

Victorian Women Lawyers Association Inc.

Executive Charter



VICTORIAN
WOMEN
LAWYERS

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As at 3 February 2024

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1. Introduction

1.1 Purpose

- (a) Victorian Women Lawyers (**VWL**) is a voluntary association that represents women lawyers in Victoria. Its purpose is outlined in the Rules of the Association (**Rules**), contained in Annexure A.
- (b) The affairs of VWL are conducted by a committee in accordance with Part 4 of the Rules (**Voting Executive**) with the assistance of the co-chairs of each VWL committee.
- (c) The Voting Executive is accountable to the members of VWL.
- (d) The conduct of the Voting Executive is governed by the Rules.
- (e) In accordance with Rule 42(3)(b) of the Rules the Voting Executive may establish committees consisting of members with terms of reference the Voting Executive considers appropriate (**VWL Committees**).
- (f) This Charter's purpose is to assist and guide members of the Voting Executive and VWL Committee Co-Chairs in the performance of their roles.
- (g) This Charter provides a framework for ensuring the Executive Committee is accountable to members of VWL.

1.2 Review of Charter & Inconsistencies

- (a) The Voting Executive recognises the benefit of reviewing this Charter from time-to-time, with an objective of continually enhancing governance. This Charter operates as a "working document" to be reviewed on an as needs basis.
- (b) The Charter was adopted by Voting Executive on 3 February 2024.
- (c) To the extent there is any inconsistencies between this Charter and the Rules, the Rules will prevail.

2. Voting Executive

The Voting Executive are appointed in accordance with the Rules.

2.1 Responsibilities Of All Voting Executive Members

In accordance with the Rules the responsibility of all Voting Executive members includes, but is not limited to:

- (a) regular attendance at monthly meetings of Voting Executive (**Voting Executive Meetings**) (1 hour);
- (b) regular attendance at monthly meetings of the Voting Executive and Committee Co-Chairs (**General Executive Meetings**) (1 hour);
- (c) attendance at :
 - (i) sponsorship events;

- (ii) the annual general meeting (or any general meeting called); and
- (iii) VWL's annual Planning Day;
- (d) regular attendance at functions and events organised by VWL;
- (e) undertaking project work appointed by the President;
- (f) succession planning for continuation of role,
- (g) providing input into decisions of the Voting Executive; and
- (h) voting on decisions of VWL.

2.2 President

In addition to the responsibilities of all Voting Executive members, and accordance with the Rules the role and responsibility of the President includes, but is not limited to:

- (a) convening and presiding as Chairperson at general meetings of VWL, Voting Executive and General Executive Meetings;
- (b) approving all outgoing correspondence on behalf of VWL;
- (c) acting as spokesperson for VWL;
- (d) liaising with heads of other associations;
- (e) overseeing activities of the committees; and
- (f) the President may from time to time nominate Voting Executive members (excluding those elected to roles at the Annual General Meeting) to act as portfolio officers for VWL portfolios, including but not limited to;
 - (i) Communications;
 - (ii) Membership and Community Engagement;
 - (iii) Competitions;
 - (iv) Wellbeing;
 - (v) Sponsorship; and
 - (vi) Special Projects.

2.3 Vice-President

In addition to the responsibilities of all Voting Executive members, and in accordance with the Rules the role of the Vice-President includes, but is not limited to:

- (a) presiding as Chairperson at general meetings of VWL and meetings of the Executive Committee, in the event of the President's absence; and
- (b) assisting the President in all the presidential responsibilities.

2.4 Treasurer

In addition to the responsibilities of all Voting Executive members, and in accordance with the Rules the role of the Treasurer includes, but is not limited to:

- (a) collecting and receiving all monies due to VWL, issuing any receipts and making all payments authorised by the Voting Executive;
- (b) keeping correct accounts and books showing the financial affairs of VWL with full details of all receipts and expenditure connected with the activities of VWL;
- (c) keeping a register of all assets of the VWL;
- (d) keeping all general records, accounting books and records of receipt and expenditure connected with the operations and business of VWL in such manner as the Voting Executive directs;
- (e) presenting a Treasurer's report at each Voting Executive meeting; and
- (f) ensuring VWL complies with all legislation governing the financial status and activities of VWL.

