

WOMEN IN LEADERSHIP AWARDS 2019



POLICY DOCUMENT

**VENUS INTERNATIONAL FOUNDATION
CHENNAI**

<http://www.venusinfo.org/leadership.html>

WOMEN IN LEADERSHIP AWARDS POLICY DOCUMENT

Policy Document for the Women In Leadership Awards

Author Name	Centre for Leadership Development (CLD)
Name of Policy document	Women In Leadership Awards (WILA)
Purpose of Policy document	To provide a framework to enter in to WILA 2019 at Venus International Foundation (VIF), Chennai, India
Approval for this Policy document given by	Governing Council
Responsibility for its update	Director of Administration
Policy document applies to	To all nominees applying for WILA 2019 at VIF
Date of approval	9 th October 2018
Proposed date of next review	10 th October 2019

Policy Document Governing Women In Leadership Awards

1. PREAMBLE

The Women In Leadership Awards (WILA) scheme was instituted in the year 2018 by the Centre for Leadership Development (CLD) of Venus International Foundation (VIF), are presented yearly during the Women In Leadership Summit (WILS) that is conducted during February month of the year. The scheme has a Criteria, Standards, Policy, Application Form, Expert Committee and Judging Process etc that are governed by the Board of Trust.

- Vision : To Celebrate the Achievements of Woman Leaders
- Mission : To Recognize Woman Leaders who have Outstanding Credentials and Accomplishments that Display Generosity of Spirit, A Commitment to Integrity and Diversity, and a Genuine Connectedness with others
- Objectives : To Honour the Woman Leaders for their Courage in Decision Making and Innovation in Achieving Sustainable Growth and Prosperity

2. WOMEN IN LEADERSHIP AWARDS (WILA)

The Award is a Certificate and Memento. It's a Non-financial Award. The Venus International Women Leadership Awards (is a part of the Women In Leadership Summit - WILS) is to 'Celebrate the Achievements of Woman Leaders who have Outstanding Credentials and Accomplishments that Display Generosity of Spirit, Commitment to Integrity and Diversity, and a Genuine Connectedness with others'. It is convened by the CLD of VIF and conducted in accordance with the VIF BOARD MEETING resolutions.

2.1 The WILA 2019 (F. No. WLA19/ANL06/AAP-VI):

It is convened by the CLD of VIF and will be conducted in accordance with the VIF BOARD MEETING resolution vide F. No. VIF/MIN/BM-VI/2018 held on November 2, 2018 at VIF Head Quarters.

2.2 General Eligibility:

The award is applicable to Women Leaders of any nationality in the age group of 27 - 65 years. The nominee must have completed a recognized Diploma/ Degree or its equivalent.

3. INDUSTRY AND AWARD CATEGORIES

The WILA 2019 invites nominations vide F. No. VIF/CFN/WLA/2019 opened on December 6, 2018 from eligible individuals employed in the Industries in the capacity of 'CEO, President, Vice President, Director, General/Senior Manager, Coordinator and Head of Department'

3.1 Industry Category

- 3.1.1 Advertising, Marketing & Public Relations
- 3.1.2 Aerospace and Aviation
- 3.1.3 Agriculture, Environment, Forestry and Fishing
- 3.1.4 Arts, Media, Entertainment and Recreation
- 3.1.5 Automobiles
- 3.1.6 Banking, Economics, Finance, Insurance and Taxation
- 3.1.7 Chemicals and Fertilizers
- 3.1.8 Coal
- 3.1.9 Construction
- 3.1.10 Corporate Management
- 3.1.11 Education, Coaching and Consulting
- 3.1.12 Electronics, Information and Communication Technology
- 3.1.13 Energy, Utilities and Resources
- 3.1.14 Food Processing - Health Care
- 3.1.15 Human Resource Development
- 3.1.16 Leather
- 3.1.17 Manufacturing
- 3.1.18 Mining
- 3.1.19 Oil and Gas
- 3.1.20 Petroleum and Petrochemical
- 3.1.21 Pharmaceutical

