



**THE UNIVERSITY OF MELBOURNE ARCHIVES**

<b>NAME OF COLLECTION</b>	Women In Management Inc.
<b>ACCESSION NO</b>	94 71
<b>CATEGORY</b>	Professional Organisation
<b>ACTIVITY</b>	Professional Association
<b>DATE RANGE</b>	1974 - 1994
<b>SIZE OF COLLECTION</b>	18 boxes, 2 oversized items, 1 VHS tape

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<b>HISTORICAL NOTE</b>	<p>Women In Management Inc. was initiated in 1974 as 'Jambunna' by two women executives who saw the need for a support network for women in management. It was the first group for women managers in Victoria and one of its purposes was to discuss and define problems particular to such women.</p> <p>The organisation became Women In Management in 1978 and Incorporated in 1985.</p> <p>The issues tackled grew and changed throughout the life of the organisation. Members were concerned, for example, with child care and with women's mentor networks. They were also concerned to teach women skills such as time, personnel and stress management in order to advance their careers. They were active in lobbying over social and political policy and in secondary education, forming a Policy Group in 1988. In the early 1990s the Policy Group wrote a policy on women's health and published a VCE package for year eleven students on women and management, called 'Women at Work'.</p> <p>WIM aimed to establish and represent themselves as a legitimate and permanent part of the business and management community, while providing a social club and professional network for women. They were also part of the growing women's movement from the early 1970s on and they developed extensive contacts with other women's organisations including lobby groups such as Women's Electoral Lobby and those groups concerned with affirmative action and women's progress at work.</p> <p>Membership was initially restricted to women within certain professions and educational levels who had held a management position for at least three years. These conditions were relaxed as they sought to expand their membership base. By 1990, for example, women with one year's management experience could join.</p> <p>In 1991 WIM held a conference which was not a financial success, leaving them with substantial debts. While these were paid within one year, services to membership suffered, membership fell and a decision was eventually taken to disband. In 1994 WIM amalgamated with the International Women's Federation of Commerce and Industry.</p>
<b>DATE OF TRANSFER</b>	20 May 1994

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<b>ACCESS CONDITIONS</b>	<p>Restricted .</p> <p>Parts of this collection are restricted and only able to be used under the strict supervision of the archivist.</p> <p>General records in the collection are open to researchers, but in line with an agreement between the University of Melbourne archives and Women in Management Inc. At the time of transfer of the records, membership records are only accessible for biographical research with the permission of the woman being researched or her family. Statistical analysis of membership trends in the records is only possible if the records are copied (by photocopy or other means) and names and addresses of members removed or blanked out.</p> <p>This restriction is in place because of the recent date of the collection and because information was supplied to WIM by members in strict confidence.</p> <p>Series restricted to supervised access are: Parts of series 2, series 4, series 5, series 6, series 7, series 8, series 9, series 11.</p>
<b>NOTE ON LISTING</b>	<p>The arrangement of the collection follows the arrangement of records as found in the WIM office in May 1994. There are several simple series of records, as listed in the index.</p> <p>Series 2, Alphabetically arranged Subject/Working Files 1985-1993, however, is more complex as filing practice was not consistent. Membership records were filed under both 'G' - 'General Membership' - and 'M' - 'Membership' - for example. Management Committee and Executive Committee Minutes also occur at several places throughout this series.</p> <p>Files were left in order as found but descriptions of the contents of files have been provided as a guide. Researchers would be advised to scan the whole of this series to trace multiple sources of similar records.</p>
<b>LISTED BY</b>	Suzanne Fairbanks Josephine Hatley
<b>DATE</b>	20 December 1994

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Series 2	Alphabetically arranged Subject/Working Files 1985-1993. Subsections:
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	<b>WIM Executive Committee</b>
	<b>Activity Notices</b>
	<b>Annual General Meeting</b>
	<b>Activity Attendance Sheets</b>
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	<b>Women's Awards</b>
	<b>WIM Inc. Files</b>

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	<b>Major Women's Organisations</b>
	<b>Other Women's Organisations</b>
Series 3	Correspondence Files 1990-1991
Series 4	Membership Application Forms 1974-1994
Series 5	WIM Membership Indexes 1982-1992
Series 6	Unfinancial and Resigned Members
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Series 8	WIM Questionnaire Return 1990
Series 9	WIM Member Survey 1988
Series 10	WIM Telephone Journal c.1991-94
Series 11	Office files on Disc 1991-1994
Series 12	WIM Newsletters and Magazines 1984-1993
Series 13	Ephemera

