

Victorian Honour Roll of Women 2025

Nomination toolkit

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# Who can be a nominator?

Anyone can nominate a woman for recognition on the Victorian Honour Roll of Women!

The nominator must be familiar with the nominee’s work and be able to discuss their achievements in detail.

# Who can I nominate?

Nominees must:

* be a woman - we welcome nominations from or on behalf of trans women, sistergirls and gender diverse people

AND

* have been born in Victoria, or have spent a considerable part of their life in the state
* have made a significant and lasting contribution at a local, state, national or international level.

A nominee may have contributed to any professional sector or within any community. Past inductees have been recognised for personal, academic, professional, and voluntary achievements.

We strongly encourage nominations of diverse women including:

* First Nations women
* women living with disability
* women of colour
* women from culturally and linguistically diverse and/or culturally and racially marginalised backgrounds
* women from the LGBTIQA+ community and,
* women from regional and rural communities.

Posthumous nominations and self-nominations are also welcome.

Before submitting a nomination, make sure to discuss your plans with the nominee. Ask their permission to be considered for induction into the Victorian Honour Roll of Women.

In the case of posthumous nominees, you may want to discuss the nomination with their family.

# What are the nomination categories?

Victorian women can be nominated for their achievements in either paid or voluntary work. Nominations are invited across 4 categories:

## Change agent

A woman who has made an enduring commitment in their field of expertise, interest or endeavour that has brought about significant and lasting change.

They are renowned within their field of expertise and have lifted the visibility of women as subject matter experts.

Through persistence and determination, a change agent shines a light on a particular cause, disrupts gender stereotypes, initiates much needed reforms or supports a shift in public perception.

## Emerging leader

A young woman redefining leadership in their field of expertise, interest or endeavour, and whose accomplishments position them as strong role model and an inspiration to the next generation.

They may be just beginning their leadership journey and demonstrating the capability, vision and commitment to become a leader and shape the future of Victoria.

Nominations for this category will only be accepted for women aged between 16 and 30.

## Local champion

A dedicated member of their community. They have used their skills and expertise either in a voluntary or professional capacity.

They may be an unsung hero, or a woman whose substantive contributions are deserving of wider recognition.

They may be working to shift perceptions of women in leadership and decision making at a local level.

Women who have contributed to disaster relief and recovery work are suitable for nomination under this category.

## Trailblazer

An inspiring role model who effectively leads the way for women starting out in a field that is traditionally male-dominated and has significant barriers for women.

They may break new ground in their line of work and challenge traditional gender stereotypes, attitudes and norms.

# How do I submit a nomination?

Nominations will open from Monday, **3 February 2025.**

Complete nominations using an online portal. Access the online form at [2025 Victorian Honour Roll of Women AwardForce](https://vicwomenshonourroll.awardsplatform.com/).[[1]](#footnote-2)

Download an offline version of the nomination form at [VIC.GOV.AU Victorian Honour Roll of Women Program page](https://www.vic.gov.au/honour-roll-women).[[2]](#footnote-3) You can use the offline form to help you to prepare your nomination before completing the online form.

We can only accept offline nominations by special arrangement. If you would prefer to submit your nomination in another format, email womensleadership.fv@dffh.vic.gov.au

The Office for Women must grant permission for offline nominations.

## Information you will need to provide

You must be familiar with the nominee’s work and able to discuss their achievements in detail.

Read about previous Honour Roll inductees for ideas on the types of information you could include at [VIC.GOV.AU Victorian Honour Roll of Women inductees](https://www.vic.gov.au/victorian-honour-roll-of-women-inductees).[[3]](#footnote-4)

### To complete a nomination on behalf of someone else, you must:

* Provide details of the nominee, including their name and contact details.
* Provide your contact details.
* Provide a brief summary of the nominee (short biography) as it relates to their nomination.
* Upload a copy of their CV or a link to their LinkedIn profile. So, there’s no need to provide a detailed history of their professional, academic or voluntary background.
* Provide answers to address the selection criteria:
	+ Why you think the nominee should be inducted.
	+ Describe the nominee’s activities and achievements.
	+ How these activities and achievements have made a significant contribution to their community, field of work or endeavour.
	+ How these activities and achievements have generated long-term benefits for the local, national or international community.
	+ How the nominee exemplifies the description of the ideal inductee for the category you are nominating them under.

