|  |  |
| --- | --- |
| Name of Nominee |  |
| Organisation |  |
| Name of Nominator |  |

A completed nomination package is to be provided to Matt Gaffney (General Manager Future Focus Group) on mgaffney@melbourne.org.au by **4pm on Monday 20 May 2024.**

The package is to contain:

* A completed Nomination Form signed by both the Nominee and her or his Nominator
* A Resumé for the Nominee
* A headshot photo of the Nominee
* A brief letter from the Nominator on letterhead of the organisation articulating views on the Nominee’s suitability for the Program.

**Part A – Nominee and Nominator Details**

**Nominee Details**

|  |  |
| --- | --- |
| Name |  |
| Gender |  |
| Date of Birth |  |
| Home Address |  |
| Position |  |
| Organisation |  |
| Organisation Address |  |
| Mobile |  |
| Email |  |

**Nominator Details**

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Organisation |  |
| Organisation Address |  |
| Mobile |  |
| Email |  |

**Privacy Policy**

The Committee for Melbourne is collecting this personal information for our records and to conduct our business.

This information will not be passed on without permission.

**Part B – Nominee Response**

|  |  |
| --- | --- |
| Name |  |
| Organisation |  |

1. Why do you want to participate in the program?



1. What strengths would you like to build upon, and what areas for development would you be keen to address, during the program?



1. How will other participants benefit from your participation in the program?



1. How will your organisation benefit from your participation in the program?









1. Formal studies are not recommended while undertaking the program. Will you be undertaking any formal studies during 2024?

O Yes O No

1. How did you hear about Future Focus Group?

O Employer O Alumni O Colleague

O Other (please specify)

**Part B – Nominee Response continued**

|  |  |
| --- | --- |
| Name |  |
| Organisation |  |

***2-2013 Nominee Response Form***

1. Briefly describe two important issues facing Melbourne and how you think they should be addressed.

|  |
| --- |
|  |
|  |

**Part B – Nominee Response continued**

|  |  |
| --- | --- |
| Name |  |
| Organisation |  |

1. The **Future Focus Group Commitment** of a participant is to timely arrival at, and active participation in, the monthly Workshops, as well as the Project Team meetings and other interactions that will be necessary to deliver the Project of the Project Team.

In the absence of truly extenuating circumstances, one or more of the following commitment challenges being observed with a participant will trigger a meeting between the General Manager FFG and the Nominator of that participant:

* Non-attendance at more than two Workshops
* Regular non-attendance at Project Team meetings
* Relative lack of contribution to the Project of the Project Team.

Any further challenges of significance with the participant’s participation can result in a request from the Committee for the participant to withdraw from the Program, with no refund of the program fees invested in that participant by his or her organisation.

Please answer ‘yes’ or no’ to each element below of **your personal commitment** to complete the program:

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| Attendance at the FFG Induction Event (working sessions, drinks and dinner) on Friday 12 July 2024 |  |  |
| Timely arrival at, and active participation in, at least 8 of the 10 monthly FFG Workshops from August 2024 to May 2025 |  |  |
| Attendance at, and contribution to, Project Team meetings and other interactions from July 2024 to June 2025 that will be necessary to deliver the Project of the Project Team – which, from recent experience, may be a further 2 to 4 hours a month |  |  |
| Personal time commitment to meet with your FFG Mentor, who will be from outside your organisation, at least 3 times between October 2024 and May 2025 |  |  |
| Attendance at the FFG Graduation Event (final presentation on each FFG Group Project, drinks and dinner) on Thursday 19 June 2025 |  |  |

1. Do you have the agreement of your organisation, if it isn’t a paid-up Not-for-Profit member of the Committee, to host a monthly FFG Workshop and provide all attendees with finger food and refreshments if asked?

O Yes O No

**Part B – Nominee Response continued**

|  |  |
| --- | --- |
| Name |  |
| Organisation |  |

1. Are you confident that your Nominator is aware of the commitment you will be giving to the program and that he or she will support you?

O Yes O No

|  |  |
| --- | --- |
| Signature of Nominee | …………………………………………. |
| Name of Nominee | …………………………………………. |
| Date | …………………………………………. |

**Part C – Nominator Response**

**Nominator**

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Organisation |  |



**Nominee**

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Organisation |  |

1. The **Future Focus Group Commitment** of a participant is to timely arrival at, and active participation in, the monthly Workshops, as well as the Project Team meetings and other interactions that will be necessary to deliver the Project of the Project Team.

In the absence of truly extenuating circumstances, one or more of the following commitment challenges being observed with a participant will trigger a meeting between the General Manager FFG and the Nominator of that participant:

* Non-attendance at more than two Workshops
* Regular non-attendance at Project Team meetings
* Relative lack of contribution to the Project of the Project Team.

Any further challenges of significance with the participant’s participation can result in a request from the Committee for the participant to withdraw from the Program, with no refund of the program fees invested in that participant by his or her organisation.

Please answer ‘yes’ or no’ to each element below of **your support of your nominee’s personal commitment** to complete the program:

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| Attendance at the FFG Induction Event (working sessions, drinks and dinner) on Friday 12 July 2024 |  |  |
| Timely arrival at, and active participation in, at least 8 of the 10 monthly FFG Workshops from August 2024 to May 2025 |  |  |
| Attendance at, and contribution to, Project Team meetings and other interactions from July 2024 to June 2025 that will be necessary to deliver the Project of the Project Team – which, from recent experience, may be a further 2 to 4 hours a month |  |  |
| Personal time commitment to meet with your FFG Mentor, who will be from outside your organisation, at least 3 times between October 2024 and May 2025 |  |  |
| Attendance at the FFG Graduation Event (final presentation on each FFG Group Project, drinks and dinner) on Thursday 19 June 2025 |  |  |

**Part C – Nominator Response continued**

**Nominator**

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Organisation |  |



**Nominee**

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Organisation |  |

1. Do you commit to your organisation, if it isn’t a paid-up Not-for-Profit member of the Committee, hosting a monthly FFG Workshop and providing all attendees with finger food and refreshments if asked?

O Yes O No

|  |  |
| --- | --- |
| Signature of Nominator | …………………………………………. |
| Name of Nominator | …………………………………………. |
| Date | …………………………………………. |