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**WOMEN IN BUSINESS
AWARDS 2019**

APPLICATION FORM

Major Sponsor Westpac



ABOUT WOMEN IN BUSINESS

About Women in Business

Women in Business (**WIB**) was founded in 1998 in response to the lack of an organisation which provides women in commerce and business a platform for exchange of ideas and information to promote and facilitate :

- the economic and commercial interest of women and works to encourage and stimulate in women a realisation, and acceptance of their responsibility in the community, nationally and internationally;
- the encouragement of women to acquire education and occupational competencies by providing assistance through the networking facilities of other affiliated women's organisations; and
- the active support mechanism to increase the participation of women in all commercial sectors of society right from the micro and small business to management and executive positions in business enterprises.

The organisation is driven by an executive board of nine professional women from diverse business and commercial backgrounds who are engaged in leadership roles in various key institutions in the country:

- President – Dr. Nur Bano Ali, Managing Partner, PKF Aliz Pacific
- Vice President - Sarah Jane Wild – Head of Pacific Operations, Tower Insurance
- Secretary – Vera Chute, CEO, Value City Limited
- Treasurer – Nirmala Nambiar, Head of Marketing, Westpac Banking Corporation

Executive Members

- Seini Bolaira - Business Accounts Manager, Vodafone Fiji Limited
- Jodi Bacchiochi Chang, Owner, Distill Limited
- Katie Taylor - Director, Counterpoint Group
- Anabel Ali – Financial Controller, Fiji Fish Marketing Group Limited
- Karen Lobendahn – CEO, Fiji TV

About the Women in Business Awards

The Women in Business Awards honour Fiji's outstanding women and recognise its members who have demonstrated excellence and leadership in their business or profession and in their service to the community.

This is the premier event of its kind in the country and a premier event of Fiji's business calendar.

WOMEN IN BUSINESS 2019 - CATEGORIES

Categories

- Business Woman of the Year
- Executive Woman of the Year – Public & Private Sector
- Manager of the Year – Public & Private Sector
- Aspiring Entrepreneur of the Year
- Employer of Choice for Women

Category 1: Business Woman of the Year

The Business Woman of the Year will be chosen for her excellence in business, idea generation, management, human resource and growth strategies as well as financial management prowess. The winner will have strict compliance with all legal and regulatory requirements and displayed a strong commitment to corporate social responsibility.

In addition to satisfying the Terms and Conditions set out in this Information Pack, the following criteria must be met:

- she must own 50% or more of the shares in the company or business;
- she has demonstrated the ability to achieve business success (i.e. a successful business); and
- her business must be registered and operating in Fiji for more than 3 years at the time of her application.

Category 2: Executive Woman of the Year

(Private and public sectors)

The Executive Woman of the Year will have demonstrated exemplary management and decision making acumen with proven results. She will have had a distinguished career as a senior manager /executive of an organisation with a proven record of encouraging women to achieve their career goals.

In addition to satisfying the Terms and Conditions set out in this Information Pack, the following criteria must be met:

- she is in a senior management position of an organisation in Fiji;
- she holds a senior executive title and/or is the chief decision maker. She must be responsible for the day-to-day management and profitability of the business; and
- she has demonstrated her ability to achieve financial and operational success.

Category 3: Manager of the Year

The Manager of the Year will be employed at the intermediate management level, accountable to top/senior management for her department's function and with responsibility for leading lower level managers. The Manager of the Year will provide guidance to lower level managers and inspire them towards better performance. She will most likely be a head of branch or department.

In addition to satisfying the Terms and Conditions set out in this Information Pack, the following criteria must be met:

- she is part of middle management in her organisation;
- she has managed a successful team; and she is
- driving her team to excellence.

Category 4: Aspiring Entrepreneur of the Year

The Aspiring Entrepreneur will be the owner of a 'new' business venture. Her business can be of any size, with sound business practices and strategies to reflect all growth opportunities. She must be enthusiastic about her business and in compliance with all legal and regulatory requirements.

In addition to satisfying the Terms and Conditions set out in this Information Pack, the following criteria must be met:

- she must own 50% or more of the shares in the company or business;
- she must demonstrate the ability to achieve business success (i.e. a successful business); and
- her business must be registered and operating in Fiji for more than 1 year, but less than 3 years.

WOMEN IN BUSINESS AWARDS 2019 - PROCESS

The nominations deadline is 5pm Friday 31st May, 2019

Step 1: Initial entry assessment

The first round of judging is based on your entry submission. Applications will be reviewed for completeness and eligibility. Application forms are at the back of this booklet.

Step 2: Short-listed entrants

Once all written entries have been assessed, candidates in each category will be short-listed. You may be requested to submit some further detailed information about your business/employment.

Step 3: Further assessment

Following receipt of the detailed information, the judging panel will review each application and select the finalists in each category.

Step 4: Panel interviews

Finalists will be invited to attend a short interview with some or all of the judging panel.

Step 5: Finalists announced

Following interviews and reference checks, finalists will be notified and announced to the media.

Step 6: Winners announced

Category winners will be announced at the Women In Business Awards 2019 ceremony on 5th July, 2019 at GPH.

