



BPW Australia
Affiliated with BPW International
ABN 50 956 174 998
Email: bpwaust@bpw.com.au
Web: bpw.com.au



BPW AUSTRALIA

Taking action for women's equality – at work, on boards, in leadership

39th NATIONAL CONFERENCE

15th to 17th October 2021

Face to Face (unless Public Health Orders are enacted)

Oceanique Function Centre, West Beach
Adelaide, South Australia

CALL TO CONFERENCE DOCUMENTATION

April 2021

BPW AUSTRALIA

CALL TO CONFERENCE 2021



15-17 OCT 2021
NATIONAL CONFERENCE

BPW Australia
Business & Professional Women

ADELAIDE SA

Envisioning the Future

From the President

It is my pleasure to invite all members to our 39th BPW Australia National Conference, in Adelaide, 15-17 October 2021. Thank you for your engagement around the need to delay this Conference from our original dates in 2020.

With the hindsight we have been given, we can recall how agile we have been in coping and continuing on through a major pandemic. Despite differences in State responses, we are all operating in much more open conditions than many other countries. As a result, we find ourselves able to plan (with a COVID contingency in the background).

Our National Conference is the key decision-making body for determining our governance and decision-making for the future. It is also our signature event where members celebrate our success, gain new perspectives, and build and strengthen relationships with colleagues. I hope we all leave feeling newly empowered with information and contacts to take back to our own communities and personal lives.

With the theme of creating our vision for the coming decade -

20/20 VISION : Envisioning the Future

the National Conference will make you think, plan and grow, all whilst enjoying the company of other members and guests.

I commend the NC2021 committee on providing an exciting program, in a beautiful location; Oceanique has some of the best vistas in Adelaide with spectacular panoramic views and an abundance of natural light – our only worry may be the distraction of watching the ocean! Check out the site online, it is absolutely stunning!

The National Conference also begins with a full day of workshops on Friday 15 October, focusing on *Strong Women, Strong Communities, Strong Financial Security*. The forum program promises a strong start to a weekend of challenge, growth and development.

Saturday, the main conference day, will include updates from all of our partner organisations (reflecting the collaboration and influence of BPW) and from BPW International. It is also the day when we consider the future direction of advocacy for BPW Australia as determined by you, our members, through the Resolutions debates and voting. There is a chance to practice this on Friday evening. We will also hold our AGM during the business time of the Conference.

Our Gala Night on Saturday includes the presentation of the BPW Australia Awards – our chance to recognise and appreciate outstanding contributions to women and BPW, in Australia and internationally. The dinner itself will be special – showcasing the beautiful produce of Adelaide and South Australia – and is an opportunity to spend some quality time together in a celebratory mood.

On Sunday, we'll hold to the theme of honouring the hard work of our members, but in the broader community. We are also continuing with the additional Club Awards that we instituted at the 38th Conference, due to the overwhelmingly positive feedback the Board received. Please read the criteria and get your nominations in! We will showcase these at a President's Breakfast on Sunday morning.

The conference will conclude after our networking lunch on Sunday to allow members time to travel home safely during the afternoon and early evening, except for Board members (out-going and in-coming).

Newly elected Board members will meet with continuing and outgoing Board members on Sunday afternoon to ensure a cost-effective and smooth handover. They will set the agenda for the next term, including the implementation of the resolutions agreed at the conference. I encourage any members considering standing for election to Board member positions to ensure they add this time to their plans.

This invitation to attend Conference includes information on nominating for Board positions and Awards, and on the process for submitting resolutions. All clubs and their members are encouraged to consider participating in these procedures, and to ensure that the requirements and deadlines for nominations and resolutions are met. There is a clear schedule of dates over the next six months to guide you.

Conference registration will go live from 1 July 2021, and you will receive an email indicating when it has opened, along with links to the dedicated National Conference page on the BPW Australia website, www.bpw.com.au.

I am looking forward to the 2021 conference for many reasons – celebrating the many strengths of our BPW members, learning from our combined experience, and hearing the insights of our keynote speakers, but mostly because of the joy of spending so much time with a body of enthusiastic, empowered women.

We so seldom have the luxury of this sort of concentrated time – please join us in Adelaide.

Jacqueline Graham
National President, BPW Australia

Conference registration (opens 1 July) and accommodation details will be sent to you shortly and Madesin will be featuring an article on the National Conference.

