

# **Fostering Executive Women Management Committee Nomination Pack**

## **IMPORTANT INFORMATION**

Nominations close on Tuesday 12 May 2020

Please lodge nomination forms (pages 6 and 7) by email to  
[few@qut.edu.au](mailto:few@qut.edu.au).

If vacancies exist following the nomination process, late nominations may be taken from the floor during the annual general meeting.

## **Fostering Executive Women Alumni Chapter Annual General Meeting**

Tuesday 19 May 2020  
6:30pm AEST  
Online (via Zoom)

**ABOUT FOSTERING EXECUTIVE WOMEN (FEW)**

Fostering Executive Women (FEW) is a QUT Alumni Chapter for female postgraduates and current female postgraduate students of the QUT Business School (ie FEW Full Members).

Founded by Associate Professor Caroline Hatcher, FEW was established in May 2003 in response to student requests for a forum or interest group for female postgraduates to enable continuing connections and to support their advancement in leadership and business. The FEW vision remains strong today.

In 2014, the interest group became a (non-profit) unincorporated association named *QUT Alumni Chapter of Fostering Executive Women* ('Chapter') established under the Rules of the Chapter. The Chapter draws upon more than 1,500 students or alumni of QUT Business School postgraduate programs and the business community with the common broad goal of advancing women in business and leadership.

The success of Fostering Executive Women has been possible because of the generous support of the QUT Business School, its corporate sponsors, volunteers, QUT alumni members and the Queensland business community who share their time, experiences and their wisdom to help others develop skills and expand knowledge. Together, the efforts of all have made an impact and helped shape and influence the careers and professional development of many women. Over the past 16 years, FEW has seen women enter senior and executive leadership, start businesses, take on Board positions, and move into positions of influence, while juggling career and personal responsibilities.

**THE PURPOSE OF FEW**

Fostering Executive Women supports the development and promotion of women in leadership - corporate or entrepreneurial – including celebrating members' achievements through advocacy, mentoring and networking opportunities as they strive to achieve their professional and personal goals. To achieve its vision, FEW offers a suite of programs for its members aimed at developing and encouraging women to challenge and prepare themselves in advancing as leaders in business. In this way, FEW aims to contribute to the participation of women at the leadership/executive level.

**PROGRAMS AND SCHOLARSHIP**

FEW offers a range of opportunities such as:

- providing QUT postgraduate women with access to a quality mentoring program;
- hosting professional development events/seminars that enable women to connect with and be inspired by business and thought leaders as well as a network of like-minded people;
- an international scholarship; and
- developing a community of business professionals who collaborate and support women to achieve their professional goals.

**FEW Mentoring Program**

Each year, FEW selects a group of postgraduate women to participate in its flagship mentoring program. For six months, these high potential women in business are matched with business leaders from diverse industry backgrounds whose purpose is to guide and encourage participants in their career path.

Together, the mentors and mentees participate in a range of formal and informal professional development and networking events that deliver learning and developmental opportunities to both parties. Upon completion, mentees execute their own personal and professional development plans.

The mentoring program has played a significant role in developing the confidence of business women to seek advancement, raising their visibility, and providing them with a broader perspective of organisational dynamics.

## **THE ROLE OF THE MANAGEMENT COMMITTEE**

The Management Committee oversees and coordinates FEW activities that ensure its ongoing development and success. Committee members contribute by taking on specific roles as well as providing support to FEW activities generally. The Management Committee positions are crucial to the effectiveness of FEW in achieving the Chapters goals and objectives. Committee members are drawn from FEW's membership ie female postgraduates and currently enrolled female postgraduate students of the QUT Business School, as well as Friends of FEW.

### **The structure of the Management Committee**

The Management Committee consists of up to 10 elected persons, and 2 Friends of FEW appointed by the Committee. A QUT nominee, drawn from the QUT Alumni Office, also provides support and guidance to the Management Committee.

### **Term of Office**

The Term of Office for a FEW Management Committee Member elected at an Annual General Meeting (AGM) shall be the greater of two calendar years or the second anniversary of the AGM at which the Management Committee Member was elected. **IMPORTANT NOTE:** All Committee positions are voluntary (and unpaid).

### **Committee positions for the term 2020 to 2021**

The Management Committee positions vacant and available for the term 2020-21 include:

- President
- Vice-President
- Treasurer
- Secretary

## **SUMMARY DESCRIPTIONS OF VACANT MANAGEMENT COMMITTEE POSITIONS**

### **1. PRESIDENT**

The President provides the principal leadership to the FEW Management Committee, has overall responsibility for overseeing the direction and activities of FEW consistent with the interests of members and QUT, facilitates the development, implementation and achievement of Chapter goals and objectives in line with those of QUT and works with the Committee to prioritise its goals. Ultimately, the President is accountable for the management and operation of the Chapter.