WOMEN IN BUSINESS AWARDS 2019 – TERMS AND CONDITIONS

1. The Women In Business Awards (**Awards**) are hosted by Women In Business Limited, a private company limited by guarantee, of Level 8, BSP Life Centre, 3 Scott Street, Suva, Fiji Islands.
2. In these terms and conditions of entry (**Terms**), unless otherwise stated, a reference to "you" or "your" includes you in your personal capacity.
3. By submitting an entry to the Awards, you agree to these Terms. Entry into the Awards is deemed acceptance of the Terms.
4. In order to enter the Awards and be eligible to win, the nominee must:
 - (a) comply with these Terms;
 - (b) satisfy the relevant Criteria for the category you have applied; and
 - (c) submit your entry by the Deadline.
5. In order to be eligible to enter the Awards, the nominee must:
 - (a) be a citizen of Fiji
 - (b) not have been a winner of the WIB Awards in the same category previously.
6. WIB may, in its sole discretion, declare any nominee ineligible if:
 - (a) the nominee is considered to be unable to represent or promote the Awards in a satisfactory manner;
 - (b) the nominee has not complied with these Terms or the entry form is incomplete; or
 - (c) Information provided by you/the nominee is deficient, false or misleading in any way.
7. You may only apply or nominate someone for one category.
8. WIB may, at its sole discretion, change the category that you have applied for/nominated someone in.
9. WIB accepts no responsibility for entry submissions not received by WIB for any reason.
10. All entry submissions are the property of WIB. As the Awards are a competition, unfortunately it is not possible to provide feedback on your individual entry submission. However, information from entries may be aggregated to provide generic feedback to all entrants.
11. WIB, in their sole discretion, have the right to alter or cancel part or all of the Awards at any time.
12. WIB will not be liable for and expressly excludes liability to you for any loss, injury or damage which results directly or indirectly from the Awards, including the breach of any third party intellectual property rights.

13. During the selection process, the nominee may be asked to provide details of two business referees who can be contacted for a reference check. The nominee must first seek approval from these contacts before you enter their details, so they are aware that they may be contacted should the nominee be short-listed for the next stage. Referees cannot be a spouse or family member.



EMPLOYER OF CHOICE FOR WOMEN 2019 APPLICATION FORM

Rewarding women revolutionising business

The Employer of Choice for Women 2019 will be chosen by the WIB Executive using the information provided in this form. The winner will be based upon the number of women employed by the organisation as well as their level of seniority in the organisation. We will also take into account the industry in which the company operates.

1. Name of organisation

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2. Principal Business Activity

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3. Ownership

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4. Number of employees (total – both male and female, full and part time)

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5. Number of female employees

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6. Position of most senior female employee. Please provide her name and title.

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Signature:

Name & Title:

Please mail, email, fax or hand-deliver completed Application Forms to:

The Secretariat,
Women in Business
Level 8, BSP Life Centre
3 Scott Street
SUVA

Email: wibfiji@gmail.com

Fax: 330 2188



**WOMEN IN BUSINESS 2019
AWARDS APPLICATION
FORM**

1. Who are you nominating?

Yourself

Someone Else

(a) If you are nominating someone else, are they aware of their nomination?

Yes

No

(b) How do you know the person you are nominating?

.....

2. What category are you applying for/nominating someone?

If you are unsure of the category criteria please refer to the Information Pack.

Business Woman of the Year

Executive Woman of the Year

Manager of the Year

Aspiring Entrepreneur of the Year

3. Personal Details

Details of the person being nominated:

<i>First Name:</i>	<i>Last Name:</i>
<i>Position:</i>	<i>Company Name:</i>
<i>Email:</i>	<i>Company Website:</i>
<i>Phone Contact:</i>	

Your details (only applicable if you are nominating someone else):

First Name:	Last Name:
Position:	Company Name:
Email:	Company Website:
Phone Contact:	

4. Business Details

If you are nominating someone else, we understand that you may not be able to answer everything accurately, but please provide us with as much information as possible to assist us with the shortlisting process!

Name of Business:

Address of Business:.....

Summary of business activity:.....

Name of business owner:

Describe the Applicant/Nominee's role in the business:

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Number of Employees (approximately):.....

Length of time business has been operating:.....

5. Why have you chosen to apply? If you are nominating someone else, why have you chosen to nominate this person?

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6. What reasons can you give for being eligible for an award? If you are nominating someone else, what reasons do you give for her being eligible?

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We would like to put your details (if you have nominated someone else, their details) on our mailing list and have the opportunity to tell your story at future events, in Women in Business publications or media articles.

Of course we won't share personal information like phone numbers or email addresses.

Please tick the box if you would not like us to share your information.

Information can be attached on a separate A4 sheet if you do not have sufficient space on this Application Form.

Please mail, email, fax or hand-deliver completed Application Forms to:

The Secretariat,
Women in Business
Level 8, BSP Life Centre
3 Scott Street
SUVA

Email: wibfiji@gmail.com

You may also pick and drop applications at Westpac Branch.