



**OFFICE OF  
MULTICULTURAL INTERESTS**



# **LEADERSHIP AND GOVERNANCE PROGRAM 2026**

**Participant terms and conditions**

7 April 2026

## Purpose

The purpose of the Office of Multicultural Interests (OMI) Leadership and Governance Program is to support equitable representation of Western Australians from culturally and linguistically diverse (CaLD) backgrounds on public, private or not-for-profit sector boards and committees.

The program aims to equip skilled professionals from CaLD backgrounds with the knowledge and skills to apply for and participate on relevant boards and committees.

The program is based on the publication [\*Diversifying boards - your cultural advantage: A guide to pursuing a board role\*](#) and includes leadership and governance training and a 12-month mentoring program.

## Culturally and linguistically diverse (CaLD) definition

The term 'culturally and linguistically diverse' (CaLD) was introduced in 1996 to replace 'non-English speaking background' and was intended to be a broader, more flexible and inclusive phrase. It is generally applied to individuals who differ according to religion, language and ethnicity and whose ancestry is other than Aboriginal or Torres Strait Islander, Anglo-Saxon, or Anglo-Celtic. For further information, please refer to the CaLD fact sheet on the OMI website: <https://www.omi.wa.gov.au/home/news/2023/08/21/cald-definition>

## Leadership and Governance Training Program

### Workshop dates

The Leadership and Governance Program workshops will be delivered on the following dates at 140 William Street, Perth WA 6000:

- **Saturday 13 June 2026 (8:30 am – 4:00 pm)**
- **Saturday, 20 June 2026 (8:30 am – 4:00 pm)**
- **Saturday, 4 July 2026 (8:30 am – 4:00 pm)**
- **Saturday, 25 July 2026 (8:30 am – 4:00 pm)**
- **Saturday, 1 August 2026 (8:30 am – 4:00 pm)**
- **Saturday, 15 August 2026 (8:30 am – 4:00 pm)**
- **Saturday, 22 August 2026 (8:30 am – 12:30 pm)**

The workshops are designed to assist participants to develop the knowledge, understanding and skills to nominate for public and private sector boards and committees and to participate fully in civic life as leaders and active citizens in Australian society.

Drawing on the publication [\*Diversifying boards - your cultural advantage: A guide to pursuing a board role\*](#), the workshops include information on the different types of boards and how they work, how to prepare for board meetings, meeting-room behaviour and norms, understanding obligations (including legal and financial) and relationships. The workshops also address ways to assess skills, how to identify and apply for board roles and provide links to free resources. After the workshops are complete, the *Stepping Up to the Challenge* 12-month Mentoring Program will commence.

## Participation criteria

Program applicants (mentees) must meet **all** of the following criteria. You must:

- be from a CaLD background
- have appropriate professional skills and qualifications for membership of boards or committees
- be willing to actively seek participation on a WA Public Sector board or committee and if successful, register for [OnBoardWA](#)
- be committed and available to participate in all aspects of the program including all board governance training workshops and the 12-month mentoring program.

## Stepping Up to the Challenge: 12-month Mentoring Program

The key objective of the OMI *Stepping Up to the Challenge* mentoring program is to support participants in their learning and to provide them with guidance and assistance to nominate for and secure places on a board or committee. **It is important to note that the program does not guarantee a board role at the completion of the program.**

In the context of this mentoring program, mentoring is defined as a relationship between an experienced board member (the mentor) selected by OMI and the training participant (the mentee). The mentor provides guidance and assistance to the mentee in their journey to seek out, nominate for and secure places on a board or committee.

The mentee is seeking information and knowledge about the workings of boards within the public, corporate and not-for-profit sectors. The main purpose of the mentoring relationship is to support the mentee to step up to board responsibilities. The mentee is

required to be proactive and create an agenda and a relationship that reflects the types of governance/board goals that they would like to achieve.

The *Stepping Up to the Challenge* mentoring program is a structured program that takes place over 12 months. Mentors and mentees are matched, attend the orientation session and sign an OMI Partnership Agreement outlining the two fundamental principles of the partnership: confidentiality and mutual accountability.

The mentoring process follows a semi-structured format, as a one-on-one relationship between the mentor and the mentee. The mentoring session can take place face-to-face, via telephone and/or online for around one hour each month over the 12-month period. It is however encouraged that the first meeting takes place face-to-face.

Mentorship is periodically observed by an OMI staff member. This is done through confidential individual 'check-in' conversations with all the mentees and mentors.