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Box No.	Archive No.	Description
	<b>1</b>	<p><b><u>COMMITTEE MINUTES 1985-1994.</u></b></p> <p>[The primary function of this minute book is to record the decisions of the WIM Management Committee. It also houses the organisation's constitution, purpose statement and some financial statements. An earlier minute book once existed but is now lost. Includes minutes of Executive Committee every five to six weeks and of the Annual General Meetings. Until 19 November 1991, financial statements were sporadically included and after this date they were always attached to the minutes.]</p>
12	1/1	One volume, 11 February 1985 - 24 January 1994.
	<b>2</b>	<p><b><u>ALPHABETICALLY ARRANGED SUBJECT/WORKING FILES 1985-1993.</u></b></p> <p>[This series of WIM office files was created in the period between 1985 and 1993. It is concerned with the day to day running of the organisation and includes records of activities, Annual General Meetings, financial notices, legal action and the logo. As with the minute book, the pre-1985 files are missing and might be with a former official.</p> <p>The main alphabetical sequence was preceded and followed by files on other women's organisations, a membership survey and a file on the WIM Management Committee.</p> <p>Individual files were often grouped together in a main hanging file with a group title. These group titles are indicated below in <b>BOLD AND CAPITAL LETTERS</b> ].</p> <p><b>WOMEN AT WORK</b></p>
1	2/1	<b>WIM Surveys 1992.</b> Surveys of WIM members checking participation rates in, and satisfaction, with activities and functions.
1	2/2	<b>WIM - Women At Work.</b> Recruiting Ms Marilyn Bowler as a speaker in WIM's 'Women At Work' Project put together for VCE students as part of the year 11 curriculum. Contains her acceptance. Also includes WIM Constitution revised 30 April 1990.

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Box No.	Archive No.	Description
1	2/3	<b>Women at Work.</b> Constitution and rules of WIM Inc. revised 30 April 1990.
		<b>WIM EXECUTIVE COMMITTEE</b>
1	2/4	<b>WIM Executive Committee. c.1987-1993.</b> Includes: Agenda for WIM meeting, 18 November 1992; quote from Nichol International re manufacture of WIM badges and suggested design for WIM logo, 1 July 1992; Photographs of Prof Peter Chandler and the AGM taken by Marion Brooks; paper on future administration of WIM 1987/88; purposes of WIM; list of office files and WIM financial records; mission statement; long and short term goals of WIM; functions and topics to be covered in 1991/92; agenda for WIM meeting of 19 August 1992; two copies of WIM's Women's Health Policy 1990; WIM circular concerning a 'meet the members' function, 7 June 1993.
		<b>ACTIVITY NOTICES</b>
1	2/5	<b>Activity notices 1990.</b> Invitations to WIM functions, 2 March 1990 - 9 November 1993.
1	2/6	<b>Functions.</b> WIM social functions, 6 February - 12 August 1992.
		<b>ANNUAL GENERAL MEETING</b>
1	2/7	<b>Annual General Meetings, 1983-1990.</b> Includes business papers for each AGM, ie, nomination forms for Executive Committee; proxy forms; Agenda and minutes of meetings; financial statements and reports; Presidents' reports to meetings; auditors' reports.
1	2/8	<b>Auditor's Reports, 1985-1992.</b>
		<b>ACTIVITY ATTENDANCE SHEETS</b>
2	2/9	<b>Activity attendance sheets, 7 April 1989 - 4 September 1992.</b> Attendance lists of Annual Dinners and other functions; includes profit and loss statements; document on management skills, 4 June 1991.

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Box No.	Archive No.	Description
2	2/10	<b>Activity profit and loss forms, 1992.</b> Includes attendance sheets.
<b>ACTIVITY CORRESPONDENCE</b>		
2	2/11	<b>Activity correspondence, 1987-1992.</b> Correspondence with guest speakers; speaker checklists and ratings.
2	2/12	<b>Media training bookings, n.d.</b>
2	2/13a	<b>Activities/Membership sub-committee, 1990-91.</b> Minutes of sub-committee, March - August 1990, February - July 1991; role of the convenor and sub-committee, 27 September 1990; list of applications, August-September 1991; procedure guidelines for membership applications.
13	2/13b	<b>Activities file 1.</b> Includes minutes of Activities/Membership Sub-committee, 25 September 1990 - 15 January 1991, but mainly consists of working documents of the Sub-committee organising activities; eg, flyers advertising events, lists of members attending, correspondence with speakers, list of topics for functions. Minutes of sub-committee meetings are dispersed throughout file. c. early 1990 - January 1991.
13	2/13c	<b>Activities file 2.</b> November 1988 - March 1990. Working documents of the Sub-committee organising activities; eg, flyers advertising events, lists of members attending, correspondence with speakers, list of topics for functions. Does not appear to contain minutes of meetings.
13	2/13d	<b>Social functions.</b> February - December 1992. Working documents organising activities; eg, flyers advertising events, lists of members attending, correspondence with speakers, list of topics for functions. Does not appear to contain minutes of meetings.
<b>CONSTITUTION AND RULES</b>		
2	2/14	<b>Constitution and rules, 1986-1990.</b> Includes Registration of WIM under the Associations Incorporation Act 1980, 25 July

