



Chamber of  
Commerce  
Executives  
of Alberta

Assoc. des cadres  
des chambres  
de commerce  
de l'Alberta

# ALBERTA CHAMBER EXECUTIVE OF THE YEAR

## AWARD INFORMATION AND CRITERIA

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

This award recognizes exceptional Chamber leaders from across Alberta with proven excellence in:

- Chamber management and operations;
- Membership retention, engagement and growth;
- Delivering innovative programs and services;
- Community leadership; and
- Contributing to the Chamber Network

## ELIGIBILITY

1. Must be the chief staff person of a Chamber of Commerce / Board of Trade in Alberta.
2. Must have achieved 3 years of consecutive employment by March 3, 2026.
3. Must be a member of CCEA and the Alberta Chambers of Commerce.
4. Award nominations must be submitted by a peer. Self nominations are not accepted.
5. The current President of CCEA is not eligible.

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

## IMPORTANT DATES

Nominations open: February 3, 2026

Nominations close: March 3, 2026

CCEA Chair notifies nominees: March 4 - 6, 2026

Award packages are due: March 27, 2026

Online voting: April 7 - May 1, 2026

The award will be presented during the Alberta Chambers of Commerce's [88th AGM and Policy Plenary Session](#) in Whitecourt, AB on May 27 and 28, 2026.

## **AWARD PROCESS**

### **Nominations:**

Nominations must be submitted online via [CCEA's webpage](#) by a peer.

The nomination process is simple - identify yourself and the Chamber executive you want to nominate, and provide a brief summary of why your nominee deserves this recognition. You can include links to news articles, personal experiences, and any other information to highlight your nominee.

After the deadline closes, the Chair of CCEA will notify all nominees.

### **Award Package:**

All nominees must provide an award package that will be shared on CCEA's website and circulated to CCEA's membership. All sensitive information will be kept confidential.

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

Late packages will not be accepted.

### **Online Voting:**

The award recipient is chosen by Chamber Network peer vote. The nominee with the most votes will win!

Each member of CCEA can cast 1 vote during the voting period. For greater clarity, when casting their Chamber's vote, the voter will be asked to confirm their name and Chamber.

## **AWARD PACKAGE REQUIREMENTS**

Award packages should include all outlined areas of importance, and any additional details that highlight your unique approach to serving your local business community. Submissions should be no longer than 2,000 words.

### **Chamber Management & Operations:**

- Provide an overview of your Chamber (number of people employed, programs and services offered, key strengths and weaknesses, unique partnerships)
- Describe your work with the Chamber, highlighting your Chamber's biggest achievements
- Describe your contributions to staff and volunteer development (teambuilding, maintaining a positive workplace, ensuring good governance, mentorship). If you are the only staff person at

your Chamber, describe how you work with the Board of Directors to fulfill your Chamber's mission.

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

**Membership Retention, Engagement & Growth:**

- Provide an overview of your Chamber's membership trends over the past 3 years (may include: membership growth, decline or remaining the same, retention rates, key cancellation trends, priority markets, changes to membership dues or structure)
- Explain your efforts to attract and retain members

**Delivering Innovative Programs and Services:**

- Describe any new programs, services or partnerships that have been developed under your leadership, highlighting your most innovative achievements
- List your Chamber's key programming and include participation data (number of participants, number of sponsors, number of partners, etc.)

**Community Leadership:**

- Provide an overview of your community involvement and volunteering as a representative of your Chamber
- Provide a brief summary of your Chamber's policy and advocacy work over the past 3 years
- Provide a list of weblinks to relevant news articles showcasing your Chamber's work and community contributions

**Network Engagement:**

- Have you achieved the Accredited Chamber Executive (ACE) designation?
- Is your Chamber Accredited through the Chamber Accreditation Council of Canada?
- List your contributions to the provincial and national Chamber Network (volunteering with the provincial chapter, serving on boards or committees, speaking at conferences, webinars or peer networks, submitting policy resolutions, co-sponsoring resolutions, participating in provincial network calls, etc)
- List all previous awards and recognitions received during your time with the Chamber