On the Friday we are holding a Forum, with the theme of 'Strong women, Strong communities, Strong financial security'.

2021 BPW AUSTRALIA CONFERENCE DUE DATES

Clause 8.2 of the BPW Australia Constitution and Section P8.2C of the Procedure Manual require 6 months' notice of the National Conference to be given to every financial BPW Club.

The National Conference agenda and papers – including reports, resolutions, nominations, the revised Constitution and Procedure Manual, and the agenda for the AGM – will be disseminated on 20 August 2021, 8 weeks prior to the Conference. BPW Club delegates will receive their Agenda as soon as possible after the closing date for notification of delegates by clubs.

Call to Conference	15 April
Resolutions to Conference	25 June
Nominations for Board Members	25 June
Conference Registration due to open	1 July
Board Member Reports	14 July
International Representative Reports	14 July
Call for Club Reports	14 July
Call for AGM Reports	1 August
Club Reports received	20 August
Award Nominations received	20 August
Delegates / Alternate Delegates Nominated	17 September
Agenda Distributed to Clubs, including AGM	1 October
National Conference	15-17 October

The BPW Australia 2021 Annual General Meeting will be held at 9.00 am on Saturday 16 October 2021 in the Regatta Room at Oceanique, West Beach, South Australia All members are invited to attend the Annual General Meeting.

The Pre-Conference Board Meeting will be held at 4.00pm on Friday 15 October.

Margaret Tipper
Executive Secretary, BPW Australia

Queries on conference business can be directed to

Executive Secretary, BPW Australia Suite 154, 16 Beenleigh Redland Bay Road, Loganholme, Qld, Australia 3127	Ph (07) 3103-1391 Fax (07) 3112-6838 Email: bpwaust@bpw.com.au
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or EMAIL the Executive Secretary directly at secretary@bpw.com.au

RESOLUTIONS FOR VOTING AT THE NATIONAL CONFERENCE

BPW Clubs may develop and submit resolutions with the agreement of a majority of Club members. Resolutions may relate to BPW Australia's advocacy (external resolutions) to BPW operational matters (internal resolutions). Clubs are directed to the resolutions documentation on the [Conference page](#) on the BPWA website.

BPW Clubs are encouraged to use the [working sheet](#) to assess whether their resolution is valid. It is important that resolutions focus on matters of importance to the internal operation of BPW Australia, to our external advocacy campaigns, or to new matters that are BPW core business and relate directly to our aims, membership and purpose.

It is important that BPW Clubs proposing resolutions have adequately researched their topic and present current information and evidence to support any claims made. Web links to evidence and supporting reports should be included. The Club Delegates assigned to propose and argue the case for the resolution must be sufficiently informed to be able to respond to questions from other delegates.

Please complete a separate [Resolution Form](#) for each resolution.

Each resolution must be supported by documentation and signed by 2 Officers of the BPW Club proposing the Resolution. It should be seconded by 2 Officers of a second Club. The resolution can be seconded at Conference (*Procedure Manual P8.2.1*).

The proposing and seconding clubs should identify a working group to implement the resolution following the Conference (*Procedure Manual P8.2.1*).

All resolutions will be carefully considered by the Resolutions Committee who will liaise with the proposer about any issues before accepting the resolution for debate at the Conference. In some instances, the Committee may request resubmission of resolutions in order to meet the criteria for acceptance.

The closing date for receipt of resolutions is 25 June 2021. Clubs that are financial on that date are eligible to submit resolutions. Resolutions should be forwarded to the Resolutions Chair at resolutions@bpw.com.au for consideration by the Resolutions Committee (*Constitution Clause 8.2*).

EMERGENCY RESOLUTIONS

The Conference may accept Emergency Resolutions at any session of a Conference, except the final session: *Constitution Clause 8.4*

Criteria for acceptance as an Emergency Resolution:

1. The proposed Resolution deals with an issue that has occurred or arisen only since the closing date for submissions of Resolutions.
2. The matter is of such controversial nature it merits debate at Conference instead of being referred to the incoming Board for action.
3. The proposed Emergency Resolution follows the prescribed format for resolutions and is supplied in writing with sufficient copies for all Conference delegates.

Clubs are advised that Standing Orders require an Emergency Resolution to be submitted to the Resolutions Committee for verification that it meets criteria for acceptance before it can be put to the Conference. It must first be accepted as an Emergency Resolution by a two thirds majority vote. If accepted and presented for voting, it requires a four fifths majority to pass.