- 3.1.22 Power and Energy
- 3.1.23 Print and Publication
- 3.1.24 Professional, Scientific and Technical Services
- 3.1.25 Science and Technology
- 3.1.26 Shipping
- 3.1.27 Sports
- 3.1.28 Steel
- 3.1.29 Textile and Fashion
- 3.1.30 Tobacco
- 3.1.31 Transport
- 3.1.32 Water Resources

3. 2 Criteria

3.2.1 Award for Excellence (AE)

This award is established in 2018 and has been conferred for a remarkable woman leader who demonstrates entrepreneurial thinking and have maturity, courage in decision making, vision and innovation in achieving sustainable growth and prosperity; have outstanding credentials and accomplishments that display generosity of spirit, a commitment to integrity and diversity, and a genuine connectedness with others; whose decisive actions have led substantial transformation or change in the industry.

Eligibility:

- The nominee should have adopted effective strategies and leadership skills by keeping track with the international standards for the development and beneficial of the industry – She should have motivated other women to enter the professional domain – She must have promoted women empowerment, culture of social responsibility and development. She should have set a role model for women leadership by identifying, selecting, and introducing the best practices that will suit and benefit the needs of the industry; She must have worked and contributed effectively towards the economical and intellectual development of the industry.

- A working professional can nominate an 'Eligible Individual' (or Self Nominate) for the WILA 2019. The nominee must be above 44 years of age and at least have 20 years of service as on July 30, 2018.

3.2.2 Emerging Woman Leader (EW)

This award is established in 2018 and has been conferred for best and brightest woman leader, who demonstrated innovative spirit and have exceptional drive and commitment and often starts with little more than an idea to succeed; have a track record of leadership skill.

Eligibility:

- The nominee should have made a significant creative impact in the industry. Her achievements must be impressive enough to inspire the aspirations of young women leaders who are looking for a role model to emulate. She should have introduced a modern approach towards contemporary leadership and motivated other women; initiated effective steps for combating social issues and women empowerment; demonstrated effective and influential decision making skills.
- A working professional can nominate an 'Eligible Individual' (or Self Nominate) for the WILA 2019. The nominee must be above 34 years of age and at least have 10 years of service as on July 30, 2018.

3.2.3 Young Woman Leader (YW)

This award is established in 2018 and has been conferred for brightest woman leader, who demonstrated innovative spirit and have exceptional drive and commitment and often starts with little more than an idea to succeed; have a track record of leadership skills.

Eligibility:

- The nominee should have introduced a modern approach towards contemporary leadership and should have motivated other women; contributed effectively towards the economical, and intellectual

development of the industry; successfully overcome the gender gap through her leadership excellence.

- A working professional can nominate an 'Eligible Individual' (or Self Nominate) for the WILA 2019. The nominee must be above 27 years of age and at least have 5 years of service as on July 30, 2018.

4. SUBMISSION AND SELECTION PROCEDURE

4.1 Submission: Following are the list of documents to be submitted for nomination

- 4.1.1 The filled application form in a PDF/.Doc/.Docx format
- 4.1.2 Duly completed curriculum vitae (of any format /pages) in a PDF format
- 4.1.3 Passport size photograph (JPEG/PNG format)
- 4.1.4. Copy of diploma/degree certificates in a PDF/JPEG/PNG format
- 4.1.5. Copy of the work place ID (PDF/JPEG/PNG format)

- The nomination documents must be submitted electronically to:
wila2019@venusinfo.org (Or) directorvifindia@gmail.com
- Nomination Application form can be accessed at:
<http://www.venusinfo.org/leadership.html>
- *Note: The WILA 2019 no longer requires a hardcopy of the application*