## Time commitment

Participants will be required to commit to the following:

1. Attend **6 full-day** workshops (incorporating group assignments between sessions) from 8:30 am to 4:00 pm on:
  - Saturday, 13 June 2026
  - Saturday, 20 June 2026
  - Saturday, 4 July 2026
  - Saturday, 25 July 2026
  - Saturday, 1 August 2026
  - Saturday, 15 August 2026
2. Attend **a half-day** mentoring training and orientation session from 8:30 am to 12:30 pm on Saturday, 22 August 2026.
3. Meet with their mentor for at least one hour every month for 12 months. The dates, meeting place and times are to be decided between mentor and mentee.
4. Actively seek to secure a board or committee position.

## Participation fee

The cost to deliver this program is more than \$1,000 per participant. However, this cost will be covered entirely by OMI.

**Please note:** This program is in high demand each year. Due to the significant cost invested in the delivery of this popular program and limited places available, it is crucial that successful participants be committed and available to participate in all aspects of the program, including all training workshops and the 12-month mentoring program sessions. Exceptions will only be considered in extenuating circumstances (e.g. illness supported by a medical certificate or bereavement). Work or community-related commitments **would not** be considered acceptable reasons, therefore please ensure that all relevant parties are supportive of you participating in this program **prior to** applying.

Only participants who attend **all** required training sessions will be able to proceed to the mentoring program. Only participants who attend **both** training and mentoring sessions will receive a Certificate of Completion at the graduation event.

Any participant that is unable to fulfill the terms and conditions of the program, may also be required to repay the full costs of the program.

## Evaluation

Evaluation of the OMI Leadership and Governance Program is critical to ensure its long-term effectiveness. Participants will be required to complete a final evaluation of the program, at the end of the mentoring period.

## Confidentiality and mutual accountability

Mentors and mentees are asked to follow the OMI mentoring confidentiality and mutual accountability requirements below. These statements provide important guidance to both mentors and mentees regarding their mentoring relationship. These boundaries protect the rights of all mentoring participants.

The requirements are:

- All conversations will be held in strict confidence.
- Trust, confidentiality and mutual accountability are critical components of the mentoring relationship and will be maintained at all times.
- Active participation by the mentor and mentee is required in all mentoring sessions.
- Commitment to the mentoring relationship is an important part of all mentoring sessions.
- Professional conduct will be maintained at all times throughout the mentoring relationship.
- Any mentors or mentees who are having difficulty in their mentoring relationship should contact OMI and an appropriate course of action will be discussed.

**Failure to comply with any of the above by either the mentor or mentee can lead to the termination of the OMI mentoring relationship and/or the Leadership and Governance program.**

## **Further information**

For further information about the OMI Leadership and Governance Program, please email [engage@omi.wa.gov.au](mailto:engage@omi.wa.gov.au)



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# **LEADERSHIP AND GOVERNANCE PROGRAM 2026**

Mentor terms and conditions

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# **Leadership and Governance Program 2026**

## ***Stepping Up to the Challenge* Mentoring Program**

### **Mentor terms and conditions**

## **Objectives of the mentoring program**

The purpose of the Office of Multicultural Interests' (OMI) Leadership and Governance Program is to support equitable representation of people from culturally and linguistically diverse (CaLD) backgrounds on public, private or not-for-profit (NFP) sector boards and committees.

The principal objective of the OMI mentoring program is to support OMI Leadership and Governance Program participants in their board governance journey. The program guides and assists participants in nominating for and securing places on a board or committee in a public, private or NFP organisation.

## **Stepping Up to the Challenge: 12-month Mentoring Program**

In the context of the OMI mentoring program, mentoring is a relationship between an experienced board member selected by OMI and a mentee who has completed the OMI Leadership and Governance Training Program.

The mentor provides guidance and assistance to the mentee in their journey to seek out, nominate for and secure a place on a board or committee. The mentee is seeking information and knowledge about the workings of boards within the public, corporate and not-for-profit sectors.

The *Stepping Up to the Challenge* mentoring program is a structured program over 12 months. Mentors and mentees are matched, trained and sign an OMI Partnership Agreement which outlines the two fundamental principles of the partnership which are confidentiality and mutual accountability.

The mentoring process will be in a semi-structured format, as a one-on-one relationship between the mentor and the mentee. The mentoring session can take place face-to-face, via telephone and online over the 12-month period, with the suggested duration of each session approximately one hour. It is encouraged that the first meeting takes place face-to-face.

