

2010 HIA BUSINESS PARTNER OF THE YEAR ENTRY FORM



**business
partners**

ENTRANT DETAILS

Name _____

Address _____

Phone _____ Mobile _____

Fax _____ Email _____

BPN Member Number _____

Is the entrant a family member or employee? F E

DETAILS OF PERSON NOMINATING (IF RELEVANT)

Name _____

Company _____

HIA member number _____

Phone _____ Mobile _____

Fax _____ Email _____

Does the entrant know that you are nominating him/her?

If not, do you want to keep the nomination a surprise?

ENTRANT ELIGIBILITY

- The entrant is a member of HIA's Business Partner Network (BPN)
- The entrant is either a family member or staff member who is working in a small to medium-sized family business
- The business is a current financial member of the Housing Industry Association Ltd (HIA)

CLOSE OF ENTRIES

All entries must be received at the HIA NSW office by
4pm on Monday 1 March 2010.

FURTHER INFORMATION

Phone: 1800 069 804
 Fax: 02 9888 7555
 Email: bpn@hia.com.au
 Post: HIA
 BPN Awards
 PO Box 884
 North Ryde BC NSW 1670

ANNOUNCEMENT OF WINNER

The winner of the 2010 HIA Australian Business Partner award will be presented at the Gold Coast at the 2010 HIA Australian Housing Awards on Friday 21 May 2010.

Winners of the Western Australian and North Queensland regional Business Partner of the Year award will automatically become finalists of the 2010 Australian Business Partner of the Year award.

CHECKLIST

- Is the entrant eligible to enter?
- Completed entry form
- A high resolution (300dpi) digital photo of the entrant (can email or send via CD)
- Entry plus photo submitted by
4pm on Monday 1 March 2010

| CRITERIA | ISSUES TO BE ADDRESSED (IF APPLICABLE) | WEIGHTING |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| A. THE BUSINESS | General background information to assist the judges in better understanding the: <ul style="list-style-type: none"> ▪ Business partner's role within the business; and ▪ Effect the business partner has had on the business since first becoming involved | 0 points |
| B. THE BUSINESS PARTNER | Background Information: <ul style="list-style-type: none"> ▪ Role within the business ▪ Personal Information | 15 Points |
| | Involvement in Business Planning: <ul style="list-style-type: none"> ▪ Short Term (up to 12 months) ▪ Medium Term (between 1 & 5 years) ▪ Long Term (over 5 years) | 15 Points |
| | Involvement with Change Within the Business: <ul style="list-style-type: none"> ▪ Identifying the need for change; ▪ Implementing planned changes; ▪ Coping with unplanned changes; and ▪ Managing a work/life balance | 20 Points |
| C. SUMMARY | Why does this person deserve to win the BPN Award? | 5 points |
| BONUS POINTS | At the judges' discretion | 5 points |
| TOTAL | | 60 POINTS |

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FOR EXAMPLE

A. THE BUSINESS

Please provide brief background information about the business. Maximum word count – 100 words.

What is your core business?

How long has it been operating for?

How many employees/contractors etc?

What changes have taken place within the business?

FOR EXAMPLE

B. THE BUSINESS PARTNER

Background Information (15 points)

Role within the business

- When did the BP first get involved in the business?
- Why did the BP first get involved in the business?
- In what capacity (eg already had a full-time job and worked for the business during weekends & weeknights after putting children to bed)?
- Has this role changed over time (eg from 20 hours a week doing bookwork in spare time to a full-time role that has expanded to include client relations, interior design, coordinating contractors etc)?
- If so, how?

Personal information

- Personal hobbies & interests?
- Family commitments
- Other commitments (eg charity)