4.2 Process: This section describes the total WILA 2019 processes in steps.

- Step - 1: Received Nomination documents will be sent for screening process
- Step - 2: Acknowledgement intimation via email will be communicated to the Nominee
- Step - 3: WILA team may ask the proof for the credits mentioned in the CV. (Optional)
- Step - 4: Cross verifying the documents submitted & forwarding it to the Committee
- Step - 5: The selected nominees will be communicated with a formal letter via email
- Step - 6: WILS 2019 Registration
- Step - 7: Release of the winners list in the official webpage
- Step - 8: Award presentation ceremony
- Step - 9: Release of the WILS and WILA 2019 Report

4.3 Judging Criteria:

- The WILA 2019 judging is a peer review process. The panel (from diverse backgrounds, working individually) is instructed to score entries from 0 to 100, using the criteria. The VIF aggregates the scores to determine each category. The panel decision is final and binding. For each Industry/Category (Eg. Excellence in Pharmaceuticals) the expert committee will select 2 Nominees.
- However the Apex Committee reserve the rights to honour less or more than 2 nominees in any category who meet standards set by the expert committee.

4.4 Key Dates

- Entries Open : December 6, 2018
- Closing date : February 6, 2019
- To submit supporting documents : February 6, 2019
- Announcement of Winners : On or before February 6, 2019
- Award Presentation/Celebration : February 23, 2019

5. AWARD PRESENTATION

The WILA 2019 will be celebrated on February 23, 2019 at Green Park Chennai, India. The Awards will be bestowed to the Winners by the BOARD OF TRUSTEES of Venus International Foundation.

6. HEADQUARTERS

The administrative office for servicing the Authority will be the office of the Chairman, Venus International Foundation, No.1, Ganesh Nagar Main Road, Adambakkam, Chennai - 600088, Tamilnadu, India. 044 - 22531502, +91 9840556456, Email: contact@venusinfo.org, web: <http://venusinfo.org/>

ANNEXURE – A

THE 1st WOMEN IN LEADERSHIP SUMMIT - WILS 2019 (WL19EN01SN-020)
<http://venusinfo.org/leadership/wils/2019/info.html>

Women are emerging as the next generation of industry and community leaders. Within organizations everywhere, one can sense their driving force to create a culture of openness and innovation. The WILS supercharges these strides with leadership training that takes her to the next level. The Women In Leadership Summit - WILS 2019 is a one-day event for experienced women leaders, aspiring executives, budding entrepreneurs, and established business women who want to advance their career and learn from influential and successful women leaders. This Summit brings together the most influential and brightest women minds from "All The Major Categories of the Industry" to discuss the challenges, issues, and opportunities surrounding women in leadership.

Objectives: The WILS 2019 is aiming to discuss about the

- Designing impactful programs that support female leadership and work-family culture - Practical advice for aspiring women leaders in getting “board ready” – and how to master boardroom dynamics
- Practical strategies for elevating women in leadership - Exploring a Leadership Journey from Entrepreneur to CEO
- Critical factors in facilitating an increased presence for women at the senior level - Developing essential skills to manage in complex and stressful environments

Registration Fee: The WILS 2019 fee for Participants working in

- a) Foreign Industry : USD 300 (INR 21000)
- b) Indian Industry : USD 200 (INR 14000)
- c) Additional Banquet : USD 60 (INR 4000)

The registration includes access to all sessions and invited speakers, participation certificate and one high buffet lunch coupon and breaks. However, the registration does not include travel and accommodation cost of participants. The registration fees collected will also supports the long term development of the summit and to keep the WILS format viable by ensuring that infrastructure and services are in place from year to year.

Event Publications:

- a) WILS 2019 Report b) WILA 2019 Report c) Exclusive Webpage for the Winner

ANNEXURE – B

CONSTITUTION OF THE VENUS INTERNATIONAL FOUNDATION

VIF is passionate and on a mission to build a community, share knowledge and create change

- Constitution: Registered Trust
- Name of the Trust: Venus International Foundation (VIF)
- Date of Establishment of the Trust: January 20, 2015
- Address of the Trust: No.1, Ganesh Nagar Main Road, Adambakkam, Chennai - 600088, India

The Venus International Foundation (VIF) bearing PAN AABTV9686L was constituted as per the Indian Trusts Act of 1882, and registered vide a deed No. 18 of 2015 of Book IV dated January 20, 2015 with Sub Registrar Office, Velachery, South Chennai Dist., Chennai Zone, Registration Dept., Govt. of Tamilnadu, India.

