Chair’s Mentoring Program 2019
Guidelines, Eligibility Criteria and Terms and Conditions

This document sets out the Program Objectives and Terms and Conditions governing Australian Institute of Company Directors’ (‘AICD’) Chair’s Mentoring Program 2019 (‘Program’).

The Chair’s Mentoring Program is the AICD’s flagship board diversity initiative designed to enable highly-experienced and qualified emerging female directors (Mentees) the opportunity to develop as directors and understand their unique value proposition to boards.

Mentees gain access to experienced directors who provide guidance and support for the Mentee over the program period, building their confidence and deepening their peer networks.

This is one of a number of AICD initiatives aimed at improving board performance and governance through diversity.

1. Program objectives

The Program introduces emerging female directors (‘Mentees’) to chairs and experienced past and current ASX 200 directors (‘Mentors’) with the aim of assisting the Mentees to:

- gain knowledge and skills that will assist them in the transition process from executive to non-executive director, enabling them to contribute as peers in the boardroom;
- gain insights into their unique value proposition for boards;
- increase their practical knowledge of governance issues in listed companies and how listed company boards operate;
- gain valuable insight, advice and guidance on the process of selecting and appointing new directors;
- foster connections with influential business leaders; and
- develop and grow as directors and people, understanding the program is one element in their director journeys.

The Program is also designed to enhance the connections of chairs and experienced directors of ASX 200 listed companies with a pool of experienced and skilled women who may be suitable for director roles.

In the long-term, it is hoped that the Program will assist Mentees (through the provision of advice, guidance and support of Mentors) to contribute effectively as directors and achieve their professional goals.
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2. Program management

The AICD will be responsible for managing the Mentee application process. Initial shortlisted applicants will participate in a phone interview with representatives from Heidrick & Struggles prior to their application being taken to an Advisory Selection Committee. The participating Mentees will be selected by an Advisory Selection Committee comprising representatives from AICD, senior ASX 200 directors and other key stakeholders.

The AICD will provide a short-list of applicants to the Advisory Selection Committee, based on the Eligibility Criteria and interview feedback. Successful applicants will be selected by the Advisory Selection Committee. Shortlisted candidates that aren’t selected for the Program will be provided with feedback regarding their application and interview from Heidrick & Struggles. This will occur after the program launches in August.

The decision of the Advisory Selection Committee is final and no further review or discussion will be entered into with any applicant to the Program. Due to the high number of applications received, we will not be able to provide feedback to applicants not shortlisted.

3. Program key dates

- Applications open on Wednesday 1 May 2019
- Applications close at 5pm (AEST) on Sunday 19 May 2019
- Shortlisted candidates will be called during the weeks of Monday 17 June – Friday 12 July 2019
- Successful Applicants will be announced during the week of the 29 July/5 August 2019 (timing depends on the matching process with the Mentors)

4. Submitting an application

All applications must be submitted online. All applicants must complete an application and attach a copy of their resume to the application form. Please name your resume document with your first name, followed by your last name.

5. Eligibility criteria

Applicants must satisfy the Eligibility Criteria set out in the Terms and Conditions. Main criteria is listed below:

- Current membership of the AICD;
- Completion of the AICD’s Company Directors Course;
- Not currently working in a full-time executive role. Can be consulting or working part-time;
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- At least 3 years’ non-executive board experience or board experience as an executive director;
- Significant experience (i.e. at least 8 years) as:
  - a senior executive in a large company (listed or unlisted, private, NFP) within Australia or overseas (either as a C-Suite executive or as a line manager with profit and loss accountability);
  - a senior professional advisor to boards of large companies (listed or unlisted) within Australia or overseas (at partner or director level in law or accounting firm, investment bank or venture capital business);
  - a business owner/entrepreneur of a significant business with directorship responsibilities; and/or
  - a senior public servant.

6. Program launch

The Program will be officially launched at events in Sydney and Melbourne. A one-day Masterclass covering boardroom issues will be run for the Mentees followed by an evening networking event. A M entee briefing session will also be held prior to the Masterclass.

Mentees are required to attend the launch in either Sydney or Melbourne. Mentees residing outside of NSW and VIC will have their accommodation and flights to the Masterclass paid for by the AICD. Additional transportation, such as taxi costs and food will not be paid for. The AICD will confirm travel requirements and communicate the logistical arrangements to the successful applicants.

As the successful applicants will be notified of their inclusion in the Program in the last week of July at the earliest, or the first week of August at the latest, we advise all applicants to hold the Sydney and Melbourne launch dates in their diaries. Interstate applicants should also factor in travel the day prior and after the launch events. The launch events will be held from 8.30am to 9.00pm (includes dinner) on:

- **Sydney** – 15 August 2019
- **Melbourne** – 29 August 2019

The Masterclasses and program launches will be hosted in Sydney and Melbourne only due to the small number of Mentees that reside in the other states. Interstate Mentees will only be required to travel to one of the Masterclass launches. Mentees can decide whether to attend other program events in Sydney and Melbourne.
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7. Program events and workshops

A series of events and workshops will be held throughout the Program period. Two workshops will only be held in Sydney and Melbourne. Videoconference facilities will be available at the AICD division offices in other states and territories to ensure all Mentees have the opportunity to participate in the workshops. A series of director lunches will be held in other cities to provide face-to-face networking opportunities for all Mentees.

