles is accompanied with prizes from the many highly valued sponsors of the Annual AIOF Darling Downs Office Professionals' Day Breakfast.
- ✚ The 2010 AIOF DARLING DOWNS OFFICE PROFESSIONAL OF THE YEAR Junior and Senior Award winners will be regarded as Ambassadors for the Australian Institute of Office Professionals (AIOF). The successful nominees will be encouraged and supported to continue personal and professional development through active involvement in AIOF activities.
- ✚ The OFFICE PROFESSIONAL OF THE YEAR Junior and Senior Award winners will be offered honorary member roles for 12 months on the Darling Downs AIOF Branch Committee of Management, to advance the role of Ambassador.

Judging process

- ✚ The Judging Panel will consist of 3 members of the local business community.
- ✚ Nominations will be shortlisted to five finalists in both sections. Finalists will be interviewed in person by the Judging Panel during the week of **12 April 2010**.
- ✚ Finalists must be present at the Office Professionals' Day Breakfast on **Friday 7 May 2010** to receive the award. The Junior and Senior Award winners will be announced during the Breakfast proceedings.
- ✚ 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.

Do you know someone who leads the way as a Junior or Senior Office Professional by:

- ✚ Providing outstanding administrative support service?
- ✚ Providing innovative business solutions?
- ✚ Contributing to high performance teams?
- ✚ Would make an inspirational role model for Office Professionals?

Nomination process

You can be nominated by anyone who employs them, works with them, works for them, OR you nominate yourself.

Self Nomination:

1. Complete the Nomination form.
2. Address all items listed in the selection criteria.

Nominator:

1. Complete nomination form
2. Address all items listed in the selection criteria.

Due Date:

Nominations close **6 April 2010**.

Eligibility:

- ✚ Nominations will be accepted from applicants employed in either the private or public sector. There is no age, gender, association membership or status restrictions on entering;
- ✚ Nominees for the Senior Award must have a minimum of five (5) years experience in the administration or office environment (i.e. HR, Sales, Retail, Finance, Medical, Legal, Technical etc).
- ✚ Nominees for the Junior Award must have a minimum of three (3) years experience in the administration or office environment (i.e. HR, Sales, Retail, Finance, Medical, Legal, Technical etc) and must be under 25 years of age at the time of nomination.

Non Eligibility:

- ✚ Past recipients of the AIOF Office Professional of the Year Award;
- ✚ Members of the AIOF Darling Downs Branch Committee of Management.

Nomination form for Darling Downs Office Professional of the Year Award 2010

Name of Nominee

Name of Nominator:

Organisation:

Position Title of Nominee:

Business Address:

Telephone: Nominee

Telephone: Nominator

Email: Nominee

Email: Nominator

Signature of Nominee

Signature of Nominator

Send Nomination Form to:

AIOP Darling Downs Branch
PO Box 1324
TOOWOOMBA QLD 4350

Phone: 46312570 (bh) or (46362525)
Fax: 46361725
Email: wellsm@usq.edu.au

Selection Criteria

All of the items listed below must be submitted with the above form. These items can be submitted by either the nominee or the nominator.

Resume and Reference

- ✚ Attach current resume for the nominee

Your contribution

- ✚ 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?

Achievements

- ✚ List the major achievements or professional highlights in the nominee's career to date.

Personal Attributes (min 150 words, max 350 words)

- ✚ Describe the personal attributes and major strengths of the nominee.

Contributions (min 150 words, max 350 words)

- ✚ Outline how the nominee supports his/her employer in achieving business goals.
-