- Registration u/s 12AA Income Tax Act, 1961 of Govt. of India: URN - AABTV9686L/05/17-18/T-0121

The VIF is regd. with Trade Marks Registry, India-600032 dt. May 27, 2015. The VIF has compliance with ISO 9001:2008 by UASL, England vide No. QMS/02616/0615 dt. June 4, 2015

➤ Accountability and Auditing

The VIF accounts, Books of Accounts - Cash book - Deeds - Disbursements - Vouchers - Receipts - Register of moveable or immovable properties - Other documents or records are maintained regularly. The accounts are audited every year by a Chartered Accountant as per the standards. The foundation is filing a 'Copy of the balance sheet and Income and Expenditure account' that are forwarded by the Auditor

- Further details can be found at the Handbook of the Venus International Foundation given at: <http://venusinfo.org/pdf/handbook.pdf>
- Latest Annual Report (4th Year : 2017 - 2018) of the Trust is given at: <http://venusinfo.org/pdf/ar17-18.pdf>

ANNEXURE – C

SERVICES AND MAIN ACTIVITIES OF THE TRUST

Venus International Foundation (VIF) is Passionate and on a Mission on Adding Value to People by Building a Community to Share Knowledge and Create Change.

Venus International Foundation, it is the Legal name and Trade name, the country's leading Higher Education Meetings and Events Management Organization. The VIF provides a forum to the appropriate target group by organizing Planned Annual Meetings (Workshop and Awards), with the aim of generating new knowledge and better understanding.

Our world is undergoing a revolutionary period in the creation and dissemination of new knowledge and innovation in many disciplines. Simultaneously humans are on a journey to the achievement of self-actualization, which relates to the ultimate fulfillment of one's potential. The unprecedented levels of discovery and innovation that are the hallmarks of recent decades are giving birth to entirely new meetings, which are in turn stimulating further advances, new opportunities, fresh insights and serve as a 'Continuing Force for Progress'.

The Meetings Industry: Gathering likeminded professionals together with a common interest and specific objectives in one place at one time, with expert thinkers from Government, Industry and Academia enhances globalization and emerge as a knowledge and innovation hub, that serves as an important part of learning and developing new skills (beyond the immediate economic impact).

The term 'Meeting Industry' is fairly new in its use and in comparison to other industries, it is relatively young but a fast growing, international and dynamic industry.

ANNEXURE – D

WHAT A PARTICIPANT WILL GET OUT OF ATTENDING A VIF MEETING

Connecting People to People - People to Ideas - People with Markets - People with Opportunity

Today, convergence is the new innovation. The emerging Millennial Professionals who are hungry to learn and meet new contacts. The multidisciplinary meeting conducted by the VIF drives both the personal and professional development. The VIF focus revolves around developing more multidisciplinary meetings, integrating education and entertainment, to engage attendees in new ways on different levels.

- **Experiential Learning**
Opportunities to hear new ideas, information, tactics, tips, tools from experts - To share experiences with and get feedback from peers in a cordial and collaborative setting - To see what is working across globe - Expand credentials - Greater focus
- **Networking**
To consult, discuss and share relevant topics face to face with professionals working in same field - Build personal relationships, trust and partnerships - Team with one of the more veteran professional - Make higher quality connections - Win Win for all (Professional growth and Career development - Interactive opportunities during live meetings can't be duplicated online).
- **Motivation and Celebration**
Acknowledgement and celebration of achievements - A recognition and testimony that will enhance credibility, reputation, pride and raise the visibility of success - Additional proof of hard work - Generates impulses and encourage for better performance
- **Fun and Relaxation**
Novel social experience - Enjoyment, fun, relaxation and memorable recreation etc.