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Box No.	Archive No.	Description
		1990; constitutions and rules; WIM policy and mission statements.
		<b>ELECTRICITY DEVELOPMENT STRATEGY - CONSULTATIVE PANEL</b>
2	2/15	<b>Electricity Development Strategy - consultative panel, 1990.</b> Invitation to join panel.
		<b>EXECUTIVE CORRESPONDENCE</b>
2	2/16	<b>Executive correspondence, 9 October 1989 - 2 September 1992.</b> Correspondence with members of the Executive re resignations, etc.
		<b>EXECUTIVE COMMITTEE MEETINGS</b>
3	2/17	<b>Minutes of Executive Committee Meetings, from AGM 1 October 1991 to 19 August 1992.</b> Includes revenue and expenditure statements June-August 1992; revised WIM Constitution 30 April 1990; results of member survey re agenda for 1991; list of WIM Executive members in front cover.
3	2/18	<b>Executive Committee - next meeting.</b> Minutes of Executive Committee meeting 23 October 1989; list of the 1989/1990 and 1990/1991 Executive; membership questionnaire.
3	2/19	<b><u>The Executive Woman's Report.</u></b> Correspondence to Editor of <u>Executive Woman's Report</u> , and issues, 23 November - December 1991.
		<b>FINANCIAL STATEMENTS</b>
3	2/20	<b>WIM Financial Statements, File 1.</b> WIM General Journal, January 1991 - November 1991.
3	2/21	<b>Monthly statements.</b> Includes incomplete set of balance sheets, 1989-1990; statements of income and expenditure 1989-1992; superannuation proposal; pay-in records; correspondence with auditor.

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Box No.	Archive No.	Description
3	2/22	<b>Conference statements.</b> WIM Conference account and reconciliation, 11 July 1991; balance sheet and income statement for May and June 1991.
<b>FURNITURE AND EQUIPMENT</b>		
3	2/23	<b>Furniture and Equipment.</b> Receipt for purchase of microphone and amplifier, 15 February 1991.
<b>GENERAL CORRESPONDENCE</b>		
4	2/24	<b>General Correspondence, File 1.</b> October 1992 - 1 February 1993.
4	2/25	<b>General Correspondence, File 2.</b> 14 January 1990 - 14 October 1992.
4	2/26	<b>General Correspondence, File 3.</b> January 1990 - 8 March 1993.
<b>GENERAL MEMBERSHIP CORRESPONDENCE</b>		
4	2/27	<b>General Membership Correspondence, File 1.</b> February 1992 - December 1993, correspondence related to renewal and resignations of membership.
4	2/28	<b>General Membership Correspondence, File 2.</b> February 1992 - June 1993.
4	2/29	<b>General Membership Correspondence and Enquiries, File 3.</b> Includes membership correspondence and questionnaires; list of women applying for membership. 1987 - 1992.
4	2/30	<b>Membership rejections.</b> [General Membership Correspondence, File 4.] November 1990 - February 1991.
4	2/31	<b>Deferred Membership.</b> [General Membership Correspondence, File 5.] August 1990 - October 1991.
4	2/32	<b>Membership cancellations.</b> [General Membership Correspondence, File 6.] August 1989 - November 1991.

