



EXECUTIVE OF THE YEAR AWARDS

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 Canada 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

AWARD CATEGORIES

4 awards are offered based on Chamber size:

- Micro Chambers – less than 150 members
- Small Chambers – between 150 and 349 members
- Mid-sized Chambers – between 350 and 699 members
- Large Chambers – 700+ 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 have achieved 3 years of consecutive employment by March 16, 2026.
3. Must be a member of CCEC and the provincial Chapter if one exists.

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

IMPORTANT DATES

Nominations open: January 22, 2026

Nominations close: March 16, 2026

Award packages due: May 15, 2026

Award presentation: October 27, 2026 during the #CCEC26 conference in Victoria, BC

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 #CCEC26 award 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.

Key information from the award recipient's nomination package will be shared publicly for the sole purpose of announcing the award winner and showcasing their success. Information may be shared verbally during the award ceremony, included in a press release provided to the award recipient for their use, and included in a LinkedIn post announcing the award winners. All sensitive information will be kept confidential.

Submit completed award packages to ExecutiveDirector@CCEC.biz by end of day on May 15, 2026.

Chamber Management & Operations (20 Points)

1. Provide an overview of your Chamber (number of people employed, programs and services offered, key strengths and weaknesses, unique partnerships)
2. Describe your work with the Chamber, highlighting your Chamber's biggest achievements
3. 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.
4. 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 (20 Points)

1. 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)
2. Explain your efforts to attract and retain members

Delivering Innovative Programs and Services (20 Points)

1. Describe any new programs, services or partnerships that have been developed under your leadership, highlighting your most innovative achievements

2. List your Chamber's key programming and include participation data (number of participants, number of sponsors, number of partners, etc.)

Community Leadership (20 Points)

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

Contributions to the Chamber Network (20 Points)

1. Achievement of the Accredited Chamber Executive (ACE) designation **(5 points)**
2. Achievement of Chamber Accreditation through the Chamber Accreditation Council of Canada **(5 points)**
3. List your contributions to the provincial and national Chamber Network (volunteering with the provincial chapter, serving on boards or committees, speaking at conferences or webinars, submitting policy resolutions, co-sponsoring resolutions, etc)
4. List all previous awards and recognitions received during your time with the Chamber

Submission Requirements

1. Organized award submission that includes the headings and information listed above. Submissions should be no longer than 2,000 words.
2. Completed Executive of the Year Statistics table (page 4)
3. Annual financial statements for the past two fiscal years
4. Reference letter from the President / Chair of the Board of Directors
5. Reference letter from your provincial / territorial Chamber, the national Chamber, or your provincial Chapter

EXECUTIVE OF THE YEAR 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			