



BPW New Zealand

“advancing the interests of working women”

Theme for the Year “New Dimensions of Leadership – for the Future”

AWARDS

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All of the above awards to be received by the Federation by 1st March of the conference year.

1. BPW NZ CLUB OF THE YEAR

This Award is given to the club that has best demonstrated the Aims of BPW over the past year.

1.1. **Entry Criteria**

- All clubs can enter, regardless of size, or whether they enter any other Award, provided that in the Award year they
 - i) were a financial member of the Federation
 - ii) sent a delegate/s to Conference
 - iii) sent a representative/s to all Regional Training Days held in the club's region.
- Clubs must submit
 - i) an entry based on a response to each of our Aims with brief accompanying evidence – project summaries, publications, list of speakers / meeting topics etc.
 - ii) a club report in the Year Book.
- The BPW NZ Projects Committee will select up to 3 finalists. If there are none that meet the criteria, the Committee may make no recommendation.
- The winner will be selected by the President from the 3 finalists. The President may decline to make the Award if in her opinion, there is no club that fully meets the criteria.
- The 3 finalists will have their entries displayed at Conference. The winning club will receive a trophy for display at their club meetings.

1.2. **BPW NZ Aims**

The Aims are those that are in the Constitution of BPW NZ..

1. To work for
 - Equal opportunities and status for all women in the economic, civil, and political life in all countries
 - The removal of discrimination;
2. To encourage women and girls to
 - Acquire education, occupational training, and continuing education,
 - Use their occupational capacities and intelligence for the advantage of others as well as themselves;
3. To improve the position of women in business, trade, and the professions, and in the economic life of their countries;
4. To stimulate and encourage in women a realisation and acceptance of their responsibilities to the community, locally, nationally, and internationally;
5. To work for high standards of service in business and the professions;
6. To promote world-wide friendship, co-operation, and understanding between business and professional women;
7. To collect and present the views of business and professional women to Parliament, national, and world organisations and agencies.

1.3. **Entry form**

- To enter for the Award, clubs fill out the application form and attach a brief item of evidence (no more than one page) for each Aim. Application form is in the Appendix.
- Entries must be sent to the Projects Committee, BPW NZ, PO Box 28-326, Remuera, Auckland, by 1st March.

For further information please contact the President, president@bpwnz.org.nz

2. ALIX HAYWOOD AWARD FOR BEST CLUB NEWSLETTER

This award is presented at Conference to the club which is judged to have displayed the best standard of communication during the previous year, primarily through the club newsletter. Entry form is in Appendix.

As electronic publications require a different approach to print versions, the entry questions are designed to help the judges ascertain the effectiveness of club communications, no matter which medium is used.

The questions on circulation should indicate whether the club uses its newsletters to promote itself in the wider community, e.g. target women who may be potential members, or to keep in touch with former members.

The questions on the national Circular will help judge the electronic editions in particular, as the Circular is often directly forwarded electronically to club members.

The section headed role of club newsletter allows editors to explain their aims, and to comment on the effectiveness of their work. It is designed more to encourage self-evaluation (and thus raise the standard) than to help the judges.

The judging will generally be weighted 60% content and 40% presentation.

Presentation: look for

Print version

- General appearance
- Reader friendly e.g. ease of handling
- Layout e.g. use of white space, graphics
- Type face – clear, easy to read
- Overall image and tone – is it consistent with this group and is it a good advertisement for BPW?
- Does it promote BPW as a group worth joining?