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Box No.	Archive No.	Description
4	2/33	<b>WIM Newsletter. [General Membership Correspondence, File 7.]</b> June 1992. Includes correspondence re Newsletter and copies.
4	2/34	<b>Members. [General Membership Correspondence, File 8.]</b> February - end 1992. Successful applications of new members.
<b>HEALTH POLICY</b>		
5	2/35	<b>Health Policy.</b> WIM Health Policy document 1990. Includes minutes of Policy Group, 10 October 1990.
<b>INCORPORATION</b>		
5	2/36	<b>Incorporation, 1990.</b> Correspondence with Registrar, Associations Incorporation Office; copy of Certificate of Incorporation; drafts of Constitution. 1985 - 1990.
<b>LEGAL ACTION</b>		
5	2/37	<b>Legal Action.</b> February 1991 -13 July 1992. Includes correspondence regarding debts to Hilton Hotel; suit against Auden for using WIM name and logo.
5	2/38	<b>Legal - WIM.</b> Suit against Auden, March - June 1991.
<b>LIFE MEMBERSHIP</b>		
5	2/39	<b>WIM Life Memberships.</b> List of life members, n.d.
<b>LOGO</b>		
5	2/40	<b>Logo.</b> Correspondence and logo designs, 1990.
5	2/41	<b>WIM bromides and artwork for logo.</b> Includes slides and film of logo, 1990.
<b>MAGAZINE</b>		
5	2/42	<b>Magazine Committee Meetings and correspondence.</b> Minutes of committee 16 May 1991; bromides of Winter and Summer

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		Editions 1989; list of advertising rates; financial details; submissions for sponsorship.
5	2/43	<b>Magazine Commission.</b> Advertising rate card with deadlines; list of advertisers; details of commission made 1990 -1991.
		<b>MEMBERSHIP APPLICATIONS</b>
5	2/44	<b>Member Acceptance Lists.</b> Lists of membership applications confirmed, 1988 - 1991.
6	2/45	<b>Membership applications and procedures.</b> April 1990 - October 1992. Includes profile of the average WIM member; outward correspondence re successful membership applications; mission statement of WIM; membership application procedure.
		<b>MEMBERSHIP DIRECTORY</b>
6	2/46	<b>WIM Directory 1990.</b> August - November 1990. Correspondence re directory.
		<b>MEMBERSHIP SURVEY</b>
6	2/47	<b>WIM Profile 1990.</b> Includes copy of membership questionnaire and analysis of results; analysis of active members.
6	2/48	<b>Profile survey August 1986.</b> Copy of questionnaire and analysis of results, 1986.
		<b>MINUTES</b>
6	2/49	<b>Minutes of Executive Committee Meetings,</b> November 1989 - November 1991.
		<b>NEWSLETTERS</b>
6	2/50	<b>Newsletters.</b> June 1992 - August 1993. Draft copies of <u>Newsletters</u> ; speech given by Rosemary Varty on women and industrial relations 4 May 1993.
6	2/50a	<b>Supplementary Mailing List for Newsletter.</b> Lists of women's

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Box No.	Archive No.	Description
		groups to be added to supplementary mailing list, 28 March 1990.
		<b>POLICY GROUP</b>
6	2/51	<b>Policy Group.</b> Correspondence setting up Political Policy Group within WIM to lobby politicians over issues of women in employment, career and finance; correspondence with politicians; list of WIM policy issues. August 1988 - June 1991.
7	2/52	<b>Policy Group, File 2.</b> September 1988 - June 1991. Includes some minutes of meetings; submission to Women's Tax Convention 1989; list of members of Legislative Assembly, March 1989; questionnaire on women's issues; Australian Democrats Policy on Women, 1989.
7	2/53	<b>Political Party Proposals.</b> Australian Democrats Alternative budget proposal, 1990/1991.
		<b>POTENTIAL ACTIVITIES</b>
7	2/54	<b>Potential activities.</b> Prospectus for potential speakers and events, 1992.
		<b>PUBLIC RELATIONS</b>
7	2/55	<b>Public relations program.</b> March 1990 - September 1991. Report by Strategic Public Relations to WIM on ways to increase its publicity and membership.
		<b>QUESTIONNAIRE</b>
7	2/56	<b>Confidential questionnaire returns.</b> 1989 -1990.
		<b>SALES TAX</b>
7	2/57	<b>Sales Tax.</b> WIM sales tax exemption number, March 1991.
		<b>SECRETARIAT</b>
7	2/58	<b>Secretariat.</b> Applications for position of Administrator with