### You will also need to:

* Provide the details of 2 referees for the nominee.
* Attach their written or verbal statements of support. Please note, nominators cannot act as a referee for the person they are nominating.
* Provide a high quality (preferably recent) photo of the nominee.
* Provide a CV and LinkedIn link for the nominee.

### Supporting material

You may also choose to provide up to 5 additional documents or materials to support your nomination.

This could include:

* news articles
* published work
* videos
* YouTube links
* awards
* other items that provide a greater understanding of the nominee’s achievements.

We use these supporting documents to provide context and confirmation of the nominee’s achievements and support the induction process.

Additional documents or materials are **not compulsory** and will **not be assessed** as part of the nomination.

# How will nominations be assessed?

An independent panel of women who represent a diverse cross-section of the Victorian community will assess all nominations. Some of the panel members are Honour Roll inductees themselves.

The assessment panel will individually score each nomination against the category criteria. The panel will then work together to determine a shortlist of nominees. The Minister for Women will then consider the shortlist and select the final inductees.

We may contact referees to verify or clarify information provided in the nomination form.

# What makes a strong nomination?

Victorian Honour Roll of Women inductees are recognised under one of 4 categories. So, it is essential for nominators to show how the nominee reflects their selected category.

Rather than focusing on all the nominee’s achievements, aim to highlight those that show their suitability to be inducted under the Honour Roll category you have selected.

## Assessment criteria

All nominations will be assessed against the following assessment criteria:

* The nominee’s activities and achievements, and how they relate to the nomination category.
* How has the nominee made a significant contribution through their activities and achievements?
* What is the difference this has made to their community, field of work or endeavour?
* How have the nominee's activities and achievements generated long-term benefits for the local, national, or international community?
* How does the nominee exemplify the description of someone inducted under the category that you have nominated them under?

# Tips for responding to the assessment criteria

* Be clear about what the nominee’s achievements and how they have made a difference to the Victorian community. This includes personal, academic and voluntary achievements.
* Describe clearly how the nominee’s activities and achievements are significant and the difference this has made to their community, field of work or endeavour.
* Consider the following:
	+ the nominee’s journey to success
	+ any obstacles overcome
	+ the time invested and/or sacrifices made and how the nominee went above and beyond what has been asked or expected of them
	+ how the nominee has helped ensure the voices and message heard in Victoria are reflective of women, and
	+ how the nominee has contributed to the perceptions of women in leadership.
* Use simple language and examples where possible. You can use bullet points to tell the nominee’s story and list their activities and achievements.
* Please also provide a brief summary (maximum 150 words) of why you believe the nominee should be inducted.
* Looking at your nominee’s LinkedIn profile is a great way to research your nominee’s past achievements and work history.

# Tips for completing the online nomination form

## Category selection

Before you start your nomination, decide which category you want your nominee to be considered under. To view the list of nomination categories see [‘What are the nomination categories?’](#_What_are_the). Please see above for more about the selection criteria.

## Mandatory answers

Please note all sections marked with a red asterisk (\*) are mandatory. This means you will need to provide a response before you can continue through the online form.

Assessable answers

Assessable answers are the answers the assessment panel will focus on when scoring your nomination. This is because they relate directly to the assessment criteria. The ‘hint’ sections in the nomination form identify assessable answers.

Answers that are not identified as assessable are as also very important. They provide practical information about the nominator and nominee. They also add context and background information about the nominee and their achievements.

## Word limits

Some responses to questions have a word limit. You can see this limit in the top right corner of the answer text box on the online nomination form.

## Uploading documents in the nomination

Uploading documents is a 2-step process. First click on ‘Select Files’ to add your files, then click on ‘Upload Files’ to attach them to your nomination.

If your file fails to upload, please click ‘Retry’.

## Submitting your nomination

When you have completed your nomination, please click the ‘Submit’ button. You will receive an email confirming that your nomination has been received.

