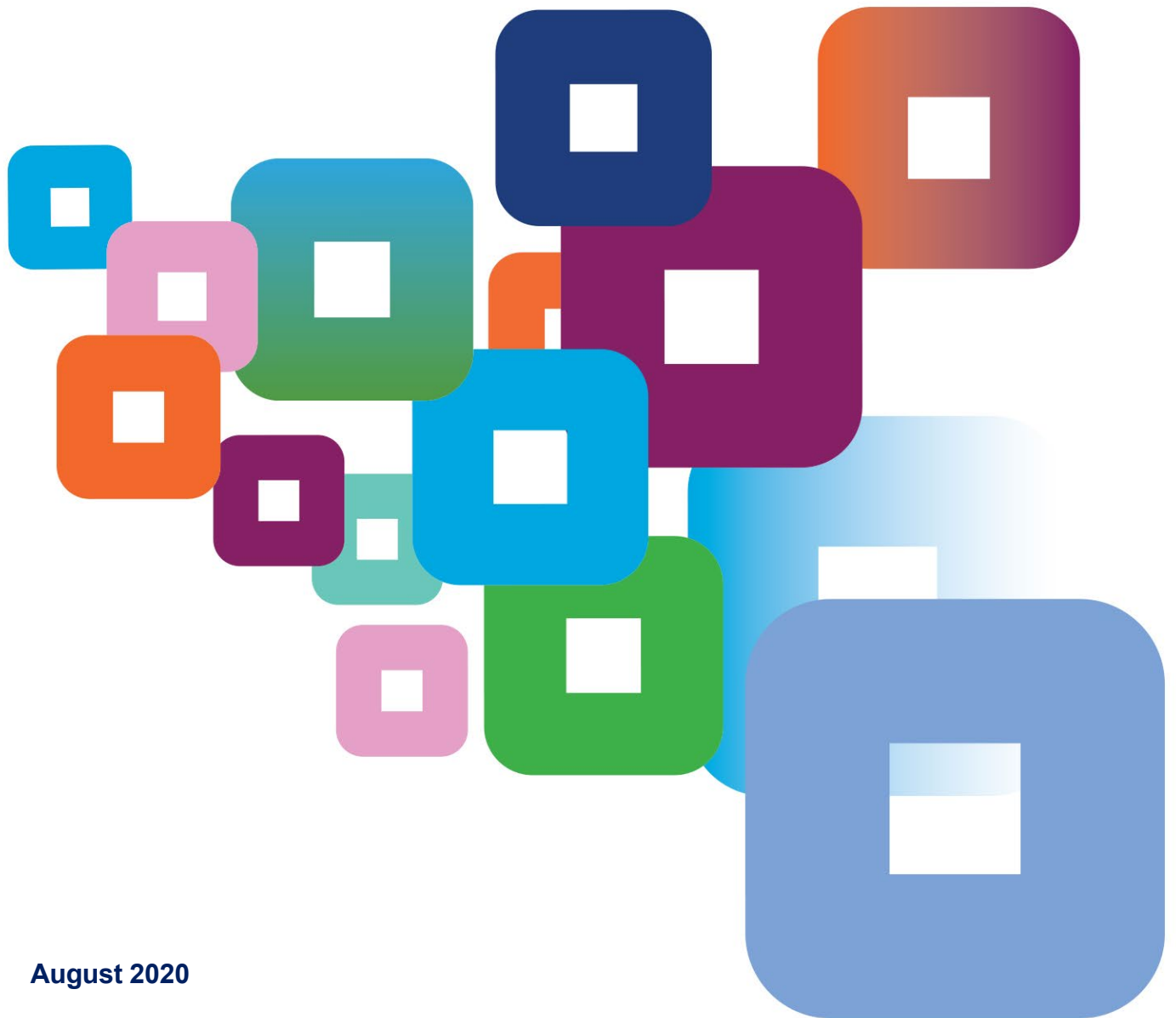




# Leadership and Governance Program 2020 Application Form—Mentees



August 2020

# Leadership and Governance Program 202—Mentee Application Form

**Important: Please read the following terms and conditions of the Leadership and Governance program 2020 before completing the application form.**

## Terms and conditions of participation

### Purpose

The purpose of the Leadership and Governance Program is to encourage greater representation of people from culturally and linguistically diverse (CaLD) backgrounds on public, private or not-for-profit (NFP) sector boards and committees. The program aims to:

- build the capacity of CaLD community members
- equip members of CaLD communities with information, knowledge and skills to enable them to apply for and participate on relevant boards and committees
- facilitate engagement of CaLD communities in government decision-making processes.