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		WIM. December 1991 - February 1992.
7	2/59	<b>Secretariat - correspondence.</b> Reports from WIM Secretary to Executive, 1985; draft WIM secretariat agreement; WIM directive on future administration for 1985/6; applications for position of Office Manager. December 1985 - April 1992.
7	2/60	<b>Speakers/Education.</b> Lists of possible speakers for functions and their C.V.s. August 1990 - March 1993.
		<b>SPECIAL GENERAL MEETING</b>
7	2/61	<b>Special General Meeting</b> , 21 March 1986. Re changes to the Constitution over subscription fees; completed proxy forms; apologies.
7	2/62	<b>Special General Meeting</b> , 26 September 1986. Re changes to the Constitution over membership categories.
7	2/63	<b>Special General Meeting</b> , 18 April 1990. Meeting to change to the Constitution, especially changes to membership application form, to membership of Executive, and inserting clause covering action if WIM ceases to function. Also includes copy of revised Constitution April 1990; application to Corporate Affairs to register Constitution changes; notice of AGM April 1990, apologies and proxy forms; Minutes of AGM October 1989.
7	2/64	<b>Strategy/Planning Meetings.</b> Agenda for WIM strategy meeting, 9 January 1990; notes on membership and possible speakers for functions.
		<b>TASKFORCE (CONFERENCE)</b>
8	2/65	<b>1991 WIM Conference.</b> Includes program; papers delivered; finances; participants; inward and outward correspondence; sponsorship; minutes; publicity.
8	2/66	<b>1991 WIM Conference Finances.</b> Covers financial details following losses sustained on the Conference. Includes legal proceedings concerning debts; details of what is owed. September 1991 - July 1992.

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Box No.	Archive No.	Description
8	2/67	<b>1991 WIM Conference Taskforce.</b> 27 March - 18 October 1991. Conference organisers' file, includes confirmation from the Hilton; menu and parking details; associated details.
8	2/68	<b>Sponsorship (Conferences).</b> Submissions to Drake International for sponsorship of WIM Conference 1987; Submission to ANZ Banking Group Ltd. for sponsorship of WIM's 10th Anniversary Celebrations 1984.
8	2/69	<b>Submissions (Funding 1987 Conference and other).</b> 10 April 1986 - c. May 1990. Contains applications for grants to fund Conferences to various bodies such as the National Agenda for Women Grants Program; also submissions drafted by the Political Policy Group to enquiries such as the House of Representatives Standing Committee on Legal and Constitutional Affairs Equal Opportunity and Equal Status for Australian Women, and WIM Recommendations to the WEL National Conference, April 1986.
<b>TAXATION</b>		
9	2/70	<b>Taxation.</b> Correspondence re tax exemption and tax file number, April - August 1991.
<b>VCE PROGRAM (WOMEN AT WORK)</b>		
9	2/71	<b>VCE Program.</b> Correspondence and news articles on WIM's VCE Program 'Women at Work', 21 November 1991 - 17 March 1993.
9	2/72	<b>VCE Program.</b> Correspondence and news articles on WIM's VCE Program 'Women at Work', 18 November 1990 - November 1991.
<b>VICTORIAN EMPLOYERS' FEDERATION</b>		
9	2/73	<b>VEF Correspondence.</b> Correspondence with VEF over their role as WIM Secretariat, August 1989 - July 1991.

**WOMEN'S AWARDS**

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Box No.	Archive No.	Description
9	2/74	<b>Women's Awards, 1988.</b> WIM nominations for 1988 Bicentennial Women's Awards.
9	2/75	<b>Women's Electoral Lobby.</b> Correspondence between WEL and WIM, May - 17 August 1992.
<b>WIM INC. FILES</b>		
9	2/76	<b>Workshop notes for WIM.</b> Notes on a workshop on women's finances by Walker Angard, 2 February 1990.
9	2/77	<b>WIM UK.</b> Correspondence between WIM Australia and the UK branch, May 1990 - 16 November 1990.
9	2/78	<b>WIM Policies, Strategies, Job Descriptions, Membership, prior to 1989.</b> Assorted official correspondence and policy documents including Constitution and President's report to Conference. Major file to consult re policy.
<b>MAJOR WOMEN'S ORGANISATIONS</b>		
10	2/79	<b>Business and Professional Women (BPW).</b> 29 March 1990 - 11 March 1991. Newsletters, correspondence, invitations from BPW and copy of their submission to the National Wage Case 1990.
10	2/80	<b>National Foundation For Australian Women.</b> 11 September 1989 - 25 November 1991. Correspondence inward and outward, Newsletters and subscriptions.
10	2/81	<b>Victorian Women's Consultative Council.</b> 22 March 1991 - 17 June 1992. Includes correspondence from the Victorian Dept. of the Premier and Cabinet organising the VWCC and its terms of reference; minutes of VWCC meeting to discuss the State Budget process; invitations to further meetings and MS. notes on meeting of 17 June 1992.
10	2/82	<b>National Women's Consultative Council.</b> January 1989 - November 1991. Correspondence inward and outward; Newsletter of NWCC; includes WEL, Catholic Women's League