2.5 Secretary

In addition to the responsibilities of all Voting Executive members, and in accordance with the Rules the role of the Secretary includes, but is not limited to:

- (a) preparing and distributing an agenda for each Voting Executive meeting and Executive Committee meeting;
- (b) advising members of general meetings;
- (c) keeping minutes of the resolutions and proceedings of each general meeting, Voting Executive meeting and each Executive Committee meeting, together with a record of the names of persons present at each such meeting;
- (d) distributing minutes of each meeting to the Voting Executive, Executive Committee or general members as appropriate;
- (e) keeping copies of all correspondence;
- (f) keeping a record of the names and addresses of all members of VWL; and
- (g) keeping other such books and records as the Voting Executive may determine.

2.6 Immediate Past President

In addition to the responsibilities of all Voting Executive members, and in accordance with the Rules the role of the Immediate Past President includes, but is not limited to:

- (a) presiding as Chairperson at meetings of the Executive Committee, in the event of the President and Vice President's absence; and

- (b) assisting the President & Vice President in their responsibilities.

2.7 Australian Women Lawyers (AWL) Representative

- (a) As a constituent body of Australian Women Lawyers (AWL) VWL is required to provide an 'Organisational Representative' consistent with the [AWL Constitution](#) (AWL Representative) .
- (b) VWL's Voting Executive will on a biannual basis (or as needed in the case of resignations from the AWL board), one month prior to the AWL Annual General Meeting, appoint a suitably qualified VWL member to represent VWL's interests as a board member for AWL.
- (c) Appointment of the AWL Representative will be for a two year term, unless the representative elects to resign early or otherwise is unable to meet the criteria to be the Representative.
- (d) VWL's Voting Executive must consider the following criteria in selecting the AWL representative, the representative must:
 - (i) be a member of VWL capable of holding the position in accordance with the AWL constitution;
 - (ii) have previously served on VWL's Voting Executive Committee as President, or if not a former President have served as a Committee Co-Chair and/or a Voting Executive Member for a minimum of 3 years; and
 - (iii) agree to make all endeavours attend the Planning Day at least one Voting Executive or Executive Committee meeting per month for term served as AWL representative and to report to VWL on AWL initiatives, events and news.
- (e) If the Voting Executive are unable to agree on a suitable AWL Representative a vote may be taken to the VWL Annual General Meeting for VWL Members to decide on the AWL Representative.

3. Voting Executive and General Executive Meetings

- (a) Notices of meetings will be in accordance with the Rules.
- (b) A quorum for a meeting shall be determined in accordance with the Rules.
- (c) Voting Executive members are expected to prepare for and attend each Voting and General Executive meeting.
- (d) Co-Chairs are expected to prepare for and attend each General Executive Meeting.
- (e) RSVPs or apologies for non-attendance should be directed to the Secretary as soon as practicable.
- (f) All meetings must be able to be attended remotely either by video link or telephone.

- (g) Voting Executive members and Co-Chairs are asked to allocate time, as needed, to attend and participate in allocated meetings and other occasional business or events as identified and invited by the President, Vice President or Voting Executive.
- (h) Meeting times will be scheduled to limit the imposition on members' time.
- (i) Should a Voting Executive members or Co-Chairs want to see the VWL take action on a particular issue or submission whereby a policy statement is made, that member should in the first instance discuss the proposal with the President and Vice President.

4. VWL Committee

4.1 VWL Committee Co-Chairs

- (a) Each VWL Committee will have two Committee Co-Chairs.
- (b) **Appointment of Committee Co-Chairs**
 - (i) Each year at least one month prior to the annual general meeting each VWL Committee will submit its proposed Co-Chairs for the next 12 month period.
 - (ii) The Voting Executive may require further information from each proposed Co-Chair as to their suitability for the role of Co-Chair.
 - (iii) The Voting Executive will confirm the Committee Co-Chairs for each Committee.
 - (iv) The Voting Executive may appoint Co-Chairs of their choosing where no suitable candidate is proposed by a VWL Committee itself.
- (c) The role of the Committee Co-Chairs includes, but is not limited to:
 - (i) convening and chairing monthly meetings of the committee (1 hour), including preparing and circulating an agenda to committee members prior to each meeting and oversee preparation and circulation of minutes after each meeting;
 - (ii) regular attendance at General Executive Meetings (1 hour);
 - (iii) consistent and regular reviews the activities of the committee to ensure that the activities meet the objectives of the committee and VWL;
 - (iv) submitting the following:
 - (A) a brief committee report to the Secretary for inclusion in the Agenda to each Executive Committee meeting;
 - (B) one-page committee report to the Publications Committee for inclusion in VWL's annual magazine (**Portia**); and