The program comprises of three components:

- the *Diversifying boards—Your cultural advantage: A guide to pursuing a board role* publication
- a governance training program based on the *Diversifying boards* guide
- a mentoring program to support mentees.

### Leadership and Governance training

The Leadership and Governance workshops are delivered through four full-day workshops on Saturday 10 October, Saturday 17 October, Saturday 24 October and Saturday 14 November 2020, and a mentoring training and orientation session for both mentors and mentees on the morning of Saturday 31 October 2020.

The workshops are designed to assist participants to develop the knowledge, understanding and skills to nominate for public and private sector boards and committees, and to participate fully in civic life as leaders and active citizens in Australian society.

Drawing on the *Diversifying Boards* publication, the training workshops include information on the different types of boards and how they work; how to prepare for board meetings; meeting-room behaviour and norms; and understanding obligations (including legal and financial) and relationships.

The workshops also address ways to assess skills, how to identify and apply for board roles, and provide links to free resources.

### Participation criteria

Program applicants must meet all of the following criteria. You must:

- be from a culturally and linguistically diverse background
- have appropriate professional skills and qualifications for membership of boards or committees
- have an appropriate level of English language proficiency
- be genuinely interested and willing to actively seek participation on a board or committee outside of your CaLD community organisation or group

- be committed and available to participate in all aspects of the program including all Leadership and Governance training sessions and the 12-month mentoring program.

### **Objectives of the OMI mentoring program**

The principal objective of the Office of Multicultural Interests (OMI) *Stepping Up to the Challenge* mentoring program is to support participants in their learning, and to provide guidance and assistance to nominate for and secure places on a board or committee. The program does not guarantee a board role at the completion of the program.

### **Stepping Up to the Challenge mentoring program**

In the context of the *Stepping Up to the Challenge* mentoring program, mentoring is a relationship between an experienced board member selected by OMI (the mentor), and the training participant (the mentee). The mentor provides guidance and assistance to the mentee in their journey to seek out, nominate for and secure places on a board or committee.

The mentee within the context of this mentoring program is seeking information and knowledge about the workings of boards within public, corporate and not-for-profit sectors.

The primary purpose of the mentoring relationship is to support the mentee to step up to board responsibilities. The mentee is therefore required to be proactive and create an agenda and relationship that reflect the types of governance/board goals that they would like to achieve.

The *Stepping Up to the Challenge* mentoring program is a structured program that takes place over 12 months. Mentors and mentees are matched, trained and sign an OMI Partnership Agreement outlining the two fundamental principles of the partnership: confidentiality and mutual accountability.

Mentorship will be periodically monitored by an OMI staff member. This will be done through confidential separate 'check-in' conversations with all the mentees and mentors.

The process of the mentoring will follow a semi-structured format, as a one-on-one relationship between the mentor and the mentee. The mentoring session can take place face-to-face, via telephone and online over the 12-month period, with the suggested duration of each session being approximately one hour each month.

### **Evaluation**

Evaluation of the Leadership and Governance program is a critical component to ensure long-term effectiveness of the program. Participants of the program will be required to complete a baseline survey before commencing the mentoring, and a final evaluation at the end of the mentoring period.

### **Registration fee**

Please note that this program is expensive to deliver and has a limited number of places.

If you are successful in being selected into the program, you will be required to make a registration payment of \$50, which will be paid to AIM WA before commencing the program.