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Box No.	Archive No.	Description
		Australia, National Women's Christian Temperance Union, National Union of Sole Parents, Country Women's Association and National Women's Housing Caucus objectives to be presented at the NWCC Women's Convention 2 June 1990; WIM nominated members for the 4th NWCC on 7 September 1990.
10	2/83	<b>Office of the Status of Women.</b> April 1989 - December 1991. Includes introductory booklet on the OSW from the Department of the Prime Minister and Cabinet; OSW Women Newsletter; OSW National Domestic Violence Education Program, c. April 1989.
10	2/84	<b>Women in Chemistry (WINC).</b> WINC Newsletters, incomplete series Autumn 1989 - Summer 1991; invitations to WINC functions, 25 October 1990, 24 October 1991.
10	2/85	<b>Women in Medical Science.</b> Newsletter, incomplete series February 1989 - September 1991.
10	2/86	<b>Women and Management (WAM).</b> Correspondence from the Sydney group WAM seeking affiliation with WIM. The group covered slightly different ground from WIM. Includes proposal for a WIM/WAM joint meeting. 3 September 1991.
<b>OTHER WOMEN'S ORGANISATIONS</b>		
11	2/87	<b>Other women's organisations.</b> [This list includes some items which are held in the next file No. 2/88] Correspondence, invitations, newsletters and prospectus between WIM and other women's organisations; includes Victorian Women's Trust, February 1990 - February 1993; Asia Pacific Women's Network, 8 February 1993; Enterprise Connection, 12 November 1992; CAPOW, Newsletter, (Coalition of Australian Participating Organisations of Women) 1 June 1992; Women's Business Initiative Forum, 30 April 1992; Human Rights and Equal Opportunity, 23 June 1992; Executive Women's Report, Newsletter, February 1992; Women in Publishing, Newsletter, 19 December 1989 - November 1991; Equal Opportunity Bulletin, November 1991; Viewpoint - A Liberal Party newsletter for Women, October 1991; Women at Work,

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		<p>Newsletter by ACTU for women, September 1991; Victorian Womens Workly, August 1991; Consumer Newsletter of the Australian Federation of Consumer Organisations, October 1991; OSWomen Newsletter, June 1991; EPRA (Early Planning for Retirement Association) Media Release, 21 May 1991; Tranx, program for 3-5 October 1991 conference; WIRE Information sheet, pamphlet and Annual Report 1990 - 1991; Amnesty International information and list of women abused for political reasons (Women's Action 1991); Action News, Newsletter of Affirmative Action Agency, September 1989 - February 1991; UN Status of Women Committee, meeting dates, minutes of meetings and dinners, 9 May 1989 - March 1991; Women in Focus Newsletter, Spring 1989, November 1990; N.O.W.S.A. (Network of Womyn Students in Australia) leaflet, 3 December 1991; Affirmative Action Agency Annual Report, 1989 - 1990; Women Lawyers Association, Newsletter, October 1990; National Foundation for Australian Women, conference, September - October 1990; Womens Action Alliance, Statement of Principles, n.d.; Women Chiefs of Enterprise International, seminar, 26 June 1990.</p>
11	2/88	<p><b>Other women's organisations, file 2. [NB includes some items listed at 2/87 above.]</b> Includes Network Summer 1989, Quarterly Newsletter of the Rural Womens Network; International Women's Development Agency; The Women and Credit Task Group - How to get out of sexually transmitted debt; FICCI Ladies Organisation, or FLO; correspondence from the Indian equivalent of WIM, September 1987; Women's Employment Branch (Dept. of Labour), Women and Award Restructuring Discussion Paper , August 1989; Employment and Skills Formation Council, Guidelines on Women and Restructuring, August 1989; Women Count - Statistics on Women's Employment in Victoria, by Dept. of Labour; list of other women's groups and addresses.</p>
	3	<p><b><u>CORRESPONDENCE FILES 1990-1991</u></b> [This series of files contains copies of official outward WIM correspondence written by WIM leaders. Most of the correspondence was related in some way to membership, usually new members. Scattered throughout these files are financial statements and odd minutes of meetings.]</p>

