

Expression of Interest: AWL National Conference Committee

Call for Nominations from Constituent Bodies

Australian Women Lawyers Ltd (**AWL**) invites Expressions of Interest (**EOIs**) from members of its constituent bodies for appointment to the AWL National Conference Committee.

The Committee is responsible for planning, delivering and reporting on AWL's national conference. In accordance with the Terms of Reference approved by the AWL Board, the Committee will play a central role in shaping AWL's flagship national event.

This EOI is being circulated to AWL's constituent bodies so that interested and eligible members may apply for appointment.

About the AWL National Conference

AWL holds a national conference on or around every two years. It is AWL's largest national event and brings together women lawyers and supporters across the profession, including senior judiciary, academics, policymakers, barristers, solicitors, in-house counsel and legal organisations.

The next conference will be held in March 2027 to coincide with AWL's 30th Anniversary.

The Conference Committee is responsible for:

- developing the program and schedule;
- coordinating venues, suppliers, logistics and registration;
- supporting speaker liaison, VIP protocols and accessibility needs;
- managing the conference budget and reporting to the Board;
- supporting sponsorship, marketing, communications and stakeholder engagement; and
- managing all post-conference reporting, financial reconciliation and feedback.

Full details of responsibilities and governance requirements are outlined in the Terms of Reference, provided with this EOI.

Eligibility

To be eligible to submit an EOI, applicants must:

- Hold valid current membership of an AWL constituent body or AWL individual membership; and
- Be willing and able to commit the necessary time and effort required of Committee members, including attending regular meetings and undertaking tasks between meetings.

Time Commitment

Committee members are expected to:

- attend regular meetings (usually monthly, increasing as the conference approaches);

- contribute to planning and delivery tasks between meetings;
- read and consider Committee papers; and
- actively participate in decision-making consistent with the Committee's Terms of Reference.

The appointment term is 12 months (minimum).

Committee Composition & Diversity

The Committee will comprise between 3 and 9 members and always an odd number.

AWL seeks diversity across practice area, jurisdiction, career stage and intersectionalities.

Representatives from all constituent bodies are encouraged to apply.

Benefits of Committee Membership

Joining the Conference Committee offers members the chance to:

- Work with exceptional women from across Australia: Collaborate with leaders and emerging talent from every jurisdiction.
- Shape AWL's flagship national event: Directly influence the content, tone and direction of a landmark conference for women in law.
- Build powerful professional connections: Engage with senior judiciary, policy leaders, practitioners and sponsors.
- Attend and participate in the national conference: Be part of the program you help create.
- Develop leadership and project skills: Gain experience in governance, event delivery, sponsorship, budgeting and stakeholder management.
- Contribute to AWL's mission nationally: Play a meaningful role in advancing gender equality and elevating women's voices in the profession.

Application Requirements

Applicants must submit:

1. A written Expression of Interest (maximum 500 words)

Your EOI should address:

- why you wish to serve on the Conference Committee;
- relevant skills or experience (e.g., event planning, sponsorship, budgeting, governance, communications, stakeholder engagement);
- your ability to meet the time commitments; and
- any perspectives or experiences you bring that would support AWL's commitment to diversity and inclusion.

2. A current CV or a link to a LinkedIn profile

How to Apply

EOIs should be submitted by email to: awl@australianwomenlawyers.com.au

Subject line: EOI – AWL Conference Committee

Due Date for Applications

EOIs must be received by: 5pm, Monday 20 April 2026

Late applications may be accepted at the Board's discretion.

Selection Process

- EOIs will be considered by the AWL Board.
- The Board may appoint additional members over time, provided the Committee remains within its membership limits.
- Applicants will be notified of the outcome following the Board's decision.
- The AWL Board hold ultimate discretion as to who is selected.

Further Information

For further details, applicants should refer to:

- the Terms of Reference – AWL Conference Committee (attached); and
- the Board Resolution – Establishment of Conference Committee (attached).
- AWL Strategic plan and Constitution.

General queries may be directed to:

Sophie Lefebvre Secretary and Conference Co-Chair: awl@australianwomenlawyers.com.au