



Victorian Honour Roll of Women

2021 Nomination Toolkit - Round Two

Congratulations – your application for Round One was successful and you have progressed to Round Two. Please read the information below to help you prepare your Round Two application.

Nominations close on 30 April 2021. You can access the Round Two application form using the personalised link that has been emailed to you. For assistance with your application, please email womensleadership.fv@dffh.vic.gov.au

What do I need to do in Round Two?

In Round Two of the application process, the Assessment Panel will evaluate your application based on your response to the following selection criteria:

- **how** the activities and achievements of the nominee have made an exceptional contribution, and the **difference** this has made to their community, field of work or endeavour, and
- **how** the applicant's achievements have generated long-term **benefits** for the local, national or international community.

You will also be required to:

- provide the contact details of two referees and accompanying letters of support, and
- attach a recent photo of the nominee.

You may wish to:

- submit up to five additional documents or materials such as news articles, videos or written references in support of the nomination. Please note that attachments are not compulsory.

What are the nomination categories?

• Trailblazer

A 'trailblazer' is an inspiring role model who effectively leads the way for women starting out in a field which is traditionally male-dominated and has significant barriers for women. They may break new ground in their line of work and challenge traditional gender stereotypes, attitudes and norms.

• Local champion

A 'local champion' is a dedicated member of their community. They have used their skills and expertise either in a voluntary or professional capacity. A local champion may be an unsung hero, or a woman whose substantive contributions are deserving of wider recognition. They may be working to shift perceptions of women in leadership and decision making at a local level.

• Change agent

A 'change agent' is a woman who has made an enduring commitment in their field of expertise, interest or endeavour that has brought about significant and lasting change. They are renowned within their field of expertise and have lifted the visibility of women as subject matter experts. Through persistence and determination, a change agent shines a light on a particular cause, disrupts gender stereotypes, initiates much needed reforms or supports a shift in public perception.

• Emerging leader

An 'emerging leader' is a young woman redefining leadership in their chosen career, field or passion, and whose accomplishments position them as strong role models and act as inspiration to the next generation. They may be just beginning their leadership journey and demonstrating the capability, vision and commitment to become a future leader and shape the future of Victoria. Nominations for this category will only be accepted for women aged between 16 and 30.

• Leading through disaster

The 'leading through disaster' category recognises women whose influence and example have advanced women's leadership in disaster preparedness and response at a grass roots, local or global level. It recognises women's leadership in supporting communities to respond, recover and rebuild after the 2020 bushfires and the COVID-19 pandemic. They may be working to address the gendered needs of women impacted by the 2020 bushfires or the COVID-19 pandemic.

Tips to help you get started

The Assessment Panel will rank your application based on your response to the selection criteria. Use simple language and examples where possible – you can even use bullet points to tell the nominee’s story and list their achievements.

How do I respond to the selection criteria?

In Round Two, each nomination category is asking you to respond to the same selection criteria – that is, to describe **how** the activities and achievements of the nominee have made an exceptional contribution, the **difference** this has made to their community, field of work or endeavour, and **how** the applicant’s achievements have generated long-term **benefits** for the local, national or international community. Below are some tips for you to consider when developing your response.

Nomination Category: Trailblazer

Nomination Category: Trailblazer

Selection Criteria:

1. Describe **how** the nominee’s activities and achievements have made an exceptional contribution, and the **difference** this has made to their community, field of work or endeavour.

2. Describe **how** the nominee’s achievements have generated long-term **benefits** for the local, national or international community.

TIPS

- Has the nominee inspired others to enter a male dominated field, or act as a catalyst for others to do so?
- Use specific examples to demonstrate how the nominee’s activities and achievements have made a difference to their community or industry.
- Describe how the nominee has actively promoted the inclusion and/or advancement of women in a male dominated sector or industry.
- What qualities does the nominee possess that have led them to make an exceptional contribution - vision, innovation, entrepreneurial drive, etc?
- How will the nominee’s achievements impact generations to come?
- Is the nominee’s impact measurable? Where possible, estimate the number and groups of people benefitting from the nominee’s initiative, project or achievement.
- What is the legacy of the nominee’s achievements?

