



Australian
Institute of
Management
QLD & NT

ymab

Young Manager **Advisory Board**

Information and
Application Kit

www.aimqld.com.au/ymab

Applications Close
Friday 2 March 2012

Section 1 Information

The Board of the Australian Institute of Management – Qld & NT (AIM) is establishing a Young Manager Advisory Board (YMAB).

The YMAB will bring together a dynamic, diverse group of outstanding next-generation managers from across Queensland and the Northern Territory. These individuals will possess exceptional management qualities and a positive approach to leadership. YMAB members' role will be to provide advice and counsel to the AIM Board on issues that relate to the development of young managers throughout the State and Territory.

YMAB will engage with and enhance the lives of young managers and encourage them to voice their opinion on the profession and challenges of management. This advisory board will help identify and implement a variety of management initiatives for young managers to the benefit of AIM and to enrich the professional lives of young members of the Institute.

AIM Board is looking for 9 members of the Institute aged between 18-30 who are able to:

- Proactively develop their managerial and leadership skills by active participation
- Provide advice on services and programs that assist in the development of young managers
- Contribute to policy and strategic development as it relates to young managers
- Provide insight into issues that particularly affect young managers
- Help foster close relationships between young managers and AIM members
- Analyse and develop a membership value proposition as it relates to young members
- Implement membership growth strategies and review of membership benefits

Term of Appointment

- The standard term of appointment for this voluntary role will be two years with the option for an additional one year tenure and a maximum tenure of three years in total.
- YMAB will meet at least four and up to six times per year with at least two of these meetings being held outside metropolitan Brisbane.

Selection Criteria and Eligibility

Young managers will be selected based on the following criteria:

- Be an active fee paying member of the Australian Institute of Management - Qld & NT
- Be aged between 18 and 30 years
- Be committed to the values and principles of AIM
- Demonstrate the ability to work with other young managers and work in a team
- Be proactive in the development of management practices as a professional
- Be available and committed to attending scheduled meetings
- Demonstrate the ability to work with the Terms of Reference

What do you need to do?

If you are interested in becoming a member of YMAB please complete this application and send it to the Office of the CEO accompanied by your CV. For more information and a copy of the terms of reference, please visit www.aimqld.com.au/ymab or contact AIM on 1300 882 895.

All applications will be assessed by an external recruitment agency and suitable applicants will be interviewed by a selection panel.

Please return your completed application by 5pm sharp, Friday 2 March 2012 to:

Ms Christine Birnie
AIM Board and Executive Support
Australian Institute of Management
cnr Boundary & Rosa Streets, Spring Hill Qld 4000

Or you can email your application and CV to cbirnie@aimqld.com.au

Section 2 Application

Personal Details

Surname: _____

Given name(s): _____

Date of birth: _____ Gender: male female

Address: _____

Suburb: _____ Postcode: _____

Phone: _____ Mobile: _____

Fax: _____ Email: _____

Background

Are you a current fee paying member of AIM? yes no Are you currently employed as a manager? yes no
If employed, please select type of employment: part-time full-time contract

What industry do you currently work in?

What is the name of your employer?

What is your current position?

How long have you been employed in your current position?

Please list your current qualifications, if any:

Are you currently undertaking any industry or academic studies? yes no

If yes, what institution do you attend and what course or degree are you currently completing?

Are you currently serving on any other boards (Company or Advisory)? yes no

If yes, please provide details?

Are you a member of any other industry or professional association? yes no

If yes, please provide details?

Are you a member of/or associated with any local community groups? yes no

If yes, please provide details?

Section 3 Skills Matrix

Young Manager Advisory Board Skills Matrix: Self-Assessment Checklist

A significant feature of governance is to ensure an appropriate composition, succession and renewal of members. As part of applying for Young Manager Advisory Board membership, candidates are asked to self-identify the competencies, background and skills they could bring to the Advisory Board.