### **2. VICE-PRESIDENT**

The Vice-President deputises for the President in all areas of the President's responsibility in effectively managing the Chapter, including chairing the committee meetings in the President's absence. As such during extended absences, the Vice-President may be required to provide the principal leadership to the FEW Management Committee, take on overall responsibility for overseeing the direction and activities of FEW consistent with the interests of members and QUT, facilitate the development, implementation and achievement of Chapter goals and objectives in line with those of QUT, and work with the Committee to prioritise its goals.

### **3. TREASURER**

The Treasurer is responsible for general financial oversight, financial budgeting and planning and financial record-keeping and reporting. To this end, the Treasurer provides financial reporting and analysis, is responsible for ensuring that effective financial procedures are established and for

appropriate use of chapter funds and monitoring, and maintaining the Chapter's financial accounts in conjunction with the Alumni Office.

### 4. SECRETARY

The Secretary provides support to the President and the Committee in ensuring the smooth functioning of the Chapter/Committee. The Secretary also often acts as an information and reference point for the President/Chair and other Committee members, clarifying practice and decisions, confirming Chapter requirements and retrieving relevant documentation.

### MAIN DUTIES AND RESPONSIBILITIES OF ALL MANAGEMENT COMMITTEE MEMBERS

1. Commit and reliably work to achieve the Chapter's aims and objectives.
2. Participate in Chapter Committee meetings – scheduled face to face, video and/or teleconference meetings.
3. Contribute to the annual strategic planning activities.
4. Carry out activities specific to role in a timely, effective and professional manner.
5. Take an active role in managing the Chapter's finances.
6. Work with the QUT Alumni Office to develop marketing and communication to FEW members, and material to promote the Chapter.
7. Work with Committee colleagues in organising and delivering Chapter events.
8. Attend and support FEW and QUT at functions, events and orientations.

### GENERAL QUALIFICATIONS / REQUIREMENTS

1. A female postgraduate of a QUT Business School postgraduate program (FEW Full Member).
2. Commitment to contributing to and delivering for the FEW Management Committee and the Chapter's objectives, with effort to attend all Committee meetings (in person or via phone), but no less than 80% Committee meeting attendance.
3. Excellent communication skills.
4. Excellent organisational skills and attention to detail.
5. Computer and internet access.
6. Previous experience working on a Committee or in volunteer leadership highly desirable.

### TIMETABLE FOR MANAGEMENT COMMITTEE MEETINGS

The Management Committee meetings in 2020 will be held monthly. The Management Committee is exploring the use of technology to optimise Committee operations and increase flexibility and convenience for Committee members. Any working group sub-committee meetings will be scheduled in accordance with key outcomes and/or deadlines and will be determined by that group.

### MANAGEMENT COMMITTEE NOMINATION RULES

#### Eligibility for Nomination

To be eligible for Committee nomination, **the nominee and the nominator must be female postgraduates of the QUT Business School (FEW Full Member)**. Nominations will be checked against records for validity. Invalid nominations will be disqualified.

Nominations are to be on the FEW nomination form included in this pack (page 7), signed by the nominee and the nominator, and lodged as directed (by email [few@qut.edu.au](mailto:few@qut.edu.au)) to the Secretary of FEW by Tuesday, 12 May 2020.

Should insufficient nominations be received by this date then nominations will remain open until the commencement of the annual general meeting at which the election of Committee Members is to be held or made.

Should insufficient nominations be received at the commencement of the annual general meeting at which the election of Committee Members is to be held or made, then nominations may be called from the floor.

Each FEW Full Member present at the annual general meeting may vote for any number of candidates but not exceeding the number of vacancies.

**NOTE:** Self nominations will not be accepted.

### **Lodgement of Nomination Form**

A nomination is to be sent by email to the Secretary at email [few@qut.edu.au](mailto:few@qut.edu.au) by **Tuesday, 12 May 2020**.

Nominees are also required to complete the FEW Management Committee Statement of Commitment (on the following page) and submit with nomination.

**FEW MANAGEMENT COMMITTEE STATEMENT OF COMMITMENT**

**Directions:** Please read *this Statement of Commitment*, sign it and return it to the Secretary. Before signing, please contact the Secretary by email at [few@qut.edu.au](mailto:few@qut.edu.au) if you have any questions about Committee responsibilities and the level of commitment required.

