Chair’s Mentoring Program 2019
Frequently Asked Questions

These frequently asked questions have been prepared by the Australian Institute of Company Directors (‘AICD’) concerning the AICD’s Chair’s Mentoring Program 2019 (‘the Program’). By submitting an application (‘Application’) the applicant agrees to be subject to AICD’s Eligibility and Selection Criteria and the Program’s Terms and Conditions.

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About the Chair’s Mentoring Program

What is the Chair’s Mentoring 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.

What is the aim of the Program?

The Program introduces 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;
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- 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.

*Although it is hoped the Program will assist the Mentees achieve board appointments, this is neither the role of, nor within the control of, either the Mentor or the AICD.*

**Who are the Mentors?**

The Mentors are past and current chairs or experienced non-executive directors of ASX 200 listed companies. The Mentors are currently based in NSW, TAS, ACT, VIC, QLD, SA and WA. A full list of Mentors who participated in the 2017-2018 mentoring program can be found on the AICD’s website. The list of available Mentors may change at any time.

**When are the Program launch events?**

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

Mentees are required to attend the launch event 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 expenses, such as food and taxi costs, will not be covered by the AICD. 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 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.
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The launch events will be held from 9am to 9.00pm (includes dinner) on:

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

What are the other Program events?

A series of events and workshops will be held throughout the Program period.

- There will be two workshops held in Sydney and Melbourne over the Program period. 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.
- A hypothetical board case study will also be held in other cities with Mentors participating with their Mentees.

An events and workshop schedule will be provided to the Mentees before the start of 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)


**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)

How much does it cost to apply?

There is no application fee. Mentors agree to participate in the Program on a voluntary basis.

The Mentee is responsible for all costs and expenses incurred through their participation (such as travel and accommodation expenses).

The Program launch events are compulsory for Mentees to attend in either Sydney or Melbourne. The AICD will fund the accommodation and flights of interstate Mentees to
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attend these events but will not fund other travel or food expenses. Those Mentees residing outside of NSW and VIC will be able to attend the additional Program events and workshops via videoconference facilities at AICD’s division offices.

Why is the Program only available to women?

The Program is only open to female applicants as the aim of the Program is to increase the representation of women on the boards of Australian companies.

While women account for 29.7% of ASX 200 board appointments (as at 28 February 2019), an increase in over 10 percent since the AICD in 2015 called for ASX 200 companies to achieve 30% women on boards by the end of 2018, AICD still intends to advocate for gender parity on Australian boards. This program forms part of AICD’s efforts to continue encouraging all Australian companies to appoint 30% women on their boards.

About the Application Process

When will Applications for the Program open?

AICD will accept applications for the Program between 9am (AEST) Wednesday 1 May 2019 and 5.00pm (AEST) on Sunday 19 May 2019. No extension of time will be granted to Applicants.

How do I apply for the Program?

• All applications must be submitted online.
• A link to the online application form will become available on the Chair’s Mentoring Program page of the AICD website at 9am on Wednesday 1 May 2019.
• All applicants must complete an application and attach a copy of their resume to the application form.
• All applicants must ensure they label their resume attachment with their first and last name.

Can I send my Application to AICD in writing?

No. AICD will only accept applications that have been submitted online via the Chair’s Mentoring Program page of the AICD website.

Are applications accepted from across Australia?

The Program is available to applicants residing in all States and Territories in Australia.
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However, as there are currently no Mentors based in the Northern Territory, any successful applicants from those Territories must agree:

- to travel to meet their Mentors, subject to the prior agreement of a Mentor from another state; and
- to pay their own travel costs to meet with their interstate Mentors and attend any program events.

**Are applications accepted from overseas?**

Applicants currently residing overseas will only be considered for the Program if they:

- are an Australian citizen or a permanent resident of Australia;
- will be residing in Australia during the program period; and
- are currently seeking Australian board appointments.

**What information is required for the application?**

The application requires all applicants to:

- Satisfy all of the Eligibility and Selection Criteria
- Agree to the Program Terms and Conditions
- Provide contact details (phone, email and postal address)
- Provide details of their formal education and professional memberships;
- Provide details of their employment history (most recent 4 positions held) including a brief overview of their executive or advisory/consulting experience;
- Provide details of their non-executive board and committee appointments, including a brief overview of their board experience;
- Briefly describe why they have applied for the Program and how they hope it will assist their board career aspirations;
- Provide the names and contact details of two referees who can support their application;
- Attach a copy of their resume (ideally as a word document).

