



# STAFF PERSON OF THE YEAR AWARD

Awarded to any staff person of a Chamber of Commerce / Board of Trade who has demonstrated exemplary performance and commitment to the Chamber.

Our award recipients are among the best Chamber professionals in Canada. They have demonstrated significant performance achievements, dedication to teamwork and a commitment to professional development and growth.

## Eligibility Criteria:

1. Must be employed full time at 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
4. Nominations must be submitted by the chief staff person at the Chamber of Commerce/ Board of Trade

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

## 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 below.

Submit completed award packages to: [ExecutiveDirector@CCEC.biz](mailto:ExecutiveDirector@CCEC.biz)

## Performance Achievements:

- Provide an overview of your role with the Chamber of Commerce / Board of Trade, highlighting your biggest achievements

- Describe any new programs, services, systems or processes that have been developed under your leadership
- Describe how your role requires you to work with the public and represent the Chamber professionally (examples: interacting with the Board of Directors, media, politicians and government officials, members, Chamber vendors or partners)

**Teamwork:**

- Describe how you contribute to the Chamber team, including:
  - Contributions to a positive workplace environment
  - Mentoring / coaching
  - Willingness to assume new challenges and responsibility
  - Working together as a team to achieve success
  - Demonstrating a positive “can do” attitude

**Professional Development & Growth:**

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

**Required Supplementary Materials:**

- Job description
- Reference letter from the chief staff person