You can return to your nomination any time before nominations close at **11:59 pm on Sunday 16 March 2025.**

## Preview the nomination form

A word version of the nomination form is available for download from the program webpage. You can also download a blank PDF of the online nomination form from [2025 Victorian Honour Roll of Women AwardForce](https://vicwomenshonourroll.awardsplatform.com/).[[4]](#footnote-5)

You can use these to prepare your responses before completing the online nomination form. It might be helpful to write your responses in a Word document (making sure you stick to the suggested word limits). Then once you are ready, you can copy them over into the online nomination form.

## Submitting a nomination in an alternative format

If you need to submit your nomination in an alternative format, please contact the Office for Women at womensleadership.fv@dffh.vic.gov.au. Alternative formats can include an offline form, or an audio or visual recording.

## Translation and Interpreting Service

If you need an interpreter, call the Translating and Interpreting Service (TIS National) on 131 450 for the cost of a local call. TIS National operates nationally and is available 24 hours a day, 7 days a week for over 160 languages and dialects.

# Frequently asked questions

## When are nominations due?

Nominations close at **11:59 pm, Sunday 16 March 2025..** Nominations submitted after this date will not be considered.

## Where do I find the nomination form?

Access the online form at [2025 Victorian Honour Roll of Women AwardForce](https://vicwomenshonourroll.awardsplatform.com/)[[5]](#footnote-6) to submit your nomination.

## Do I have to complete the nomination online?

No. If you would prefer a physical copy of the nomination form please download it from [VIC.GOV.AU Victorian Honour Roll of Women Program](https://www.vic.gov.au/honour-roll-women).[[6]](#footnote-7)

## How do I sign-up for the information session?

Please visit [VIC.GOV.AU Victorian Honour Roll of Women Program](https://www.vic.gov.au/victorian-honour-roll-women-program)[[7]](#footnote-8) and follow the link under **Key Dates.**

## Can I nominate an organisation, business or community group?

No, nominations must be for individuals.

## Can I nominate myself?

Yes. All categories allow for self-nomination.

## Can I nominate a previous Honour Roll inductee?

No. Please check if the person you would like to nominate has already been inducted at [VIC.GOV.AU Victorian Honour Roll of Women inductee](https://www.vic.gov.au/victorian-honour-roll-of-women-inductees)s.[[8]](#footnote-9)

## Can I nominate the same person for multiple nomination categories?

Yes, but they can only be recognised in one category. So, we encourage you to consider which category best reflects the person’s achievements.

## Does the nominee need to meet all assessment criteria?

Questions in the nomination form that relate to the assessment criteria are mandatory. The responses you provide to these questions will allow the assessment panel members to score the nomination against the assessment criteria.

## My nominee has only ever done voluntary work and doesn’t have a CV. Do I still need to provide one?

This is a common question for nominees whose contributions have been largely voluntary.

We still ask that you put together a CV for us. Voluntary experience can be put under a heading and listed from most recent at the top to least recent at the bottom.

A CV is required to assist the Assessment Panel in understanding the nominee's activities and scoring their nomination.

We recommend you ask your nominee to assist you if there are gaps in your knowledge about their volunteer history.

You can also find CV templates by searching on the internet which can help you to get started.

Please email the Office for Women if you still have any questions about providing a CV with your nomination at womensleadership.fv@dffh.vic.gov.au.

**How do I choose the right category?**

Each category celebrates a different type of inductee.

Consider which category your nominee exemplifies. Read each category description and then think about the activities, initiatives and achievements that the nominee has demonstrated.

Note the Emerging Leader category only accepts applications from women aged 16 to 30 at the time of nomination.

## Do I have to notify the individual that I am nominating them?

Yes. Please make sure you discuss the nomination with the nominee. Ask their permission to be considered for induction.

In the case of a posthumous nomination, it is recommended that you reach out to the nominee’s family to inform them that you are planning to submit a nomination, if appropriate.

## What are referees?

A referee can be a person who knows the nominee either professionally or personally.

You will be asked to provide contact details of 2 referees and accompanying written or verbal statements of support.

Referees do not need to be public figures. It is more important that they know the nominee and can write or speak about their achievements.

## What is a referee written statement of support?

You will be asked to upload 2 referee verbal or written statements of support per nominee.