- (C) committee report for inclusion in the Annual Report on request by the President.
- (v) liaising with the their committee regarding issues raised at General Executive meetings;
- (vi) liaising with the President and other members of the Voting Executive as required;
- (vii) identifying and pursuing projects and conducting functions in accordance with the purpose of VWL and the specific objectives of that committee;
- (viii) encouraging and supporting member participation in committee projects and activities;
- (ix) planning for succession; and
- (x) referring any required expenditure to the Voting Executive for approval in accordance with this Charter.

4.2 VWL Committee Membership

The criteria for membership of a VWL Committee are:

- (i) membership of VWL;
- (ii) regular attendance at VWL Committee meetings (usually one hour each month) and extraordinary meetings as necessary;
- (iii) availability to make project based time commitment tailored to project & individual capacity; and
- (iv) commitment to and enthusiasm for the aims and objectives of the VWL Committee.

4.3 VWL Committee Meetings

- (a) VWL Committee members are required to attend all meetings practicable or to provide apologies for absence in advance.
- (b) If a VWL Committee member fails to attend three or more meetings without reason, they may be removed from the relevant committee.
- (c) Catering for VWL Committee Meetings is to be arranged by the chair of each meeting paid for by VWL. Catering costs are capped at \$10 per person, or such other amount as decided by the Voting Executive.
- (d) Except in the instance of an extraordinary meeting, notice of any VWL Committee meeting should be given to required attendees one month in advance.
- (e) RSVPs or apologies for non-attendance should be directed to the chair of the meeting as soon as practicable.
- (f) All VWL Committee Meetings must be able to be attended remotely either by video link or telephone.

4.4 Current Committees

- (a) In accordance with the Rules the Voting Executive may from to time establish VWL Committees and determine their terms of reference.
- (b) The VWL Committees as at the date of this Charter are as follows:
 - (i) Diversity and Inclusion;
 - (ii) Justice;
 - (iii) Law Reform;
 - (iv) Mentoring
 - (v) Networking;
 - (vi) Outreach;
 - (vii) Publications;
 - (viii) Sponsorship;
 - (ix) Women in the Public Sector; and
 - (x) Work Practices,

in the event the Voting Executive varies the terms of reference of any VWL Committee, dissolves a VWL Committee or establishes a new VWL Committee this Charter will be varied.

4.5 Diversity and Inclusion

The aims of the Diversity and Inclusion Committee are to champion the rights of, and work to promote equality and opportunities for members who identify as:

- (a) culturally and linguistically diverse;
- (b) Aboriginal and Torres Strait Islander;
- (c) having a disability; and/or
- (d) LGBTIQ+.

4.6 Justice

The aim of the Justice Committee is to bring justice and human rights related issues that affect women to the attention of VWL members by:

- (a) promoting justice;
- (b) providing a forum for justice related issues to be addressed by VWL;
- (c) initiating functions and projects which address justice related issues;
- (d) providing informative summaries in Portia of topical justice related issues;

- (e) supporting the Voting Executive's action and/or potential submissions on justice related matters that invite a VWL response/comment; and (f) creating and maintaining links with other justice related groups.

4.7 Law Reform

The Law Reform Committee aims to work towards law reform; promoting the understanding and support of women's legal and human rights, by:

- (a) monitoring State and Federal government law reform activities, particularly in areas of interest to VWL;
- (b) preparation of submissions;
- (c) fostering relationships with other law reform organisations; and (d) leading publicity in relation to law reform issues.

4.8 Mentoring

The Mentoring Committee aims to assist women lawyers and law students by:

- (a) conducting annual mentoring programs which, connect junior women lawyers and law students with more senior legal practitioners to gain insight into working in law and opportunities for career advancement;
- (b) creating a network and space for professional and rewarding mentoring relationships to develop;
- (c) expanding VWL's outreach by connecting with students and lawyers in metropolitan, suburban and regional areas; and
- (d) offering experienced lawyers a platform to share their skills and knowledge by developing mentoring skills with targeted training sessions:

4.9 Networking

The Networking Committee aims to:

- (a) develop and foster events which support the aims of VWL;
- (b) develop a range of events. The range includes events focusing on career development, legal issues, practice development, networking and socialising;
- (c) develop events which are of interest to people at different stages in their careers and from different areas of practice;
- (d) provide committee members with an opportunity to develop some new skills and relationships; and
- (e) encourage relationships with like organisations.