AMENDMENTS TO THE BPW AUSTRALIA CONSTITUTION

Clause 8.2 of the Constitution permits the Constitution to be amended at a National Conference by a three quarters majority vote of delegates.

Such amendments may be proposed by the BPWA Board and BPW Clubs or may arise from a discussion at a Conference workshop. (*Procedure Manual P8.2.L-N*)

Note that proposed changes and additions to the Procedure Manual are submitted as resolutions, not constitutional amendments. Resolutions that have implications for the Procedure Manual can state the operational change and the outcome sought, but the specific wording of the Procedure Manual text will be determined after the Conference by the Board.

Clubs are invited to review the Constitution and submit any constitutional questions or matters to the Executive Secretary. Please monitor your emails and [the Conference page on the website](#) to stay informed about any proposed constitutional amendments. Members who have questions about the Constitution, or the process described here are encouraged to contact the Executive Secretary on secretary@bpw.com.au

Constitutional amendments should be submitted to the Executive Secretary on the [Constitutional Amendments Form](#) no later than 25 June 2021.

PARTICIPATION ON CONFERENCE COMMITTEES

The Executive Secretary is requesting for Members to volunteer for various committees and positions associated with the Conference.

Some committees are formed and are active prior to the Conference, including the Resolutions Committee, the Constitutional Committee and the Award Selection Committee. The Election Committee and the Credentials Committee are formed at the Conference.

Official positions appointed at the Conference to manage the business of Conference include: Parliamentarian [applies the standing orders], credentials [checks registrations and allocates votes], timekeeper [tracks the time taken by speakers], steward [runs messages], teller [counts votes in the business sessions], election officer [issues and collects election voting slips] and scrutineer [counts election votes]. Assistance may also be required with scribing at workshops, running PowerPoint presentations and administrative matters. Members who are attending the Conference but are not voting delegates for their Club are encouraged to volunteer for these roles.

If you are interested in taking on a committee or conference officer role, please check the Conference website and email the Executive Secretary at secretary@bpw.com.au. This is a great way to learn more about BPW and to contribute towards your Keys to Achievement targets.

COVID-19 PLANNING

BPW Australia is mindful of the Public Health Orders, both Federally and at a State level relating to the COVID-19 pandemic. The BPW Australia Board and the National Conference Planning Committee will follow all instructions relating to these Public Health Orders if there is a disease outbreak. We ask all National Conference attendees to follow instructions related to safe health practices during the Conference.

The Board and the Planning Committee are monitoring situations and will open bookings for Conference from 1 July 2021.

BPWA BOARD NOMINATIONS

Club nominations for election to the BPW Australia Board are selected by a majority vote of Club members. Clubs are directed to the nominations documentation on the [Conference page](#) on the BPWA website, including the Executive roles, competencies and responsibilities.

Nominations for election to the following Board positions are to be submitted 12 weeks before Conference (*Procedure Manual P6.3F*):

President	Director of Membership
Director of Policy	Director of Marketing
Director of Finance	Executive Secretary
State Representatives	

Please submit a completed [Nomination Form](#) and Personal Particulars Form for each candidate nominated.

BPW Clubs are reminded that (*Procedure Manual P6.3F*):

- A candidate for office must not accept nomination for more than one office, with the exception of a candidate for President who may also nominate for another Director position, stating which on her nomination form, in the event of being unsuccessful in the President election
- A candidate, to be eligible for election, must be or have been in the workforce
- Independent Members are not eligible for elected office in any capacity
- Nominations from the floor are not permitted at the National Conference

A member who expects to be absent from Australia for any lengthy period during her term of office should not accept nomination for election to the BPW Australia Board. The current term of the Board is two years.

The completed Nomination Form and Personal Particulars Form must be submitted by the deadline so that the details can be included in the Conference Agenda that is circulated to all BPW members.

Those accepting nomination for a portfolio must be prepared to attend Executive face-to-face meetings, participate in teleconference meetings and undertake the duties of the position.

All positions are declared vacant and nominations will be accepted for all portfolios. No member is eligible to hold the same office for more than two consecutive terms. The following are current Executives on the BPW Australia Board:

President	Jacqueline Graham	VIC
Director of Finance	Vacant, Ann Daniel Acting	VIC
Director of Policy	Angela Tomazos	NT
Director of Membership	Kate Waters	WA
Director of Marketing	Astrid Kuenne	QLD
Director of Young BPW	Vacant	
Executive Secretary*	Margaret Tipper	NSW

* *The Executive Secretary has served two terms so cannot be renominated*

The closing date for receipt of nominations is 25 June. Clubs that are financial on that date are eligible to submit nominations. Nominations should be forwarded to the Executive Secretary at secretary@bpw.com.au with supporting documentation (*Constitution Clause 6.3*).