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Box No.	Archive No.	Description
14	3/1	<b>Correspondence file 1, 1990.</b> 17 November 1989 - 5 September 1990.
14	3/2	<b>Correspondence file 2, 1990.</b> 7 September - 21 December 1990.
14	3/3	<b>Correspondence file 1, 1991.</b> 7 January - 27 June 1991.
14	3/4	<b>Correspondence file 2, 1991.</b> 1 July - 25 November 1991.
	<b>4</b>	<b><u>MEMBERSHIP APPLICATION FORMS 1974-1994.</u></b>  <p>[This is a restricted series. It can only be consulted with the permission of the particular woman concerned in the case of biographical research and in photocopied form with names removed in the case of demographic research.]</p> <p>The function of this series was to enrol members in WIM from 1974 to 1993. The applications are filed in alphabetical order and many are accompanied by confidential C.V.s. Early applications are under Jambunna letterhead.]</p>
15	4/1	Membership application forms A-G, 1974-1993
15	4/2	Membership application forms H-O, 1974-1993
16	4/3	Membership application forms P-R, 1974-1993
16	4/4	Membership application forms S-Z, 1974-1993
17	4/5	Subscription notices and membership application forms A-L, 1976-1993.
17	4/6	Subscription notices and membership application forms M-Z, 1976-1993.
	<b>5</b>	<b><u>WIM MEMBERSHIP INDEXES 1982-1992</u></b>  <p>[All membership records are restricted - see conditions on page one of list.]</p>

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Box No.	Archive No.	Description
		Series consists of two membership indexes each of which lists members and their addresses in alphabetical order. The records were created to document the date members paid their fee, the amount they paid and the date their membership expires.]
17	5/1	<b>WIM membership index No.1.</b> Contains a section at rear of box which includes life members and a section which appears to be of members who have resigned or are unfinancial. Also includes date on which application was approved in top right hand corner. c.1982-1992.
17	5/2	<b>WIM membership index No.2.</b> The expiry date on these cards indicates that this index may have been for ex-members. Cards appear to have membership numbers written in red texta in the top right hand corner of the page. c.1982-1992.
	<b>6</b>	<b><u>UNFINANCIAL AND RESIGNED MEMBERS</u></b>
18	6/1	Unfinancial and resigned members list. Includes membership number, status, home and work address and phone numbers, and forwarding address for mail. n.d.
	<b>7</b>	<b><u>WIM MEMBERSHIP DIRECTORIES 1991-1993</u></b>
		[These directories were compiled to inform all members of each others' name, address, job title and employer, work phone number and address, qualifications, areas of expertise and membership of other bodies. It was confidential and only for the use of members to support WIM's aim of acting as a network among women. It was alphabetically arranged.]
17	7/1	<b>1991-92 Directory.</b> This is a printed and bound directory.
17	7/2	<b>1993 Directory.</b> This directory is housed in a loose leaved folder to enable members to easily keep it up to date.
	<b>8</b>	<b><u>WIM QUESTIONNAIRE RETURNS 1990</u></b>
		[This file houses alphabetically arranged questionnaires completed by members containing the information required to

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Box No.	Archive No.	Description
		formulate the WIM members directory. The survey was conducted by the WIM Executive in 1990. The survey covers four pages, asking questions on a range of subjects such as work and home address and phone number; career matters such as job title, academic achievements, and financial situation; personal questions about marital history and current situation and number of children.]
18	8/1	WIM membership directory questionnaire returns A-Z, 1990.
	<b>9</b>	<b><u>WIM MEMBER SURVEY 1988</u></b>  [This survey was undertaken in mid 1988 by the WIM Executive Committee. The aim of the survey is for the members of WIM to evaluate the performance of the Executive Committee, make suggestions on how WIM could be improved, and then communicate these views via the survey to the Committee. The surveys were due to be returned by the 13th of June 1988.]
18	9/1	WIM member survey c.June 1988.
	<b>10</b>	<b><u>WIM TELEPHONE JOURNAL C.1991-94</u></b>  [The primary function of the telephone journal was for WIM administrators to record the nature of incoming calls to the WIM office and the action following, if any. The telephone journal has a separate section where other daily WIM administrative procedures are recorded. The only dates given are the day and month. No year is given but evidence suggests it was used in the years of Marilyn Bowers' Presidency, c.1991-1994.]
12	10/1	WIM telephone journal, c.1991-1994.
	<b>11</b>	<b><u>OFFICE FILES ON DISC 1992-1994</u></b>  [These discs are from the period in which the WIM Office was located in Marilyn Bowler's home. They consist of all documents word processed on her Personal Computer. Membership documents originally transferred on four 5.25" discs, but now on one 3.5" disc described at 11/4 below, were produced on Word