I, the undersigned, will exercise the duties and responsibilities of my appointment with integrity, respect, collegiality, and due care and diligence. I pledge:

1. To always act for the good and in the best interests of Fostering Executive Women and its members;
2. To establish as a high priority, my attendance at all Committee meetings;
3. To come prepared to discuss the issues and business to be addressed at scheduled Committee meetings, having read the agenda and relevant reports and background material;
4. To work with and respect the opinions of my peers who serve on this Committee, and to leave my personal prejudices out of all Committee discussions;
5. To ensure the confidentiality of all information, matters, discussions, opinions and decisions within the committee by refraining from discussing same with non-committee members;
6. To represent Fostering Executive Women in a positive and supportive manner at all times and at all Fostering Executive Women and/or QUT events and functions;
7. To observe the meeting procedures, and display courteous, respectful conduct in all Committee meetings;
8. To avoid conflicts of interest between my position as a Committee Member and my personal interests whether philosophical or economic. If such a conflict does arise, I will declare that conflict before the Committee discusses the matter giving rise to the conflict;
9. To support in a positive manner all decisions and actions taken by the Committee even when I am in a minority position on such decisions and actions;
10. If I chair a sub-committee meeting, I will:
  - Call meetings as necessary until objectives are met;
  - Ensure that the agenda and support materials are made available to members before meetings;
  - Conduct the meetings in an orderly, fair, open and efficient manner; and
  - Provide sub-committee progress reports/minutes to the Committee at its scheduled meetings.
11. To participate in the following activities as a matter of high priority:
  - Annual strategic planning workshop to be held in late November/early December 2019;
  - Committee events; and
  - Fund raising to ensure Fostering Executive Women has adequate funding for its programs.

If, for any reason, I find I am unable to carry out these responsibilities and commitment to the best of my abilities, I agree to resign my position as a Committee Member in the best interests of Fostering Executive Women and its members.

Name.....

Signature..... Date...../...../.....

**2020 FEW MANAGEMENT COMMITTEE NOMINATION FORM**

*For the term of office commencing May 2020 for a period of 2 years. If you are nominating for more than one position, separate nomination forms must be submitted.*

**Fostering Executive Women (FEW)** is a QUT Alumni Chapter for female postgraduates and currently enrolled female postgraduate students of the QUT Business School (FEW Full Member) with the broad goal of advancing women in business and leadership. The Management Committee oversees and coordinates FEW activities that ensure its ongoing development and success. Committee members contribute by taking on specific roles as well as providing support to FEW activities generally.

|  |                  |                 |             |
|--|------------------|-----------------|-------------|
| <b>NOMINATOR</b>   |                  |                 |             |
| <i>Must be a female alumnus of a QUT Business School postgraduate program – FEW Full Member. Please include QUT student number if known.</i> |                  |                 |             |
| <b><i>I hereby nominate the following person for election to the Fostering Executive Women (FEW) Management Committee.</i></b>               |                  |                 |             |
| <b>Full name</b>   |                  |                 |             |
| <b>Status</b>  | Post-Grad course | Year graduated: | Student No: |
| <b>Contact details</b>   | Email:           |                 | Mobile:     |

|  |                  |  |             |           |  |
|--|------------------|--|-------------|-----------|--|
| <b>NOMINEE</b>   |                  |  |             |           |  |
| <i>Must be a female alumnus of a QUT Business School postgraduate program – Full FEW Member. Self-nomination will not be accepted. Please include QUT student number if known.</i> |                  |  |             |           |  |
| <b><i>I agree to stand for election to Fostering Executive Women (FEW) Management Committee.</i></b>   |                  |  |             |           |  |
| <b>Full name</b>   |                  |  |             |           |  |
| <b>Role preference</b><br><i>(circle or tick one)</i>  | President        | Vice - President   | Treasurer   | Secretary |  |
| <b>Status</b>  | Post-Grad Course | Year graduated:  | Student No: |           |  |
| <b>Contact details</b>   | Email:           |  |             | Mobile:   |  |
|  |                  | <p><i>Please provide below, a statement of not more than 200 words expressing how you:</i></p> <ul style="list-style-type: none"> <li><i>would add value to FEW;</i></li> <li><i>meet the requirements of the role you nominate.</i></li> </ul> <p><b>Note:</b> <i>where submissions exceed 200 words only the first 200 words will be published. This statement will be published to FEW members prior to the AGM.</i></p> <p><i>Please also attach to this nomination, a CV/bio, maximum 2 pages, detailing relevant experience.</i></p> |             |           |  |
| Signature of NOMINEE:  |                  |  |             | Date:     |  |
| Signature of NOMINATOR:  |                  |  |             | Date:     |  |

Nomination must be lodged by email to [few@qut.edu.au](mailto:few@qut.edu.au) by **Tuesday, 12 May 2020.**