Electronic version

- Quick to download (for busy women)
- Easy to scroll through – not too wordy
- Layout – simple, not many 'big byte' graphics
- Type face – clear, easy to read

Content: Look for

- Clear identification of club name and month/year of publication
- Meeting dates and venues
- Contact details for key people
- Editorial content e.g. President's Pen or similar
- Programme – feedback on previous events, and notice of coming events/meeting programmes
- Member news and profiles
- Local community items of interest to club members
- Snippets/miscellaneous items which help make the newsletter an enjoyable read
- National and International news. (Some clubs will circulate national and international circulars by separate email – check the question sheet.)
- Stimulating ideas

3. ANNE TODD BELL AWARD (Issues Award)

This Award is presented to the BPW Club that has most actively pursued an issue which improves the status of women. This award is judged by the Vice President - Issues. Entries are to be received by the Secretary of BPW NZ by 1st March

CRITERIA

- Educating Club membership and the wider community by letter writing campaigns, holding meetings and seminars
- Lobbying local MP's and at a ministerial level through the federation and the appropriate Chairs
- Trying to bring other clubs on board

Clubs are reminded that the activities must be in line with the aims and policies of the BPW NZ and that all activities must be with the approval of the federation.

AWARD ENTRIES

Entries are to be made by forwarding a presentation of the club activities in a concise, attractive and readable format and to include the most or all of the following:

- Clearly sets out the issues being pursued and the aims the club has in pursuing this issue
- Explain how many members were involved
- How the issue was actually pursued (copies of supporting material can be provided)
- Were time lines set and met
- What publicity if applicable was gained for BPW
- Is it an ongoing issue
- What areas of difficulties if any were encountered
- Recommendations and evaluations for the federation and Club

4. BROOKER MARKETING AWARD

This is a trophy presented at Conference each year to a Club that has been the most effective in marketing BPW through an activity they have completed in the current year. Clubs can make their application by sending a report of the activity to the Secretary, BPW NZ, P.O. Box 28 326, Remuera, Auckland 1541 by 1st March

Here are some useful hints to assist you with presentation of your entry.

AIMS – of the activity should be clearly set out. This includes marketing BPW.

PLANNING THE ACTIVITY – This should also include: advertising/marketing objectives as well as the organisational details of the event and a budget.

FINAL ACCOUNTING – of the activity.

PROMOTIONAL MATERIALS – examples of fliers, pamphlets, advertising, articles published pre and post event.

REPORT - of the actual event.

PHOTOS – taken at the event and if possible at the different stages of the activity (if applicable).

POST MORTEM REPORT – of the successes and the shortcomings of the event for future reference – were your aims met? Did you reach a wide audience, not just members?

No doubt you will have other headings but remember your report needs to be **concise – but informative**. Be selective with the material that you present so that you represent the effectiveness of your club to the best advantage. Remember the entry has to be photocopied for all Committee members.

5. DAPHNE CHAPMAN AWARD

Clubs are asked to complete and return this form to the:
BPW NZ Secretary, P O Box 28326, Remuera, AUCKLAND
by 1st March.

CRITERIA

The Daphne Chapman Award is to be awarded annually by the Federation for the promotion of the image of BPW New Zealand. This includes actions which may have been undertaken within the Club, local or national community, which promote the vision of BPW New Zealand.

The nominee needs to show how the skills of communication, leadership, training, and originality have been used.

The Club President should complete all following sections.

NAME OF NOMINEE _____

ADDRESS _____

PHONE: Res _____ Fax _____

BUS _____ Email _____

_____ has been a member of the
_____ BPW for _____ years

BPW EXPERIENCE:

a) Locally

(b) Nationally

The Club president gives specific detailed examples of how the Nominee has promoted BPW in relation to the criteria of the Award.

(a) Communication

Five horizontal lines for writing.

(b) Leadership

Five horizontal lines for writing.

(c) Training:

Five horizontal lines for writing.

(d) Originality:

Five horizontal lines for writing.

President's signature: _____

Date _____

Phone: _____ Fax: _____

****NB**** The Club President must collect the nominee's CV and personal

Daphne Chapman Award form to post with this application to:

BPW NZ Secretary, PO Box 28 326, Remuera, Auckland before 1 March each year.

DAPHNE CHAPMAN AWARD NOMINEE FORM

I. The nominee for the Daphne Chapman Award must complete the following using the amount of space provided. Clarity and conciseness of response will be considered by the judging panel

Explain how you used these skills when you promoted BPW.