4.10 Outreach

The Outreach Committee aims to support and establish relationships with regional, suburban and other members with limited access or connection to Melbourne CBD by:

- (a) expanding VWL's digital outreach offerings;
- (b) ensuring that members in regional and suburban areas have access to VWL and feel supported and included by VWL;
- (c) undertaking projects to expand and broaden the membership of VWL in respect of regional and suburban members;
- (d) supporting participation of student members in VWL initiatives, particularly those students in regional and suburban areas;
- (e) ensuring members who identify as having a disability are supported and included in VWL initiatives and have access to VWL events; and
- (f) building relationships with regional and suburban law associations and law student associations.

The composition of the Outreach Committee is a representative model comprising of members from across Victoria at various stages of their career.

4.11 Publications

The Publications Committee is responsible for:

- (a) developing and fostering projects which enhance ability of VWL to communicate with its members and wider community;
- (b) supporting the needs of the Voting Executive and other VWL Committees in relation to communications related projects;
- (c) supervising and assist the production of Portia including formation of an editorial sub-committee and writing of articles according to the Portia Guidelines contained at Annexure B;
- (d) updating the VWL website, as and when required by the Voting Executive to ensure it exists as an effective communication tool for VWL;
- (e) preparing and distributing the VWL's monthly email newsletter (**VWLlist**);
- (f) assisting the Communications Officer with organising and co-ordinating the submission of monthly '*According to Merit*' articles in the Law Institute of Victoria's Journal, as needed; and
- (g) providing committee participants with an opportunity to develop new skills, relationships and profile.

4.12 Women in the Public Sector

The Women in the Public Sector Committee aims to provide a forum for women lawyers (whether practising as lawyers or not) in local, State and Federal government firms, agencies, departments and statutory bodies to:

- (a) share experiences;
- (b) learn about career progression for women in the public sector; and (c) network with each other and the wider legal community.

4.13 Work Practices

The Work Practices Committee aims to:

- (a) advance equality for women in the legal profession;
- (b) encourage and provide for the entry of women into the legal profession and their advancement within the legal profession;
- (c) participate as a body in matters of interest to the legal profession;
- (d) create and enhance awareness of women's contribution to the practice and development of the law; and (e) to provide:
 - (i) a professional and social network for women lawyers;
 - (ii) educational seminars and research reports on issues relevant to women working in the legal profession;
 - (iii) an opportunity to effect cultural changes in the legal profession;
 - (iv) a forum for the exchange of views by peer support and mentoring; and
 - (v) a voice for women lawyers on issues affecting women in the legal profession.

5. Procedures and Protocols

5.1 Performance Evaluation

- (a) The Voting Executive will review its own performance and contribution to meeting the objectives of VWL on an annual basis, taking into account the Rules and this Charter.
- (b) The Voting Committee may also review from time to time the performance of individual Voting Committee members and Committee Co-Chairs to seek and provide feedback in relation to the member's performance of their role and responsibilities.

5.2 Planning Day

- (a) Planning day takes place annually before or around the opening of the legal year for the Victorian Legal Profession.
- (b) Planning Day will occur on a weekend day.
- (c) Each member of the Voting Executive and Co-Chair must attend or ensure their portfolio or Committee is represented.
- (d) An invitation to Planning Day will be extended to the AWL representative.

- (e) The purpose of Planning day is to propose and table the events, major projects any amendments to the Rules and finance issues for the new year.
- (f) Co-Chairs of each committee must provide summaries of their committee's plans for the year and a calendar of their proposed events.

5.3 Events

All events must meet with VWL's purpose as set out in the Rules and be conducted in accordance with this Charter and Annexure C - Event Protocols.

5.4 Projects

All projects undertaken by VWL must meet with VWL's purpose as set out in the Rules and be conducted in accordance with this Charter and Annexure D - Project Protocols.