**I have an extensive employment history, should I list all of my employers and positions held?**

On the application we ask for your four (4) most relevant roles (i.e. significant positions held during the last 10-15 years). When completing your application, you can also briefly summarise your experience, skills and expertise.
I have extensive board experience, should I list all positions held?

On the application we ask for up to six (6) non-executive board positions and board committee positions held. When completing your application you can also briefly summarise your board experience and expertise.

What if I am not currently a member of the AICD?

The Program is exclusive to women who are members of the AICD. Current members will be asked to provide their membership ID in their application. If you do not know your membership ID, please contact your Members & Directors Executive.

If you wish to become a member of the AICD, please join online (www.companydirectors.com.au) or contact a Members & Directors Executive in your state on 1300 739 199.

About the Mentee and Mentor Selection Process

How are the Mentees selected?

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.

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 will be called during the weeks of Monday 17 June – Friday 12 July 2019. Shortlisted candidates will be contacted by representatives from Heidrick & Struggles. In addition to a short phone interview, shortlisted candidates will be asked to complete a leadership competencies and styles assessment. This online assessment takes approximately 20 minutes to complete and will be utilised by Heidrick & Struggles in their feedback to the 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. Due to the high number of applications received, we will not be able to provide feedback to applicants not shortlisted.
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Successful Applicants will be announced during the week of the 29 July/5 August 2019 (timing depends on the matching process with the Mentors)

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. The AICD is also unable to provide feedback to unsuccessful applicants to the Program.

Can I be mentored by someone from a different state?

In most instances Mentors have a preference to mentor someone from their home state. An exception may be made at the Mentor’s discretion and, in these cases; preference will be given to Mentees who apply from the Northern Territory.

If selected, will I be guaranteed to be matched with a Mentor from my preferred industry?

When matching a Mentee with a suitable Mentor, any preferences included by the Mentee in their application will be taken into account, however, AICD makes no guarantee that your requests will be met. Any professional conflict of interest and Mentor preferences will be taken into account.

Mentor/Mentee matching will be administered and carried out by the Advisory Selection Committee.

How many Mentees will be selected for the Mentoring Program?

The number of Mentees selected will depend on the number of Mentors participating in the Program and the Applications received.

We anticipate that between thirty (30) and forty (40) Mentee/Mentor pairs will participate in the Program in 2019 however, final numbers will not be known until August 2019 and AICD makes no representations as to the number of those pairs.

When will applicants be notified if they have been selected for the Mentoring Program?

Successful applicants will be announced during the week of the 29 July/5 August 2019 (timing depends on the matching process with the Mentors)

Successful applicants will also receive the name of their Mentor and further details on the Program and launch events at that time.
Will Mentees be offered a board position?

While it is hoped that Mentees will obtain additional board appointments in the future, AICD makes no representation or guarantee as to the Mentee's likelihood of being offered a board position.

What happens if I need to resign from the Program for any reason?

Mentors and Mentees are free to resign from the Program at any time by contacting the coordinators of the Chair’s Mentoring Program at the AICD.

If a Mentor withdraws from the Program then the AICD will use its best endeavours to find a suitable alternative Mentor for Mentees, however AICD makes no guarantee that this will be possible.

Will a list of the Mentors and Mentees be published?

A list of the Mentors who have previously participated and currently participate in the Chair’s Mentoring Program will be published on the Chair’s Mentoring Page of our website.

A booklet containing the names of the Mentees and short bios of their professional careers and achievements will also be published. Mentees can opt out of appearing in this publication. AICD does encourage Mentees to promote their participation since this publication is a public recognition of their professional achievements to date.

What are the Terms and Conditions of the Program?

Please refer to the Guidelines, Eligibility and Selection Criteria and Terms and Conditions for the Terms and Conditions of the Program. You must agree to all of the Terms and Conditions before your Application will be considered for the Program.

Any further questions?

For further information on the Program please refer to the Chair’s Mentoring Program Guidelines and Selection Criteria on the Chair’s Mentoring Program page of our website.