



STAFF PERSON OF THE YEAR AWARD

This award recognizes an exceptional Chamber professional who has demonstrated significant performance achievements, dedication to teamwork, and a commitment to professional development and growth.

ELIGIBILITY CRITERIA

1. Must be nominated by the chief staff person of your Chamber of Commerce / Board of Trade
2. Must be employed full time
3. Must have achieved 3 years of consecutive employment by March 16, 2026.
4. Must be a member of CCEC and the provincial Chapter if one exists.

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. The chief staff person will be notified if their employee is selected to receive the award.

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.

Performance Achievements (50 Points)

1. Provide an overview of your role with the Chamber. Include any new programs, services, systems or processes that have been developed under your leadership
2. List your biggest achievements at the Chamber (membership growth, successful events or campaigns, social and traditional media coverage, new partnerships, securing grant funding, advocacy wins, etc.)

Dedication to Teamwork (25 Points)

1. Describe how you work collaboratively as part of the Chamber team to achieve the organization's goals
2. Describe how your role requires you to work with the public and represent the Chamber professionally (working with the Board, media, politicians, government officials, members, vendors, etc.)

Commitment to Professional Development & Growth (25 Points)

1. Achievement of the Accredited Chamber Executive (ACE) designation **(5 points)**
2. 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.)
3. List the professional development, training, or education you've participated in over the past 3 years.
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. Reference letter from the chief staff person
3. Your job description