



## **AWARD COMMITTEE Terms of Reference**

Reports to: Alberta Chamber Executives Board

Alberta Chamber Executive of the Year: Each year this award is presented to a member of ACE whose contribution to ACE has been outstanding, as demonstrated by the participation level at meetings and the leadership show by that individual throughout the year. The Award consists of a \$350 personal cheque and recognition plaque.

Responsibilities:

- Develop a format for an ACE Executive of the Year to be named at the Alberta Chambers Annual Conference and Policy Session Chair's Dinner each May.
- Prepare electronic nomination format with submission instructions and deadlines
- Send out electronic call for nominations by March 1
- Deadline for nominations will be April 1
- Encourage the membership to participate in nominating and voting
- Nominations must be made by a member in good standing of ACE
- Self-nominations will not be accepted
- Individuals are not permitted to campaign for nominations or votes
- The current ACE President is not eligible to be nominated
- Review nominations and prepare electronic ballots to be sent out, including a brief description of why each person has been nominated
- Voting deadline will be April 15
- Compile results and declare a winner
- Arrange for the award
- Chair will contact Treasurer to prepare the cheque
- Chair will contact the Alberta Chambers to allow for notice to be added to the Chair's Dinner agenda

Meeting Frequency: As required via email or phone  
(Estimated – 2 months March/April)

Committee Members: Chair and two members at large

Approved: May 13, 2016