Nomination Category: Local Champion

Nomination Category:

Local Champion

Selection Criteria:

1. Describe **how** the nominee's activities and achievements have made an exceptional contribution, and the **difference** this has made to their community, field of work or endeavour.

2. Describe **how** the nominee's achievements have generated long-term **benefits** for the local, national or international community.

TIPS

- What was the activity, event or engagement that demonstrated the nominee's leadership?
- Outline how the nominee is a 'driving force' in their community.
- Use specific examples to demonstrate how the nominee's activities and achievements have made a difference to their community.
- Has the nominee overcome significant difficulty, adversity or barriers to bring their community together?
- What qualities does the nominee possess that have led them to make an exceptional contribution – tenacity, dedication, selflessness, etc.
- How will the nominee's achievements impact generations to come? How are the benefits lasting and/or widespread?
- Is the nominee's impact measurable? Where possible, estimate the number and groups of people benefitting from the nominee's initiative, project or achievement.
- What is the legacy of the nominee's achievements?

Nomination Category: Change Agent

Nomination Category:

Change Agent

Selection Criteria:

1. Describe **how** the nominee's activities and achievements have made an exceptional contribution, and the **difference** this has made to their community, field of work or endeavour.

2. Describe **how** the nominee's achievements have generated long-term **benefits** for the local, national or international community.

TIPS

- Outline how the nominee is an agent of change in their community or sector.
- Has the nominee established policy, enacted legislation, initiated change or created initiatives to further gender equality?
- Clearly describe how the nominee has made an exceptional contribution as a change agent. Use specific examples to demonstrate how the nominee's activities and achievements have made a difference.
- What qualities does the nominee possess that have led them to make an exceptional contribution – persistence, determination, etc?
- How will the nominee's achievements impact generations to come? How are the benefits lasting and/or widespread?
- Is the nominee's impact measurable? Where possible, estimate the number and groups of people benefitting from the nominee's initiative, project or achievement.
- What is the legacy of the nominee's achievements?

Nomination Category: Emerging Leader

Nomination Category:
Emerging Leader

Selection Criteria:

1. Describe **how** the nominee's activities and achievements have made an exceptional contribution, and the **difference** this has made to their community, field of work or endeavour.

2. Describe **how** the nominee's achievements have generated long-term **benefits** for the local, national or international community.

TIPS

- Why is the nominee a role model for emerging leaders?
- Outline how the nominee has overcome challenges, demonstrated initiative or displayed leadership potential
- Clearly describe how the nominee has made, or has the potential to make, an exceptional contribution. Use specific examples to demonstrate how the nominee's activities and achievements have made a difference.
- What qualities does the nominee possess that demonstrate leadership potential – innovation, perseverance, willpower, etc?
- How will the nominee's achievements impact generations to come? How will the benefits be lasting and/or widespread?
- Is the nominee's impact measurable? Where possible, estimate the number and group/s of people benefitting from the nominee's initiative, project or achievement.
- Consider the type of legacy the nominee wishes to make in her chosen field, passion or area of interest.

Nomination Category: Leading through disaster

Nomination Category:

Leading through disaster

Selection Criteria:

1. Describe **how** the nominee's activities and achievements have made an exceptional contribution, and the **difference** this has made to their community, field of work or endeavour.

2. Describe **how** the nominee's achievements have generated long-term **benefits** for the local, national or international community.