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Box No.	Archive No.	Description
		<p>for Windows Version 3, but were translated into ASCII text and transferred to Word Perfect 5.1 format for the Archives. Three 3.5" discs containing general office documents (discs 11/1 - 11/3 below) were produced on WP5.1 originally. All discs are now read only. Due to the translation to a format compatible with the UMA software, graphics in the original documents have been lost, but the text is reliable.</p> <p><b>WHERE DISCS CONTAIN MEMBERSHIP INFORMATION, THEY ARE HIGHLY CONFIDENTIAL, AS ARE ALL MEMBERSHIP RECORDS IN THIS COLLECTION. THESE DISCS HAVE BEEN RETAINED EVEN THOUGH THE MEMBERSHIP INFORMATION AND GENERAL DOCUMENTS ARE HELD ELSEWHERE IN THE COLLECTION IN PAPER FORMAT. IN LINE WITH THE ACCESS AGREEMENT BETWEEN WIM AND UMA, MEMBERSHIP RECORDS ON DISC CAN ONLY BE USED FOR DEMOGRAPHIC TYPE RESEARCH UNDER THE SUPERVISION OF THE ARCHIVIST. THE ONLY ELECTRONIC FILE LIKELY TO BE OF USE FOR THIS PURPOSE IS WIM2 ON DISC 4 WHICH INCLUDES ADDITIONS, AMENDMENTS AND DELETIONS TO THE WIM NETWORKING DIRECTORY AND HIGHLY CONFIDENTIAL MEMBERSHIP INFORMATION SUCH AS CURRICULUM VITAE. THIS FILE IN PARTICULAR HAS BEEN RETAINED AS IT COULD BE PRINTED OUT WITH THE NAMES AND ADDRESSES DELETED FOR RESEARCH PURPOSES. IT IS NOT THE FULL DIRECTORY, HOWEVER, WHICH SHOULD BE CONSULTED IN PAPER FORMAT AT 7/1-7/2 ABOVE.]</b></p>
13	11/1	Disc 1: January 1992 - 26 April 1993. Contains possibly all documents word processed in the office between these dates. Includes agenda and minutes of meetings, attendance lists, correspondence, flyers etc.
13	11/2	Disc 2: 26 April 1993 - October 1993. Contains possibly all documents word processed in the office between these dates. Includes agenda and minutes of meetings, attendance lists, correspondence, flyers etc.

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Box No.	Archive No.	Description
13	11/3	Disc 3: 7 October 1993 - February 1994. Contains possibly all documents word processed in the office between these dates. Includes agenda and minutes of meetings, attendance lists, correspondence, flyers etc.
13	11/4	Disc 4: contains six files which were originally on four separate 5.25" discs: <b>WIM1</b> = WIM membership list, A-Z, includes index, initial, surname, address, salutation, and date joined in most cases, version dated 22 September 1989. <b>WIM2</b> = WIM additions, amendments and deletions to WIM Networking Directory, 8 December 1988, includes highly confidential membership information such as curriculum vitae. <b>WIMLIST1.REP</b> = WIM membership list, A-G, last revised 12 December 1991. Includes membership number, status, name, home, work and postal addresses and phone numbers. <b>WIMLIST2.REP</b> = WIM membership list, G-O, last revised 12 December 1991. Includes membership number, status, name, home, work and postal addresses and phone numbers. <b>WIMLIST3.REP</b> = WIM membership list, O-S, last revised 12 December 1991. Includes membership number, status, name, home, work and postal addresses and phone numbers. <b>WIMLIST4.REP</b> = WIM membership list, S-Z, last revised 12 December 1991. Includes membership number, status, name, home, work and postal addresses and phone numbers.
	<b>12</b>	<b><u>WIM NEWSLETTERS AND MAGAZINES 1984-1993</u></b>
13	12/1/1-32	<u>Talking Together</u> , WIM publication, Spring and Christmas 1984; <u>Women in Management</u> , WIM Publication, Spring 1985 - Spring 1987, published quarterly; <u>WM</u> , WIM quarterly publication, Summer 1987 - Autumn 1990; <u>Women In Management</u> , Winter 1990 - Spring/Summer 1991; <u>Women in Management Newsletter</u> , No.2, February 1993 - No.4, August 1993.
	<b>13</b>	<b><u>EPHEMERA</u></b>
13	13/1	<b>Ephemera.</b> File includes WIM stickers, compliments slip, six-sided introductory leaflet, badges, six sided 'Women at Work' VCE Program leaflet, application form for membership, WIM

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<b>Box No.</b>	<b>Archive No.</b>	<b>Description</b>
		Conference satchel and contents for the September 1991 'Leading Women' Conference.
SI (Oversized) Unit 35	13/2	WIM 'Women at Work' display sign, used at conferences, c.1991.
SI (Oversized) Unit 35	13/3	WIM Inc. sign with logo for conferences, c.1991.
13	13/4	WIM amateur VHS video recording of their 'Media training workshop' prior to the launch of their VCE package 'Women at Work'. c.1990.

List Ends