An events and workshop schedule will be provided to the Mentees before the start of the Program. Mentees are expected to meet all travel expenses (bar the launch Masterclass) relating to their participation in the Program.

Workshops and events will be held in the following months. Specific dates will be published in a separate document once confirmed.

**Sydney:** October, 2019, November 2019, February 2020, March 2020, May 2020, August 2020 (end of program event)
**Melbourne:** October, 2019, November 2019, February 2020, March 2020, May 2020, August 2020 (end of program event)
**Perth:** November 2019, March 2020, May 2020, August 2020 (end of program event)
**Adelaide:** November 2019, March 2020, May 2020, August 2020 (end of program event)
**Brisbane:** November 2019, March 2020, May 2020, August 2020 (end of program event)

8. Further information

For further information and to apply to the Chair’s Mentoring Program please visit the AICD’s [website](#).
9. Terms and Conditions of the Program

By applying to participate in the Program, you agree to be bound by these Terms and Conditions:

Application
a. Applications must be completed online and submitted by 5:00pm (AEST) on Sunday 19 May 2019;
b. You must also attach a copy of your CV to the application form or email a copy of your current resume to mentoring.program@aicd.com.au by the time and date in 9a. above;
c. You warrant that all information provided in your Application is true and correct and that you satisfy the Eligibility Criteria.

Eligibility Criteria

You are an Australian citizen, permanent resident or your principal place of residence is Australia for the period from 15 August 2019 to 28 August 2020 (‘Program Period’).

You are a current, female AICD member.
You will maintain your AICD membership during the Program Period.
You have undertaken the AICD’s Company Directors Course (completion of the course assessment is not required).
You are currently seeking appointments on Australian boards of directors (including non-executive board positions).
You are not working in a full-time executive role.
You have never been, nor are you currently, disqualified from being a director of a corporation or organisation.

Conditions

You understand the objectives and purpose of the Program and accept the limitations to it, for example you may not be placed with a Mentor of your choice or from your preferred industry.
You must be available to fully participate in the Program for the Program Period.
You are not entitled to any financial or in-kind support from AICD (excluding accommodation and flight costs for the Masterclass launches) and are fully responsible for covering your own costs and expenses in participating in the Program.
You will use best efforts to attend all other Program events in person or by videoconference and meet with your Mentor at the place and on the dates and times agreed with your Mentor.
If shortlisted for the Program, you must make yourself available to participate in a phone interview with representatives from Heidrick & Struggles prior to any consideration of your application by the Advisory Selection Committee. The ultimate selection and matching of Mentors and Mentees is in the Advisory Section Committee’s sole discretion and their decision is final and not subject to review or further discussion.
You will participate in a program evaluation survey.
You will, at all times, conduct yourself in a professional and ethical manner.

r. You will keep confidential any information shared with you by your Mentor and will not disclose any such information to anyone unless expressly authorised by your Mentor.
s. You warrant that your participation in the Program will not conflict with the interests of the Mentor or any other party. If any actual or potential conflict of interest arises, you agree to immediately notify the Mentor and AICD.
t. Any use by me of AICD’s learning management system must be in accordance with the AICD My Learning User Terms available at mylearning.companydirectors.com.au.
u. If you fail to comply with these Terms and Conditions, the AICD may in its sole discretion require you to withdraw from the Chair’s Mentoring Program.

Privacy

With regard to personal and sensitive information as defined by the Privacy Act 1988 (Cth) ("Personal Information") you consent to AICD collecting, using and disclosing any Personal Information provided by you or otherwise resulting from your participation in the Program, for the purposes of the Program and its promotion, including, the following:
i. contacting your nominated referees;
ii. providing a copy of your Application and supporting documentation to all Mentors participating in the Program;
iii. releasing your name and professional bio in media releases regarding the Program including in the bio booklet and on AICD’s website (unless you instruct us otherwise by way of email to mentoring.program@aicd.com.au);
iv. contacting you from time-to-time via email, telephone or mail in relation to the Program, board opportunities and events related to the Program or any other AICD opportunities including future programs (unless you instruct us otherwise by way of email to mentoring.program@aicd.com.au);
v. maintaining your membership record; and
vi. for direct marketing to you by us, AICD’s sponsors or third parties. If your Personal Information is disclosed for this purpose, you will be given the opportunity to opt-out of receiving those communications.
x. You will only use Personal Information supplied to you about your Mentor (either by the AICD or your Mentor) in a manner expressly authorised by your Mentor.