(a) Communication:

(b) Leadership

(c) Training:

(d) Originality:

Nominee signature: _____ Date: _____

2. The nominee must include a one page typed CV.

Give this completed form and your CV to your Club President.

6. JEAN PARK COMMUNITY ACHIEVEMENT AWARD

(Helping Your Local Community)

Each year many BPW Clubs have a positive input into their local communities by instigating actions and practical support for various organizations. This not only benefits the organizations and the people associated with them but the BPW Club locally and nationally as well. This award is presented annually to the club that contributes the most to their local community during the past year, recognising the efforts that the members put into being an active part of their community.

This award will consider both annual projects as well as new initiatives.

CRITERIA

The Community Achievement Award is to be awarded annually by the Federation to the club that has made the most positive contribution during the past year. Entries should be sent to the Secretary BPW NZ by 1st March.

AWARD ENTRIES

Entries are to be made by forwarding a presentation of the club activities in a concise, attractive and readable format but must be **limited to two pages** plus a cover page if necessary.

Points to consider when submitting your application

- Aim of project
- How long did the project take?
- How was it financed?
- What percentage of the club membership was involved?
- What skills were used and developed
- What publicity was gained by your work?
- What was the impact of your project on your club?
- List the benefits to the community
- Did you achieve your goal?

7. APPENDIX - AWARD FORMS

- BPW Club of the Year Award
- Alix Haywood Award

New Zealand Federation of Business & Professional Women Inc.
Application for Club of the Year Award

Club _____ President _____

President's Phone _____ Email _____

Financial Members for whom Federation levy has been paid - 1st Jan _____ 30th Dec _____

Club Delegate/s to BPW NZ Conference

Club delegates to the Regional Training Days

The Club has submitted a report for the last Year Book _____

How our Club has demonstrated the Aims of BPW NZ

Please briefly list your activities below and attach your evidence to this entry form (eg relevant club bulletins, photos, reports, news items, letters etc.)

1. To work for

- Equal opportunities and status for all women in the economic, civil, and political life in all countries and
- the removal of discrimination

2. To encourage women and girls to

- Acquire education, occupational training, and continuing education,
- Use their occupational capacities and intelligence for the advantage of others as well as themselves;

3. To improve the position of women in business, trade, and the professions, and in the economic life of their countries;

4. To stimulate and encourage in women a realisation and acceptance of their responsibilities to the community, locally, nationally, and internationally;

5. To work for high standards of service in business and the professions;

6. To promote world-wide friendship, co-operation, and understanding between business and professional women;

7. To collect and present the views of business and professional women to Parliament, national, and world organisations and agencies.

*Return this form and accompanying evidence **by 1 March** to: **The President's Associate, BPW New Zealand,**
PO Box 28 326, Remuera, Auckland 1541*

New Zealand Federation of Business & Professional Women Inc.

Alix Haywood Award Entry for best club newsletter

Club Name:

Newsletter editor's name:

Important: attach copies of three editions of your newsletter produced during the past year

Club newsletter circulation

1. How is your club newsletter mainly distributed?
e.g. posted, emailed, handed out at club meetings
2. How many people (in total) are on your mailing list?
3. How many of the above are not current club members?

National Circular

4. How do you usually pass on the BPW NZ Circular to your members? (circle one)
 - (a) As an insert with the printed club newsletter
 - (b) forwarded by email, with some hard copies available at meetings for visitors and members without email
 - (c) extracts printed in your club newsletter
 - (d) other (give details)

Role of club newsletter

5. What were your goals in producing the newsletter during this past year?

6. How else does your club communicate with its members on a regular basis?

7. What part do you consider the newsletter plays in the life of your club?

Continue your answers on the reverse of this page, if you wish.→

Send this completed form, together with 3 samples of your club newsletter, **by 1st March**
To the **Executive Secretary, BPW NZ P O Box 28 326, Remuera, Auckland 1050**