The Matrix of Skills and Experiences below will ensure a skilled, balanced and high-performing Advisory Board is sustained for the future. Please use the following checklist to personally rate your experience level in each category, with **1 being low and 5 being a high level of experience, knowledge and appropriate representation.**

SKILL/EXPERIENCE	COMPETENCY	1	2	3	4	5
Board and/or Committees	Experience associated with boards or committees advising on the development and/or implementation of good governance policies.					
Business/Corporate Planning	Experience in business/corporate planning for the public, private or not-for-profit sector.					
Leadership	Experience serving on committees, clubs or associations or in other positions of leadership in the public, private or not-for-profit sector.					
Education and Training	Experience in education and training development and delivery of training programs for others.					
Teamwork and project management	Experience working in a team environment to help manage projects.					
Strategic Planning	Experience with planning, evaluation, and implementation of a strategic plan. This includes a demonstrated ability to focus on longer term goals and strategic outcomes, as separate from day-to-day management and operational experience.					
Stakeholder and Public Relations	Experience in strategic communications, public relations and/or member/customer relations management and effective communications skills in the public, private, or not-for-profit sector.					
Marketing, Advertising and Sales	Experience with researching, developing and the execution of marketing programs. Experience in advertising, media, copywriting and/or sales management.					
Human Resources	Experience in human resource/personnel considerations and issues affecting the recruitment, compensation and performance review of others.					
Information Technology	Experience and understanding of latest technologies, social media, cloud-based applications, mobility and multi-media that impact on management in the public, private, or not-for-profit sector					
Accounting and Finance	Understanding of financial reporting and knowledge of key issues associated with effective financial operational management.					
Social and Community Engagement	Experience in social and/or community engagement programs in either regional or metropolitan areas for the public, private, or not-for-profit sector.					
Risk Assessment, Health and Safety	Experience in the process of identifying principal risks and to ensure that management has implemented the appropriate systems to manage risk, health and safety of others.					
Organisational Management	Understanding of organisational design and management in the public, private or not-for-profit sector.					
Events Management	Experience developing and coordinating events.					
Fundraising	Experience developing and/or managing fundraising activities.					

Recruitment of YMAB members also includes the consideration of a stated commitment to AIM's values, an absence of major conflicts of interest, local, state and/or national reputation, high personal integrity, a track-record of achievement and a dedicated commitment and focus to the time required to serve on the advisory board.

Section 4 Checklist and Acceptance of Conditions

Application Checklist

Before submitting your application to AIM, please take a moment to ensure you have completed all the requirements for your application, by checking off the following:

- I have completed the Application Form
- I have completed the Skills Matrix Self Assessment
- I have signed the Acceptance of Conditions
- I have visited www.aimqld.com.au/ymab and reviewed the YMAB Terms of Reference
- I have attached a copy of my current CV

Acceptance of Conditions

I, _____ (applicant's name), wish to be considered for a position on the Australian Institute of Management's Young Manager Advisory Board and confirm that I would like to participate. The information provided in this application is true and correct.

I have carefully read and understand the terms of reference associated with YMAB and am prepared to meet these conditions if selected. Further, I confirm that if I am selected, I am available to fulfil the duties of membership on the Young Manager Advisory Board to the best of my ability.

Signature: _____ Date: ____/____/____

Privacy Statement: When you apply or register for positions with the Australian Institute of Management or any of its related entities, there are some instances in which we may need more specific information about you, such as your address, email address and telephone numbers. We may also need to ask you for other information, such as your interests, your likes and dislikes, the types of jobs you are interested in and locations you would be willing to work. Part of our process includes checking references with past employers, verifying education, professional qualifications and your right to work in Australia, if required, and may include psychological screening and police checks.

We will not intentionally disclose (and will take commercially reasonable steps to prevent the accidental disclosure of) your personal information to third-parties, whether for such third parties' marketing purposes or otherwise, subject to the following exceptions:

- We may disclose your personal information to third-parties as required or permitted by the laws, rules, and regulations of any nation, state, or other applicable jurisdiction.
- We may disclose your personal information to third-parties who deliver information from us to you for the purpose of performing such delivery (such as couriers and the like).
- We may disclose your personal information if, in connection with submitting the information, you consent to such disclosure.
- We may disclose your personal information in the course of litigation or in avoiding anticipated litigation, but only to the extent necessary to do so.
- Should we merge with, or sell the majority of our assets or equity to a third-party, personal information may be disclosed to and owned by the merged entity or third party.