



NEW ZEALAND

Affiliated with the International Federation of Business & Professional Women

BPW
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New Zealand Federation of Business
and Professional Women Incorporated

Empowering Women Leaders For the Future

Leadership Forum (Auckland Central)

25th – 26th February 2012

Join us for two days of sharing knowledge and experiences, exchanging ideas, discussing problems, gaining new tools and fostering and/or renewing fellowships and networking.

“An organisation is only as good as its membership.

Leaders may emerge with vision, creativity and direction but it is the quality of the supporting members, the width of the expertise they contribute, the depth of their interest and the determination they bring, that allows an organisation to fulfil its aims and become the powerhouse for the members’ own development”

Dr Lena Madesin Phillips, BPWI Founding President (1930 – 1947)

DAY ONE: Saturday 25th February 2012

8.30 – 9:00 Meet and Greet, Registration, Tea & Coffee

9.00 – 10:00 Welcome by President Carolyn Savage
Overview and aims of the forum

9.10 - 10.40 Leadership and Empowering Women – Key Note Speaker

Tracey Martin, NZ First MP

Board Positions include:

- Rodney Local Board (Auckland Council)
- Chair of the Board of Trustees of Mahurangi College
- Mahurangi College’s Liaison person to Te Whanau O Mahurangi (Maori parent support group) and Chair of the Finance Committee
- NCW Member, Hibiscus Coast Branch

10.40 - 11:00 Morning Tea

11.00 - 12.30 Developing the professional and leadership potential of women

- Self Leadership
- President / Vice President roles, delegation, succession planning, handing over, Annual Conference – *Faye Gardiner*
- Mentoring for success, KTA Programme – *Claire Gregson*
- Developing team skills with club projects – *Diane Dean*
- Writing and Speaking to Submissions – *Noeline Reisch*

12.30 – 13.10 Lunch

13.15 – 14.45 Nuts and Bolts – Best practice for club Management and Organisation

- Formal meeting procedure – *Audrey Harris*
- Financial: – *Elaine White*
 - Legal Management
 - Keeping the books
- The Club Bulletin – *Christina Turner*
 - Information Management
 - Information to be included
- Programme Planning: – *Claire Gregson / Diane Dean*
 - the BPW NZ Year and the Club Year
- Women’s Empowerment Principles – *Carolyn Savage*

14.45 – 15.00 Afternoon Tea

15.05 - 16.45 Promoting BPW in your community -

- Attracting and keeping members: *Anita Scott-Dekker*
 - Using the BPW Brand – The Hawera Experience
 - Marketing your club, tools and materials
- Fund raising and sponsorship, networking and collaboration, corporate partnerships (awaiting confirmation)

16.45 – 17.00 Summary & Notices

19.00 Networking dinner at local restaurant (own cost) – a time to relax and enjoy social time together. Dress smart casual

“Right attitudes are fundamental. One may safely suggest, however, that first of all the new club leader should examine and make right her own attitudes. For the greatest factor in service or success is her attitude:

- (1) *towards the organisation that empower her,*
- (2) *toward the particular work which is her special responsibility,*
- (3) *toward her associates of the official family and the membership which she serves, and*
- (4) *towards herself in this new position.”*

Dr Lena Madasin Phillips, BPWI Founding President (1930 – 1947)

DAY TWO: Sunday 26th February 2012

09.00 Welcome by President Carolyn Savage
Overview

9.10 – 10.40 Effective Communication – Getting your message across

- Personal Presentation, Speech writing and public speaking – *Dianne Glenn*
- Public meetings, Chairing and facilitating effective discussions – *Joan Bielby*
- Information Technology – *Lorraine Cameron / Christina Turner*
 - Online tools
 - Using documents (not emails) for discussions
 - Tracking document changes, maintaining recorded items

10.40 – 11.00 Morning Tea

11.00 – 12.30 BPW NZ and the Big Picture – Advocating for Women (documents/tools)

- Federation History– *Joan Bielby*
- BPW Intl, Congress, International Awards – *Delegate’s Impressions (booklet)*
- BPW NZ Manual, for clubs to take, review and provide additional items for inclusion at Conference - *Angela McLeod*
- Using our Links with other Organizations – Ministry of Women’s Affairs, New Horizons Trust, NCW, UNIFEM, YWCA, EEO, Pay Equity Challenge Coalition etc. – *Angela McLeod*
- UN, CEDAW, CSW, Project 5-0 etc – What has BPW NZ done to date. *Maureen Eardley-Wilmot*

12.30 - 13.00 Club Presentations

- Club representatives to present items for discussion, challenges, successes, mentoring and guidance the positives and negatives.

13.00 – 13.45 Lunch and review of ideas

13.45 – 14.45 Open Forum – Past President’s Perspectives

Facilitated by Claire Gregson

14.45 – 15.00 Conclusion & Collect

15.30 Afternoon Tea & Farewells

Attendees: please bring with you

- Name badge
- Club brochures
- Any promotional material your club uses
- Ideas that have worked well in your club
- Questions
- Suggestions

To all attendees.....

“Pause a moment, leader, ere you begin your journey. Look backward, down a great many years. You can see the footprints of countless women who disciplined themselves, denied the moment superficial pleasure, lifted burdens to shoulders already weary, and kept them there. Seen in perspective, we of today call those footprints Progress. But when they were implanted where to them it was wilderness, they had no such encouraging assurance. Their names were devotion, sacrifice, faith, courage, endurance, self-restraint, and those other words with which we clothe mankind’s highest aspirations and endeavours.....

Leader find the pioneering spirit; lift the time-worn banner of service; and as did they who blazed and trampled long before our time, press onward, and onward – and still onward!”

Dr Lena Madesin Phillips, BPWI Founding President (1930 – 1947)