



EXECUTIVE OF THE YEAR AWARDS

Awarded to the chief staff person of a Chamber of Commerce / Board of Trade for outstanding performance and community leadership.

Our award recipients are among the best Chamber leaders in Canada with proven excellence in:

- Chamber management and operations
- Membership retention and growth
- Financial sustainability
- Contributions to the Chamber Network and Chamber management profession, and
- Community leadership

Award Categories:

Four awards are offered based on Chamber size:

- Micro chambers (less than 200 members)
- Small chambers (between 200 and 499 members)
- Medium chambers (between 500-999 members)
- Large chambers (1000+ members)

The judging committee may choose not to present an award in any category.

Eligibility Criteria:

1. Must be the chief staff person of a Chamber of Commerce / Board of Trade in Canada
2. Must be a member of CCEC
3. Must have been employed at the current Chamber of Commerce / Board of Trade for at least 3 consecutive years

Chamber Executives who are the sole employee are eligible and encouraged to apply!

Important Dates:

Nominations open: February 10, 2025

Nominations close: March 21, 2025

Award packages due: May 15, 2025

Awards will be presented during the Evening of Excellence on October 7, 2025

AWARD PACKAGE REQUIREMENTS

To be considered for an award, nominees must submit a completed award package to be reviewed by an external judging committee. Only the name of the award recipient will be disclosed at the CCEC Annual Conference awards ceremony. All other nominees and applications will remain confidential.

Award packages must include all information and supplementary material. Please organize your submission using the headings below. Submissions should be no longer than 2,000 words.

Judges will only review and assess the required information and supplementary material. Please do not submit additional information as it will not be considered.

Submit completed award packages to: ExecutiveDirector@CCEC.biz

Chamber Management & Operations: (20 points)

- An overview of your Chamber of Commerce / Board of Trade, and the programming and services offered
- A brief history of your work with the Chamber, highlighting your biggest achievements
- Describe your contributions to staff and volunteer development, including building a strong team, maintaining a positive workplace, ensuring good governance, and providing mentorship
- If you are the only staff person at your Chamber, describe how you successfully fulfill your organization's mandate and manage all aspects of your Chamber's operations
- Describe any new programs or services that have been developed under your leadership, highlighting your most innovative achievements

Membership Retention & Growth: (20 points)

- Describe your efforts to attract and retain members

Financial Sustainability: (20 points)

- Outline your Chamber's current financial success, highlighting your work to support long-term financial sustainability
- If you have run a deficit in one of the past 3 fiscal years, explain why

Contributions to the Chamber Network & Chamber Management Profession: (20 points)

- Have you achieved the Accredited Chamber Executive (ACE) designation? (5 points)
- Is your Chamber accredited through the Chamber Accreditation Council of Canada? (5 points)
- Outline your contributions to the Chamber Network and the chamber management profession through service to the provincial, national and/or international Chamber network
- Include a list of any previous awards or recognitions that you have received, or awards that your Chamber received during your tenure

Community Leadership: (20 points)

- Briefly describe any new partnerships that have been established under your leadership
- Provide an overview of your community involvement and volunteering
- Provide a brief summary of your Chamber's recent policy and advocacy work
- Include a list of weblinks to any relevant news articles showcasing your Chamber's work or your community contributions

Required Supplementary Materials:

- Complete the *Executive of the Year Award - Statistics* table
- Annual financial statements from the most recent two fiscal years
- Reference letter from the President/Chair of the Board of Directors
- Reference letter from a community representative outside of your organization
- Reference letter from the provincial/ territorial/ regional/ national Chamber, or provincial executive organization

EXECUTIVE OF THE YEAR AWARD - STATISTICS

	Most Recent Fiscal Year	One Year Prior	Two Years Prior
Total Revenue			
Total Expenses			
Net Surplus/Deficit			
Net Assets (Total Assets less Total Liabilities)			
Membership Revenue			
# of Members at Year Start			
# of Members at Year End			
# of New Members			
Population of Service Area			
# of Local Businesses			
Number of Full Time Staff			
Number of Part-Time Staff			