

2010 Victoria Division Office Professional of the Year

The greatest prize is the title itself. This award salutes achievers in business and industry that have pursued excellence in their personal and professional development.

Victoria Division winner will be announced in Melbourne on Friday 27th August 2010. The winner will be presented with the award that includes a trophy and prizes provided by the Division's sponsors.

Australian Institute
of Office Professionals.
Incorporated in Victoria
ABN 68 004 992 577
*(formerly Institute of
Professional Secretaries
& Administrators (Australia))*

CRITERIA

Award

AIOOP 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).

About the Award

- 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 AIOOP Office Professional of the Year Award winner will be regarded as Ambassadors for the Australian Institute of Office Professionals (AIOOP). The successful nominees will be encouraged and supported to continue professional and personal development through active involvement in AIOOP activities.

Eligibility

- The Awards are open to all AIOOP 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 AIOOP 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).
- The winners of this Award is expected to act as an Ambassador in promoting AIOOP to the wider business community and to regularly attend AIOOP 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 AIOOP 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. Finalists will be interviewed by the judging panel during the week of 2nd August 2010.
- Finalist must be present at the AIOF Annual Office Professionals' Dinner on Friday 27th August 2010, to receive the Award. The Award winner will be announced during the Dinner proceedings.
- Included on the judging panel are representatives from partners, business and AIOF, 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.

Terms and Conditions of Entry

- To participate in the 2010 AIOF Office Professionals of the Year Awards, all questions on the Nomination Form and Selection Criteria (available on your local AIOF 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 2nd August 2010, location and time to be confirmed.
- The judges' decision is final and no correspondence will be entered into.
- Finalist must be present at the AIOF Annual Office Professionals' Dinner on Friday 27th August 2010, to receive the Award. The Award winner will be announced during the Dinner 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 AIOF 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. Also, as a finalist, you will be entitled to one (1) free ticket to the Annual Dinner. Any guests attending with you will need to purchase tickets.
- Booking conditions may apply to any accommodation prizes.
- Further information can be obtained from Judith Fitzmaurice – AIOF Victoria Division President
Email: presidentvic@aiop.com.au | or visit the website www.aiop.com.au/vic

Prizes

AIOP Victorian Office Professional of the Year winner will receive:

- **MT ELIZA EXECUTIVE EDUCATION** – Program valued at over \$6,000
- \$500 Voucher thanks to **McARTHUR**
- A hamper lovely from **THE TWO BASKETEERS**
- A ‘Women on the Move’ gift pack from **SANDI GIVENS** valued at over \$300
- A trophy and twelve (12) months Membership from **AIOP VICTORIA DIVISION**

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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 & 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 fulfil the role of Ambassador for the Australian Institute of Office Professionals? (max 350 words)

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.

NOMINATION DETAILS FORM

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

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

Nominee's Full Name: _____

Postal Address _____

Day time Telephone Number: _____ Mobile Number: _____

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 Annual Office Professionals' Dinner on Friday 27th August 2010. I understand that in the event that I am unable to attend the Dinner, 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.

Nominees

Signature: Date:

Nominator's Full Name:

Postal Address:

Day time Telephone Number: Mobile:

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

Due Date: 23rd July 2010 - late applications will not be considered



If sending hard copy of application via post, three (3) copies of the Application marked "Confidential" should be submitted to: AIOP Victoria Division President - PO Box 4598, MELBOURNE VIC 3001 or emailed to: presidentvic@aiop.com.au