TIPS

- How did the nominee address the gendered needs of women impacted during a time of crisis?
- Did the nominee foster diversity and inclusion in the emergency response sector, or increase cultural awareness within the workforce?
- Did the nominee promote or support effective health messaging for groups within the community – for example, culturally and linguistically diverse or rural communities?
- Outline how the nominee demonstrated unity in a time of crisis through compassion, assistance or support for fellow Victorians.
- Use specific examples to demonstrate how the nominee's activities and achievements have made a difference.
- How will the nominee's achievements impact generations to come? How are the benefits lasting and/or widespread?
- Is the nominee's impact measurable? Where possible, estimate the number and groups of people benefitting from the nominee's initiative, project or achievement.
- What is the legacy of the nominee's achievements?

Frequently asked questions

When are nominations due?

Round Two applications close on 30 April 2021. Nominations submitted after this date will not be considered.

Where do I find the nomination form?

Access the Round Two online form using the personalised link that has been emailed to you. This is where you will submit your nomination.

Do I have to nominate someone online?

No. If you would prefer a physical copy of the application please email womensleadership.fv@dffh.vic.gov.au and a member of our team will send one out to you.

Does the nominee need to address the Selection Criteria?

Each nomination category contains descriptions of the kind of activities, initiatives and achievements that would be deserving of being inducted onto the Victorian Honour Roll of Women.

Please read the selection criteria for the category in which you are nominating carefully.

Can I change the nomination category I selected in Round One?

No, you cannot change the category you selected for your nominee in Round One.

Do I have to notify the individual that I am nominating them?

Yes. Please make sure you discuss the nomination with the nominee and obtain their permission to be assessed as part of the Victorian Honour Roll of Women selection process.

What are referees?

You are required to submit contact details of two referees and accompanying letters of support. A referee is a person willing to testify about the nominee's character or ability. Referees should be familiar with the nominee so they can corroborate the information provided in the application. The referee should be

able to describe the applicant's activities and achievements, and the difference this has made to the nominee's community, field of work or endeavour.

Tip: Referees do not need to be public figures. It is more important that they know the nominee and can speak about their achievements.

Do I have to provide two referees, or can I just provide one?

Two referees are required for each nomination in Round Two. Contact details must be provided so the Department of Families, Fairness and Housing can verify the information provided in your nomination and develop a greater understanding of the achievements of the nominee.

Can I save my draft nomination and complete it later?

Yes. As soon as you have completed the nominator or nominee details, the form will automatically save and send you an email with your unique login and password details. When you are ready to complete your application, simply open the website again (using the link in the email), enter your email and password (also in the email) and select 'Open'.

Can I upload a video?

You can't upload a video to the nomination, but you can provide a YouTube link in an answer box.

Do I have to upload attachments?

No. You are not required to upload attachments to support your nomination. However, attachments may assist the nomination by providing a visual representation of the work undertaken by the nominee. You are also required to attach a photo of the nominee.

Can I put myself down as a referee for someone I'm nominating?

No. The nomination process is designed to have three people support the nomination – one person who nominates them (you), and two other people who support the nomination by acting as referees.

Is there an entry fee?

No. Entry is free.

When will the nominees be inducted onto the Victorian Honour Roll of Women?

Inductees will be recognised at an official presentation ceremony held in late 2021.

Tips to complete the online nomination form

1. If you need an interpreter call the Translating and Interpreting Service (TIS National) on 131 450 for the cost of a local call. TIS National operates nationally and is available 24 hours a day, 7 days a week for over 160 languages and dialects.
2. Please enter the information requested in the 'Nominee and Contact Details' section. Please note all sections marked with a red * are mandatory fields which will need a response to continue onto the following sections.
3. Answer the questions under the 'Selection Criteria' heading.
4. Upload file attachments. Uploading attachments is a two-step process. First click on 'Select Files' to add your files, then click on 'Upload Files' to attach them to your nomination.
5. Once you have completed your nomination, please click the 'Submit' button.
6. Once you have pressed 'Submit' you will receive an email confirming your application has been received.

TIP: Write your response to the selection criteria in a word document and once you are happy copy them over into the nomination form.

For additional help, email womensleadership.fv@dffh.vic.gov.au and a member of our team will assist you.