BPW AUSTRALIA AWARD NOMINATIONS

BPW Clubs are invited to nominate members for the biennial BPW Awards that will be presented at the Gala Dinner at the BPW Australia National Conference. The application forms are accessible under [Awards](#) on the BPW Australia website.

To be eligible for nomination, each individual nominee should be a financial member, and nominating BPW Clubs must be financial on the nomination date.

The Jean Arnot Award

The Jean Arnot Award was established in 1994 to honour the life and commitment of Jean Arnot, a past National President and pioneer of the fight for equal pay in Australia.

The Award seeks to recognise outstanding commitment and service to women through BPW, nationally or internationally. The nominee will have made a major change to administration, policies or projects that established a major benefit for women.

The nominee must be a current member of BPW and length of BPW membership must exceed 5 years.

The Young BPW Award

The Young BPW Award acknowledges and recognises a Young BPW for both BPW and career achievements and her potential in both arenas. Career success does not necessarily mean she has reached the top of the tree, but that she is progressing well for her age.

The nominee should be:

- a good all-rounder, a woman who is both achieving success in her career and within the community
- committed to raising the status of women through her work with BPW

Nominees will be asked to complete an application, write an essay, be interviewed by a panel and deliver a short speech at the National Conference.

The BPW Australia Power to Make a Difference Award

This Award is part of a BPW International program and recognises a Club that demonstrates the capacity of BPW to make a difference for women. This Award can be in one of three categories:

- Advocacy
- Action
- Leadership

The project presented can be any national or international project managed by a BPW Australia Club. It will be judged on the difference the outcome of the project has had upon women, the significance of the change, and the number of women it affected.

This Award mirrors the BPW International Award and the winner will be encouraged to nominate for the International Award at the next Congress in (date to be advised), or if outside timeframes, the next due Congress.

The Pat Harrison Leadership Award

BPW Clubs may submit nominations for this award, which recognises a Club President who held office between 1 July 2018 and 30 June 2021. The nominated member must have held the office of Club President for a minimum of 12 months. The Award winner is chosen by Past BPW International President Pat Harrison. The criteria for the award are:

- Leadership in mentoring club members
- Leadership in promoting Young BPWs into the Club
- Leadership of programs in the Club
- Leadership of programs in the community.

The Beryl Nashar Award

This Award recognises a BPW member with 3 or more years of membership who has made an outstanding contribution to BPW. It honours Professor Beryl Nashar OBE, Past President of BPW Australia and BPW International.

NOTE: this is a President's Award and will be selected by the BPWA National President to recognise a member who has contributed significantly to the BPW Aims and purpose during the President's term.

The Freda Miriklis Women's Empowerment Award

The Freda Miriklis Women's Empowerment Award was established in 2016 to recognise Freda's work leading up to and during her term as President of BPW International 2011-2014 and for her instrumental role in developing and promoting the Women's Empowerment Principles (WEPs) - a partnership initiative of UN Women and UN Global Compact (UNGC) - now considered the nexus for achieving the UN Sustainable Development Goals.

The award is granted to an Australian woman who has excelled in promoting women's empowerment in one or more of the seven WEPs. The Award winner is chosen by Past BPW International President Freda Miriklis.

Check the [Awards page](#) on the BPW Australia website for more information about the Awards, or contact President Jacqueline Graham on president@bpw.com.au

The closing date for award nominations, including the BPW Australia Awards above and the following Club Awards, is 20 August 2021. Clubs that are financial on that date are eligible to submit nominations. Nominations should be forwarded to the President at president@bpw.com.au with supporting documentation.

BPW Australia Club Awards

The following Awards will be awarded at the 2021 Conference to exceptional Club Members to recognise the invaluable contribution that individual members make to BPW. Please indicate the specific Award for which you are nominating a member on the Nomination Form.

BPW Club Committee Member Award

This Award is nominated by the Club President based on the candidate's engagement, support of the Club President and growth in her role. This award recognises and acknowledges the impact and service of a Club Management Committee member during the past 2 years. Our Club Committees provide continuity of focus, contribute to administrative functionality and maintain connectivity within clubs. The nominee will have made a recognisable contribution to this aspect of her Club.