5.5 Commitment to Diversity

VWL is committed to making a concerted effort to champion and promote the diverse nature of the legal profession all VWL members and the community large. VWL's Diversity and Inclusion Statement forms part of this Charter (Annexure E).

ANNEXURE A - Rules of Victorian Women Lawyers Association Inc

ANNEXURE B - Portia Guidelines

The Publications Committee is principally responsible for the production of *Portia*.

Portia is an annual publication which provides a forum for members to discuss issues and share anecdotes relevant to women working in the law and update members on the achievements of VWL and VWL's future initiatives.

Objectives

Portia aims to be a reader-friendly forum for exploring and promoting the interests and concerns of VWL members.

The Publications Committee will appoint Editors for *Portia*. The Editors of *Portia* welcome contributions from either members or non-members.

Submitting Articles & Author Details

The length and subject of an article should be discussed with the Editors. As a guide, there are approximately 600-650 words to a page.

The Editors will only accept articles in final form, which have been proof-read and spell checked before submission. When submitting articles please also ensure you submit an Article Submission Form (attached), along with electronic copies of any photographs (see below).

The Editors reserve the right to edit articles. The Editors will use their best endeavours to preserve the substance and integrity of an article, and to consult with the author to verify any substantial changes. However, you will not be consulted about minor or cosmetic amendments. Therefore, you should advise the Editors if you would like to review your edited article before it is published.

Articles should be submitted by email as a Microsoft Word attachment to the Editor. Contact details for the Editors are found on VWL's website (www.vwl.asn.au):

Formatting

Articles should be sent to the Editors generally unformatted. Paragraph breaks and subheadings can, and should be used.

Endnotes should be used rather than footnotes. Authors should try to limit the number of endnotes, and incorporate endnote text into the article if possible.

Photographs

The Editors request that the author provide a high-quality digital head and shoulders photograph for publication. The Editors encourage authors to submit any other graphics, images, and photographs (supplied in digital format if possible), to accompany the article.

The Editors will return any graphics or photographs provided to the author unless otherwise arranged.

An original photograph or other artistic work may be protected by copyright law. The author must ensure the photographer has granted permission for the photograph(s) to appear in *Portia*, and should provide a caption for each photograph, along with the name of the photographer, for the purpose of crediting the photographer.

Final Sign Off

VWL's President and Voting Executive Committee will have the final sign off of *Portia* before publication and reserve the right to edit articles. Best endeavours will be used to preserve the substance and integrity of an article, and to consult with the author and *Portia* Editors to verify any substantial changes.

Disclaimers

Every edition of *Portia* must contain the following disclaimer:

“This journal is published by the Victorian Women Lawyers Association. The views expressed by contributors are those of the authors and not necessarily representative of the Victorian Women Lawyers Association or its members. No responsibility will be accepted by the Victorian Women Lawyers Association or its members for the accuracy of information contained in this text”.

If any article in *Portia* contains materials relating to harassment or assault a content warning should be include in the introduction to *Portia* following the below example:

Note: *This year’s edition contains material that relates to sexual harassment or assault and may be upsetting to readers. If you or anyone you know is a victim of sexual assault, professional support is available at:*

National Sexual Assault and Domestic Violence Helpline – provides confidential information counselling and support service. Phone: 1800 RESPECT (1800 737 732)

Beyond Blue – Counsellor Service 1300 22 4636

ANNEXURE C - Event Protocols

Event Proposals

- (a) Event proposals must be presented to and approved by the Voting Executive at least two months prior to the event date.
- (b) Event proposals should be in the prescribed format as notified by the Voting Executive from time to time and at a minimum should include details of proposed expenditure in relation to:
 - (i) speakers fees;
 - (ii) catering;
 - (iii) venue costs;
 - (iv) gifts for speakers;
 - (v) photographers; and
 - (vi) any other relevant costs,

and details of proposed ticket costs as well as a statement as to how the event meets with VWL's overarching purpose and meets with the VWL Diversity and Inclusion Statement.

Expenditure

- (c) When using suppliers and incurring expenses for an event, at least three quotes must be obtained from similar suppliers.
- (d) All proposals and requests for VWL to cover event expenditure must be accompanied by written quotes from the relevant supplier and an explanation of why the supplier is the preferred option.
- (e) All expenditure must be approved by the Voting Executive. Approval will not be given where a written proposal and quotes are not provided for review.