## **Time commitment**

Participants will be required to commit to the following:

- attend four full-day workshops on Saturday 10 October, Saturday 17 October, Saturday 24 October and Saturday 14 November 2020
- attend the mentoring training and orientation session on the morning of Saturday 31 October 2020
- meet with their mentor for at least one hour every month for 12 months. The dates, meeting place and times are to be confirmed between mentor and mentee
- undertake necessary work towards securing a board or committee position.

## **Confidentiality and mutual accountability**

Mentors and mentees are asked to follow the OMI mentoring confidentiality and mutual accountability requirements below. These statements provide important guidance to both mentors and mentees regarding their mentoring relationships. These boundaries protect the rights of all mentoring participants.

The requirements are:

- all conversations will be held in strict confidence
- trust, confidentiality and mutual accountability are critical components of the mentoring relationship and will be maintained at all times
- active participation by the mentor and mentee is required in all mentoring sessions
- commitment to the mentoring relationship is an important part of all mentoring sessions
- professional conduct will be maintained at all times throughout the mentoring relationship
- any mentors or mentees who are having difficulty in their mentoring relationship should contact OMI, and an appropriate course of action will be discussed.

Failure to comply with any of the above by either the mentor or mentee can lead to the termination of the OMI mentoring relationship.

## Mentee application—Leadership and Governance Program

Please complete this application and submit by COB Monday 14 September 2020

### Confidential

#### Personal details

Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>	Dr <input type="checkbox"/>	Not identified <input type="checkbox"/>
First name					
Last name					
Organisation/Community					
Position title					

#### Contact details

Street		Suburb		Postcode	
Telephone		Mobile			
Email address					
Ethnicity		Country of birth			
Country of birth of parents		Year of arrival in Australia (if born overseas)			
Reason for migrating to Australia					
English language proficiency	Excellent <input type="checkbox"/>	Very good <input type="checkbox"/>	Good <input type="checkbox"/>	Average <input type="checkbox"/>	
Language spoken at home					

#### Tertiary education

Qualification	Where obtained from (name of institution and country)

## Professional experience

<b>Professional background</b>	
<b>Current profession/job (include year of commencement)</b>	
<b>Briefly describe your employment history</b>	

## Additional information

<p><b>Are you currently on, or have you served on, any board or management committee?</b></p> <p>If yes, please list in chronological order including date and status (for example, Secretary, Kenyan Community in Western Australia, 2012–2014; or Member, Heidelberg Primary School Parents Committee, 2015–2016; or Treasurer, Kookaburra Sports Club, 2016–2018; or Board member, Save the Whales, 2018 to present)</p>

## Commitment and interest

<b>Why do you want to be involved in this program?</b>
<b>What are your expectations for participating in the program?</b>
<b>What do you consider to be your area/s of expertise?</b>
<b>What do you consider to be your area/s of interest?</b>
<b>What sort of board(s)/committee(s) are you interested in joining and why?</b>

**Mentoring program experience**

**Have you participated in a mentoring program before?**

If so, please indicate the name of the course/training, whether as mentor or mentee, type of program and duration, and any other additional information.

**Are you committed and available to actively participate in the program**

(four full-day training sessions, a one half-day mentoring training and orientation session, and a 12-month mentoring program)?

Yes  No  Not sure

Please note that this program is expensive to deliver and has a limited number of places (**Important reminder:** Successful applicants pay a registration fee of \$50)

**Preferences**

**Do you have any particular preferences regarding the mentor you are matched with?**

(For example, gender, level of experience, etc.)



## Declaration

I, the undersigned, express my interest to participate in the OMI Leadership and Governance Program and agree to the terms and conditions stated above.

I hereby declare that, if selected, I will pay the total registration fee of \$50 before commencing the program; I will make myself available to participate in all aspects of the program, including but not limited to the four training workshops, the mentoring training and orientation session, meetings with my mentor and the annual alumni event.

I further agree to complete and return to OMI the relevant feedback and evaluation forms at the required times and understand that I will only receive a certificate of completion if I have met all the conditions and agreements of the Leadership and Governance Program.

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**Signature**

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**Full Name**

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**Date**

Please send completed form to [bernadette.masbayi@omi.wa.gov.au](mailto:bernadette.masbayi@omi.wa.gov.au)