Mentorship will be monitored by OMI and the experience formally evaluated at the end of the 12-month period. The monitoring will be conducted through confidential separate check-in conversations with both mentees and their mentors.

The mentee is required to be proactive and help to create an agenda and a relationship that reflects the types of governance/board goals they would like to achieve. Mentors are volunteers who are offering their valuable time to the mentees. To reflect this, mentees are advised it is their responsibility to make the most of that time and, importantly, set the agenda for each mentoring session. The primary purpose of the mentoring relationship is to help develop the mentee to step up to board responsibilities.

## The benefits of mentoring

Mentoring is an effective means of preparing OMI Leadership and Governance Program participants (mentees) to take on new board positions and participate in the work of the board. Mentoring is an efficient way of sharing knowledge and developing cross-functional understanding between experienced and less experienced individuals. It reduces the steep learning curve for any prospective board member and allows them to engage productively early in their board tenure.

The *Stepping Up to the Challenge* mentoring program aims to create a secure, safe and welcoming introduction to board practice. The program aims to be a win-win experience for both mentees and their mentors.

## The benefits for the mentor

- Recognition as a successful board member.
- Opportunity to reflect on own skills and practices.
- Chance to stay current in the field of governance.
- Increased feeling of self-worth from contributing to an individual's development .
- Deeper levels of communication resulting in increased levels of trust.
- Exposure to fresh ideas and new insights.
- Personal satisfaction in sharing experience.
- Sense of pride in a mentee's accomplishments.
- Strengthening professional networks.

## OMI mentor roles and responsibilities

### Mentor Role

- Participate in a positive mentoring experience that supports the learning journey to enable the mentee(s) to nominate for and secure places on a board or committee.
- Contribute experience and share wisdom on issues relating to governance by increasing the mentee(s)' practical knowledge,
- Establish and maintain a relationship of mutual trust and respect with the OMI assigned mentee(s),
- Offer insights on board dynamics, governance and leadership, with no background politics or hidden agendas.
- Provide support to build confidence and expand governance skills by providing an opportunity for deeper thinking, reflection and guidance.
- Facilitate group mentoring and individual mentoring sessions in accordance with the needs of the group.
- Provide honest, authentic and constructive feedback.

### Mentor Responsibilities

- Make a necessary 12-month commitment to the program.
- Attend the mentoring training and orientation session on **Saturday 22 August 2026**.
- Meet allocated mentee(s) for at least one hour every month for 12 months.
- Link mentee(s) with relevant board opportunities they may become aware of that may arise during the 12-month program.
- Provide general feedback to OMI about mentees' progress to achieve the objective of the program.
- Provide information necessary for OMI's evaluation of the program.

### Mentor Requirements

- Current or previous membership on a board and either self-employed or employed in a leadership role.
- Experience on boards and committees.
- A desire to be an OMI mentor and be willing to share governance expertise.
- A willingness to share knowledge and a desire to advance the mentee's understanding of board governance and assist them to nominate for and secure places on a board or committee.
- Commitment to increasing cultural diversity on boards.

## Mentor-Mentee Time commitment

One hour every month for 12 months (dates and times to be confirmed between the mentor and mentee). Determine and self-regulate any extra time required for one-on-one mentoring between mentor and mentee.

## Meeting place

The mentoring sessions will be held at a place determined by the mentee and mentor.

## Confidentiality and mutual accountability

Mentors and mentees are asked to follow the OMI Mentoring confidentiality and mutual accountability requirements below.

These statements and boundaries provide important guidance to both mentors and mentees regarding their mentoring relationship and protect the rights of all mentoring program participants.

The requirements are:

- All conversations must be held in strict confidence.
- Trust, confidentiality and mutual accountability are critical components of the mentoring relationship and must always be maintained.
- The mentor and mentee must participate actively in all mentoring sessions.
- The mentor and mentee must be committed to the mentoring relationship.
- Professional conduct must always be maintained throughout the mentoring relationship.
- Any mentors or mentees who are having difficulty in their mentoring relationship should contact OMI, who will discuss the appropriate course of action.

**Failure to comply with any of the above by either the mentor or mentee can lead to the termination of the OMI mentoring relationship.**

## Further information

For further information about the OMI Leadership and Governance Program, please contact [engage@omi.wa.gov.au](mailto:engage@omi.wa.gov.au)