



2025 ARIA Board Observership Program

FAQs

ARIA is pleased to announce that it will be continuing the arrangement with the [Observership Program Limited \(TOPL\)](#) and will be offering the ARIA Observership Program again next year.

ARIA commenced its relationship with TOPL in 2018 and the first ARIA Observer commenced their participation in the program in 2019.

“ I feel that the knowledge and experience gained throughout The Observership Program is already being put to good use at work as well as in my new role as a Board Director. In general, my understanding of the role of Directors is now a lot clearer as well as the role and responsibility of ARIA and the way it’s run as an organisation.

Emily Crews, 2019 ARIA Observer



In 2025, ARIA will make **two** observership opportunities available to employees of ARIA Members, with preference given to suitable applicants from under-represented groups within the industry and people of diverse backgrounds and lived experiences (by way of example and without limitation, people who identify as women, non-binary, people of colour, or those who identify as a First Nations person).

Applications for the ARIA Observership Program are now open and close on 6 October 2024

What is the Observership Program?

The Observership Program was founded in 2014 and it provides training and practical experience in not-for-profit board leadership. It also provides participants with ongoing networking opportunities to help foster a community of future leaders. The Observership Program is run by [TOPL](#) and the program provides a learning experience for rising talent to learn more about the fundamentals of boards, decision making processes and governance.

What is the ARIA Observership Program?

Under the ARIA Observership program, the successful applicants will be provided with the following during the 2025 calendar year:

- Invitation to attend each ARIA Board meeting held virtually or in person in Sydney (on dates and times to be advised) as a non-voting participant.

- Depending on the Observer's skillset and current role, an invitation to join and contribute, as a non-voting participant, to the ARIA Chart & Marketing Committee, with meetings held virtually or in person in Sydney (on dates and times to be advised).
- Opportunity to lead or participate in a key ARIA strategic project (if there is an appropriate project underway during 2025).
- High level training for not-for profit directors delivered by the [Australian Institute of Company Directors \(AICD\)](#) and [The Ethics Centre](#). The training program encompasses subject areas essential to not-for-profit governance, with high profile guest speakers invited to contribute at training sessions.
- A year long program to build the observer's experience and confidence in serving on a not-for-profit board.
- Invitation to attend the program launch and end of year networking event.
- Networking opportunities with fellow and former participants in the program. The Observership Program will connect the successful applicants with the previous year's ARIA Observer.

How many applicants will be selected to participate in the ARIA Observership program?

Up to two applicants will be selected for the 2025 ARIA program.

What will the successful applicants need to do as a part of the ARIA Observership program?

- Participation in the program requires the Observers to attend all [TOPL](#) organised training sessions and attend all ARIA Board and if relevant, all ARIA Chart & Marketing Committee meetings.
- It is anticipated that there will be at least 9 sessions that the successful applicants will be required to participate in such as:
 - 1 x launch event
 - Ethics Centre Sessions
 - Additional sessions developed by [TOPL](#).
- The Observers will observe the ARIA Board and if relevant, the ARIA Chart & Marketing Committee meetings. The Observers do not have any voting rights and are not appointed as directors or officers of ARIA. The Observer will be invited to attend the aforementioned meetings to observe the workings of the ARIA Board/Committee as a learning experience. The Observer will be invited to contribute to discussions at these meetings in an informal capacity.
- The Observers will be required to treat all discussions, activities and communications associated with the [TOPL](#) program, ARIA Board and committee meetings and ARIA with strict confidentiality.

- ARIA and [TOPL](#) will also require the successful applicants to complete and provide certain documentation. [TOPL](#) will also require the successful applicants to undergo a police check

What are the eligibility requirements for the ARIA Observership?

- Applicants must be employed by a current ARIA Member and be invited to apply by that ARIA Member.
- [TOPL](#) requires applicants to be aged between 25 – 40 years.
- Applicants must either be an Australian citizen or an Australian permanent resident.
- As [TOPL](#) currently only operates the program workshops/training sessions in Melbourne, Brisbane and Sydney, applicants must be based in one of those locations, or be prepared to bear their own costs of travel to one of those cities for the relevant training sessions and networking events. If the successful applicant elects to attend the program training/workshops and events in one location, they cannot transfer to attend the program training/workshops and events in another.
- Applicants will need to make themselves available for an interview for the program.

Are there any confidentiality requirements?

All discussions that occur at the ARIA Board meetings and ARIA Committee meetings and all communications that the Observer receives in association with their position as an Observer are confidential. It is essential that Observers understand and respect this confidentiality. As part of the participation in program, each Observer will sign a confidentiality agreement and must comply with its terms. [TOPL](#) and ARIA will each require the Observers to provide confidentiality undertakings.

How does someone apply for the TOPL program?

Applicants can apply via [TOPL](#):

Program Type	Information	Link
ARIA Program	<p>Applicants will be eligible to apply to observe the ARIA Board and attend (if applicable) in the ARIA Chart & Marketing Committee meetings only.</p> <p>The successful applicant will participate in the TOPL organised training sessions. Persons applying for the ARIA program will be provided with a coupon code, so they do not have to pay the \$50 application fee.</p> <p>The ARIA program coupon code is: ARIA25</p>	https://www.observership.com.au/apply-now/aria/

What are the tips and instructions for applying for the ARIA program?

Once the eligible ARIA Member employee has been invited to apply, the following steps should be followed:

- All ARIA applicants must complete [TOPL's](#) online application form via the link below by **6 October 2024**: <https://www.observership.com.au/apply-now/aria/>
- **Coupon code:** **ARIA25**

Tips and Instructions:

- [TOPL](#) requests that ARIA program applicants to use the link above and not the 'apply now' button on the [TOPL](#) website.
- Once an applicant clicks the above link, the [TOPL](#) system will request the applicant to set up an account.
- When the applicant creates the account, the [TOPL](#) system then asks the applicant to log in using their new account details.
- If the applicant has saved their application during the process, and needs to get back into their application to continue, they will need to be logged in and then click on their saved link.
- On the final application page:
 - Enter the coupon code: **ARIA25**
 - Click on 'apply' button beside the coupon code
 - Click Submit.

If there are any queries, please contact **Belinda Da Silva** - Program Manager | The Observership Program: belinda.dasilva@observership.com.au | 02 9241 6874

Where can you find more information?

- For general queries about TOPL, please read the comprehensive FAQs on the [TOPL](#) website: <https://www.observership.com.au/faqs/>
- Any queries regarding the application form and TOPL should be directed to:

Belinda Da Silva - Program Manager | The Observership Program:
belinda.dasilva@observership.com.au | 02 9241 6874
- Specific queries about the ARIA opportunities can be directed to ARIA at email: memberservices@aria.com.au