Speakers

- (f) For events held for free or minimal charge preference is to be given to speakers who can donate their time.
- (g) If a speaker is travelling from interstate:
 - (i) economy fares will be purchased;
 - (ii) if an overnight stay can be avoided, it is VWL's preference that the event time facilitate same day travel;
- (h) VWL may, at the Voting Executive's discretion reimburse transport fares or parking costs for the speaker.

Venues

- (h) If an event requires the use of a host firm as venue, the event organisers must contact the Sponsorship Officer prior to submitting an event proposal.

Event Promotion

- (i) It is the responsibility of the event organiser to prepare event promotion materials and to obtain photographs and biographies of speakers and facilitators.
- (j) The event organisers must ensure that all promotional material have been prepared for the event, including the draft flyer, social media materials, website event blurb and digital invite, which must be provided to the Voting Executive 5 weeks in advance of the event for approval. Any information required for social media promotion should also be sent to the Communications Officer.
- (k) If the event may be eligible for CPD points the following wording should be included on the flyer:
- This event contains content that may meet the CPD needs of lawyers, according to the Uniform CPD (Solicitors) Rules 2015. If this session does meet CPD needs, you may claim 1 CPD point for each hour of attendance (breaks not included).*
- (l) Once the flyer is approved by the Voting Executive, the Voting Executive will arrange for a registration page to be on VWL's website.
- (m) An email will be sent to all VWL members advertising the event 4 weeks in advance.

Event Co-Ordination

- (n) One week prior to the event the event organisers must arrange:
- (i) gifts for speakers required (to be co-ordinated with the President);
 - (ii) attendee guest list and name tags for the event (if required); and
 - (iii) the VWL banner to be at the venue.
- (o) for Post-event surveys notify the Engagement Officer at least one week prior to the event.
- (p) Where possible events should be recorded to enable access by rural, regional and suburban members. The event organisers should co-ordinate with the Voting Executive to arrange recording and publishing. The event organisers will be responsible for obtaining permission from speakers to record.

Event Acknowledgements

- (q) Every event must commence with an acknowledgement of the traditional owners of the land on which the event is occurring. The acknowledgement given may be in the following forms:
- (i) **Generic** — this should be used if you don't know the name of the people on whose land you are gathered, or if there are disputes about the land (multiple Aboriginal peoples identify as Traditional Custodians for that area). The words are:

'I would like to begin by acknowledging the Traditional Custodians of the land on which we gather today, and pay my respects to their Elders past and present. I extend that respect to Aboriginal and Torres Strait Islander peoples present here today.'

Victorian Women Lawyers as an organisation supports the Uluru Statement from the Heart and steps towards Voice, Treaty and Truth to achieve justice, recognition and respect for First Nations people.'

- (ii) **Specific** — this should be used where there are no disputes and you know the name of the people on whose land you are gathered. The words are:

'I would like to begin by acknowledging the <insert name of people here (e.g. Wurundjeri)> people of the <insert name of nation here (e.g. Kulin)> Nation, Traditional Custodians of the land on which we <gather/meet> today, and pay my respects to their Elders past, and present. I extend that respect to Aboriginal and Torres Strait Islander peoples present here today.'

Victorian Women Lawyers as an organisation supports the Uluru Statement from the Heart and steps towards Voice, Treaty and Truth to achieve justice, recognition and respect for First Nations people.'

- (iii) **Melbourne CBD** - There are no formally recognised Registered Aboriginal Parties (**RAP**) for the CBD of Melbourne as both the Wurundjeri (Wu-rund-geri) and Boon Wurrung (Boon-wur-rung) peoples submit connect to the country.

If an event is held in Melbourne CBD it is appropriate to acknowledge both the Wurundjeri and Boon Wurrung peoples using the following acknowledgement:

'I would like to begin by acknowledge we meet today on the Kulin Nation, and I pay my respects to Kulin Nation Elders, past and present. I extend that respect to all Aboriginal and Torres Strait Islander peoples present here today'

Victorian Women Lawyers as an organisation supports the Uluru Statement from the Heart and steps towards Voice, Treaty and Truth to achieve justice, recognition and respect for First Nations people..

- (r) Where an event is hosted by a sponsor firm or a sponsor has contributed financially to the event they must be acknowledged in all promotional materials and provided the opportunity to speak at the event.