Please ask the referee to:

* provide information about their relationship to the nominee.
* provide information about the nominee that supports their nomination under the selected category.
* verify the information provided in the application. For example, they should be able to describe the nominee’s activities and achievements and the difference this has made to the nominee’s community or in their field of work or endeavour.
* provide information about the personal qualities of a nominee that make them worthy of induction.

You may want to share your nomination with the referee as they write their letter to ensure it speaks to the nomination.

Written statements of support (referee letters) from referees should be:

* displayed on official letterhead (if possible)
* have the contact details of the referee displayed on the letter
* contain a signature of the referee (electronic signature or handwritten on the letter).

A picture of a text message or a text saying ‘[Referee’s name] is happy to provide a reference’ is not an adequate reference for the nomination to be eligible for induction.

Please email the Office for Women if you have any questions regarding referee statements of support at womensleadership.fv@dffh.vic.gov.au

## Do I have to provide 2 referees, or can I just provide one?

Two referees are required for each nomination. Contact details must be provided so the Office for Women can contact the referees if we need.

## Can I put myself down as a referee for someone I’m nominating?

No. A nominator cannot also be a referee.

The nomination process is designed to have 3 people support the nomination:

* one person who nominates them (you), and
* two other people who support the nomination by acting as referees.

## Can I save my draft nomination and complete it later?

Yes. As soon as you have completed the nominator or nominee details, the form will automatically save. You will get an email with your unique login and password details.

If you need to save the nomination to come back to it later, please click the purple ‘Save and close’ button at the bottom of the form to save your progress.

When you are ready to complete your application, you should be able to see your nominations when you log into [2025 Victorian Honour Roll of Women AwardForce](https://vicwomenshonourroll.awardsplatform.com/)[[9]](#footnote-10) and click ‘Enter’ in the black bar at the top of the window. Next, click on the name of your nominee in green text and then there should be a button to edit.

Please do not click the green ‘Start nomination’ button, as that will create a new nomination.

## Can I upload a video?

You can’t upload a video to the nomination. But you can provide a YouTube link in the ‘add link’ box in the ‘Supporting Documents’ tab of the online nomination form.

## Do I have to upload attachments?

No. You are not required to upload attachments to support your nomination.

Attachments could include:

* news articles
* published work
* videos
* YouTube links
* awards
* other items that provide a greater understanding of the nominee’s achievements.

These attachments are not mandatory and will not be scored. However, they may assist the assessment panel by providing a fuller representation of the work undertaken by the nominee.

## Is there an entry fee?

No. Entering a nomination is free.

## When will we hear about the application outcome and how?

Nominators, and successful nominees, will be notified of the outcome of their nomination via email in July 2025.

## When will successful nominees be inducted onto the Victorian Honour Roll of Women?

Inductees will be recognised at an official ceremony in September2025.

## What if my nomination is unsuccessful?

Nominators will be notified of the outcome of their nomination via email in July 2025. If a nomination is unsuccessful, only the nominator will be notified.

Unsuccessful nominees are welcome to be re-nominated in future years.

Unfortunately, due to the large volume of nominations submitted to the program each year, it is not possible to provide individual feedback on nominations.

## What if I have questions or need help with my application?

Email womensleadership.fv@dffh.vic.gov.au and a member of our team will reach out to assist you.

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1. https://vicwomenshonourroll.awardsplatform.com/. [↑](#footnote-ref-2)
2. https://www.vic.gov.au/honour-roll-women [↑](#footnote-ref-3)
3. https://www.vic.gov.au/victorian-honour-roll-of-women-inductees [↑](#footnote-ref-4)
4. https://vicwomenshonourroll.awardsplatform.com/ [↑](#footnote-ref-5)
5. https://vicwomenshonourroll.awardsplatform.com/ [↑](#footnote-ref-6)
6. https://www.vic.gov.au/honour-roll-women [↑](#footnote-ref-7)
7. https://www.vic.gov.au/honour-roll-women [↑](#footnote-ref-8)
8. https://www.vic.gov.au/victorian-honour-roll-of-women-inductees [↑](#footnote-ref-9)
9. https://vicwomenshonourroll.awardsplatform.com [↑](#footnote-ref-10)