New Member Award

This Award is nominated by Club members to recognise a member who has joined within the past 2 years. Renewal of passion and drive in BPW Clubs can be enhanced by the contribution and engagement of new members. This award seeks to recognise this enhancement by acknowledging the verve of the newest women in our network. Each nomination should outline the connection and impact shown by the candidate evidenced by their involvement in Club events and regular meetings, in their project work or in engagement with Club business.

BPW Member Mentor Award

This Award is nominated by Club Presidents/Committee members. At the heart of the BPW mission is the formal and informal mentoring and coaching provided within our Clubs. This award will be presented to a member who has shown commitment to and interaction with BPW member mentoring by being a mentor, or coaching other members to be mentors, or engaging in mentoring programs within the local community.

Club Commitment Award

This Award is nominated by Club members; as important as our newest members are, the longevity of the BPW movement is testament to the loyalty and commitment of our long-term members. This award will recognise the consistent hard work of these women and will be presented to a member who has actively maintained her BPW commitment for longer than 10 years and continues to offer counsel and support in her club, or to other clubs.

Membership Engagement Award

This Award is nominated by Club Presidents or State Representatives to recognise a member who has significantly contributed to club membership growth or led an initiative which has had a measurable impact on Club membership growth.

State Engagement Award

This Award is nominated by a State Representative or State President to recognise a member who has shown influence or engagement across clubs, or worked to improve the network of Clubs in her State or Territory or across State lines thereby improving the effectiveness of the Club network.

BPW Member Influence Award

This Award is an open nomination from Clubs, States or National Executive to recognise a member who best represents the ideals and aspirations of BPW at Club level. (Candidates should not be a current committee member.) This award is designed to recognise those members who best encapsulate the ethos of BPW by supporting, encouraging and coaching other women, and influencing projects and advocacy on a local level and in her local community.

SUBMISSION OF NAMES OF CLUB DELEGATES TO CONFERENCE

Club Delegates and Alternate Delegates are selected by a majority vote of Club members.

Duties of designated club delegates:

Clubs select their delegates to vote on their behalf during the business sessions at the National Conference. They will vote to accept reports, to elect Board Members, to amend and pass resolutions, and to adopt changes to the BPWA Constitution. It is therefore important that BPW Clubs set aside time, at a meeting or separately, to discuss the reports, the candidates standing for election, the resolutions proposed by clubs and Board Members, and the changes proposed to the Constitution. Club members need to collectively agree and advise their delegates how they are to vote on these matters.

On some matters, particularly resolutions, club members may choose to give their delegates discretion to consider the debates on the floor and to take account of any amendments to resolutions proposed and passed when they vote.

Each Club is entitled to nominate 3 voting delegates and 3 alternate delegates in addition to the nominated delegates. In addition, clubs may send as many observers as it wishes to Conference. (*Constitution Clause 8.4*). If less than 3 club Delegates are present at Conference, those present may cast the 3 votes to which that club is entitled.

The Constitution does not provide for the appointment of proxy Delegates from other BPW Clubs.

When selecting your Club Delegates, note that you may have members who have their own separate voting entitlements:

BPW Australia Board Members attending Conference have individual Delegate status and are entitled to 1 vote each. (*Constitution Clause 8.4*)

Past Presidents of BPW Australia attending Conference have Delegate At Large status and are entitled to 1 vote each. Delegates at Large are not entitled to appoint an Alternate (*Constitution Clause 8.4*).

BPW Clubs must notify BPW Australia of the names of their Club Delegates and Alternate Delegates 4 weeks before Conference. Please complete the [Delegate/Alternate Delegate form](#).

BPW members attending the National Conference who have not been nominated as a Club Delegate or Alternate Delegate may apply at the Conference to undertake one of several volunteer roles including registration, credentials, timekeeper, teller or steward.

Each Delegate will receive her own Conference Agenda by email prior to arrival at Conference. It is therefore important that this deadline be strictly adhered to.

The closing date for receipt of Delegate forms is 17 September.

BPW Clubs that are financial, and have a minimum 10 members, on 17 September are eligible to send Delegates to Conference. However, a BPW Club that is not financial on that date may send Observers to the Conference.

Delegate forms should be submitted to the Executive Secretary at secretary@bpw.com.au

End.