Post event

- (s) Photos and a summary of the event must be provided to the Publications Committee and the Communication Officer as soon as practicable for social media posts and next edition of VWList.

- (t) At the next General Executive Meeting after the event the event organisers must present an event report detailing:
 - (i) final numbers and costs; and
 - (ii) feedback from attendees, host firms and speakers (including survey results if used).
- (u) Thank you correspondence must be sent to speaker and sponsors as soon as practicable after the event.

ANNEXURE D - Project Protocols

Project Proposals

- (a) Project proposals must be presented to and approved by the Voting Executive at least two months prior to the project commencing.
- (b) Event proposals should be in the prescribed format as notified by the Voting Executive from time to time and at a minimum should include details of proposed expenditure and details of any grant applications being made in relation to the project.
- (c) All project proposal must include a statement as to how the project meets with VWL's overarching prupose and the VWL Diversity and Inclusion Statement.

Expenditure

- (d) When using suppliers and incurring expenses for project, at least three quotes must be obtained from similar suppliers.
- (e) All proposals and requests for VWL to cover project expenditure must be accompanied by written quotes from the relevant supplier and an explanation of why the supplier is the preferred option.
- (f) All expenditure must be approved by the Voting Executive. Approval will not be given where a written proposal and quotes are not provided for review.
- (g) If the project organisers wish to hold a launch event for the project, an event proposal must also be completed and submitted to the Voting Executive for approval.

Project Promotion

- (h) It is the responsibility of the project organiser to prepare project promotion materials.
- (i) If promotion is required prior to a project launch, the project organiser must ensure that all promotional material have been prepared for the event, including the a draft flyer social media materials, website event blurb and email regarding the project is provided to the Voting Executive 5 weeks in advance of the launch for approval. Any information required for social media promotion should also be sent to the Communications Officer.
- (j) If the project organisers wish to conduct a feedback survey in conjunction with the project they must notify the Membership Engagement Officer to arrange.

Project Acknowledgements

- (k) Where a project is funded by a third party grant or a sponsor has contributed financially to the project the grantor or sponsor must be acknowledged in all promotional materials relating to the project.

Post Project

- (l) At the next General Executive Meeting after the project's completion the project organisers must present project report detailing:
 - (i) final costs;

- (ii) relevant findings or outcomes of the project; (iii) proposed next steps (if any); and
- (iv) feedback from (including survey results if used).

ANNEXURE E - VWL Diversity and Inclusion Statement

VWL seeks to be a diverse, inclusive, and equitable association where all members, whatever their gender, race, ethnicity, national origin, age, sexual orientation or identity, education or disability, feel valued and respected.

VWL is committed to taking a non-discriminatory approach to all its endeavours and providing equal opportunity for all members. VWL respects and values diverse life experiences and heritages and seeks to ensure that all voices are valued and heard.

VWL is committed to modelling diversity and inclusion for the entire legal industry and to maintaining an inclusive environment with equitable treatment for all. **Aims**

To provide informed, authentic leadership for cultural equity, VWL strives to:

- support and uphold the Uluru Statement from the Heart and to support Voice, Treaty and Truth to achieve justice, recognition and respect for First Nations people;
- see diversity, inclusion, and equity as connected to VWL's purpose and critical to ensuring the well-being of our members and the communities we serve;
- acknowledge and dismantle any inequities within VWL's own policies, systems, and projects, and continually seek to update and improve;
- explore potential underlying, unquestioned assumptions that interfere with inclusiveness;
- advocate for and support executive-level thinking about how systemic inequities impact VWL's work, and how best to address that in a way that is consistent with our purpose; and
- lead with respect and tolerance.

Actions

VWL undertakes to actively promote diversity and inclusion in all its activities by ensuring that:

- proper Acknowledgement of Country and Traditional Custodians is given at all events;
- venues for events are accessible for attendees who are disabled and where practicable are recorded to enable all VWL members to participate and engage;
- events are, where practicable, family friendly and safe places for attendees;
- inclusive language is used in all communications and, where practicable, gender neutral language is used;
- catering provided at events considers religious and cultural requirements as well as other dietary needs; and
- speakers or authors engaged by VWL are diverse in terms of age, race, disability, sexual orientation and gender identity.