



## **BPW CANADA LEADERSHIP AWARDS**

The mandate of BPW Canada is to develop the professional and leadership potential of women in Canada through education, awareness, advocacy and mentoring within a supportive network. Many women rise to the challenge as leaders in the pursuit of this goal – in both their community and the workplace.

The focus of this award program is to recognize those women in Canada who have demonstrated leadership abilities.

- Launched in 2006, this unique program has a very different application, nomination and selection process from previous BPW Canada awards.
- This is an honor award, without a cash prize. Each recipient receives a framed certificate and a beautiful piece of jewelry designed by Renata Pancini of BPW Brampton.
- It is awarded in each convention year (2006, 2008, 2010, etc.)
- It is not a competition, in that there can be any number of nominees from the same province or club, and more than one recipient of the award.

### **Guidelines and Schedule for 2010**

#### **2009-2010 Time Line**

- November 30, 2009 – information to BPW members and Club Presidents
- January 30, 2010– deadline for applications to be received
- March 20, 2010 – nominees notified in confidence regarding results
- June 19, 2010– Awards Ceremony, Convention Banquet

#### **Nominee Qualifications**

- Must be a member in good standing
- No posthumous nominations accepted
- All nominees must consent in writing by signing the application form.

#### **Nomination Process**

- A member cannot nominate herself, but any other person (male, female, member, non-member) living in Canada can make a nomination.
- The nominator cannot be a member of the adjudication committee.
- The nomination package must be completed in full, as described below. No other information will be taken into consideration by the adjudicators.

### **Adjudication Committee**

- Five adjudicators will comprise the committee.
- They will be chosen by the Chair of the Leadership Awards Program.
- Suggested names for adjudicators may be provided by BPW members until December 1<sup>st</sup>, 2009.
- A maximum of two adjudicators can be BPW members - either current or past, but not members of the current Board of Directors of BPW Canada.

### **Selection Process**

- All nominations will be treated in confidence. The nomination packages, adjudicator notes and scoring sheets will be destroyed once recipients are selected.
- All nominators and nominees will be notified by email (or mail if no email specified) that their nomination package has been received. If elements are missing, nominators will be notified. Ideally, they will be able to complete the package and forward it to the committee by deadline.
- All nominees are encouraged (but not required) to attend the awards ceremony. Saturday, June 19, 2010 at the Horseshoe Resort north of Barrie. Recipients will be notified by March 20<sup>th</sup> regarding their receiving the reward.

### **Nomination Package**

- Most of the nominees will be unknown to the adjudicators and therefore the best argument for the nominee must be made in the nomination itself.
- The nomination package must be received all at one time. It must be submitted as one package to the committee.
- There are word and length limits. This is to ensure fairness of the process.
  - The career and volunteer summaries and most questions have a word limit. Any words over the limit will not be submitted to the adjudicators.
  - If more than five testimonials are received, only the first five will be submitted to the adjudicators.

### **Nomination Package Components**

1. Nomination Form – completed by nominee and nominator and signed by both
2. The completed Questionnaires A and B – A to be completed by nominator with assistance from nominee, B to be completed by nominee
3. One page career summary (not to exceed 500 words)
4. One page volunteer summary (not to exceed 500 words). Describe local, provincial, national and international involvement, length of service and offices held in civic, service organizations, charitable

activities, political pursuits and business associations. This includes BPW and non-BPW service and involvement.

5. Three to five testimonial letters regarding the nominee's commitment to leadership. Only copies are required. Please keep the originals.
6. The names and telephone numbers (day and evening) of references who are willing to support the nominee by participating in a brief telephone interview regarding the nominee's accomplishments and leadership attributes. Please identify at the bottom of each question in the Questionnaire A which of these references could speak to the nominee's success regarding that specific question. These references must be different from the nominator and testimonial writers.
7. a written motion from the nominees club in support of the nomination, by majority (50% plus 1)

# BPW Canada Leadership Award Nomination Form

## **NOMINEE AGREEMENT AND INFORMATION**

Nominee:

\_\_\_\_\_

Address:

\_\_\_\_\_

City, Province, Postal Code

\_\_\_\_\_

Phone (day) \_\_\_\_\_

(evening/cell) \_\_\_\_\_

Email: \_\_\_\_\_

Club: \_\_\_\_\_

I consent to my nomination for the 2010 BPW Canada Leadership Award. I will allow my name to be published in connection with the Award program.

Nominee's Signature \_\_\_\_\_

Date \_\_\_\_\_

## **NOMINATOR AGREEMENT AND INFORMATION**

Nominator: \_\_\_\_\_

Address:

\_\_\_\_\_

City, Province, Postal Code

Phone (day) \_\_\_\_\_

(evening/cell) \_\_\_\_\_

Email: \_\_\_\_\_

Nominator Signature \_\_\_\_\_

Date \_\_\_\_\_

Deadline for the nomination to be received: January 30<sup>th</sup>, 2010 by regular mail or received by email by midnight CST January 30<sup>th</sup>, 2010). All submissions will be acknowledged once received. Both nominees and nominators will be notified.

**Completed nominations to be sent to:**

Linda Prafke, Chair, Adjudication Committee  
BPW Canada Leadership Award Program  
c/o #230 3501-8th Street East  
Saskatoon, SK S7H 0W5  
email: [prafke@bmgconsult.com](mailto:prafke@bmgconsult.com)

For information regarding the program, please contact Linda Prafke at (306) 665-6900 or email [Prafke@bmgconsult.com](mailto:Prafke@bmgconsult.com)

Attachments include:

- Questionnaire A and B
- Career Summary (500 words maximum)
- Volunteer Summary (500 words maximum)
- Testimonials (three to five)
- References (names and contact information)

**QUESTIONNAIRE A: (completed by nominator)**

**Instructions: Answer the following seven questions in 500 words or less. For each question, identify a reference that can validate the nominee's involvement and behavior. Please consider situations from both business/career and volunteer life. (Chairing a highly successful event, revitalizing a club, or rebuilding membership could be examples from a volunteer perspective.)**

**Question 1 – How has the nominee demonstrated leadership vision?**

***Reference:***

**Question 2 – Has the nominee demonstrated the desire and self-discipline to continually develop her own knowledge and skills? How?**

***Reference:***

**Question 3 – How has the nominee demonstrated her desire and self-discipline in growing as a leader?**

***Reference:***

**Question 4 – Has the nominee demonstrated her ability to develop trust with those she leads? Do they believe that her work and vision can be trusted? What strategies and behaviors has she used to build and maintain trust?**

***Reference:***

**Question 5 – Does the nominee lead others according to their individual capacities and confidence? Does she coach them to succeed to higher levels?**

***Reference:***

**Question 6 – Does the nominee reward and recognize those she leads? What does she reward and how does she do so?**

***Reference:***

**Question 7 – Does the nominee take credit for her own errors? Does she give credit to individual team members for their efforts?**

***Reference:***

**QUESTIONNAIRE B: (completed by nominee)**

**Instructions: Answer the following two questions. There is no word limit. No references are required.**

**Question 1 - What would you consider to be inclusive leadership? Is it important? Why? How can we achieve it?**

**Question 2 – Describe your most successful project as a result of your demonstrated leadership skills.**

Club Motion in support of the Leadership Award Nomination

Moved By: \_\_\_\_\_,

That the nomination of \_\_\_\_\_ is supported by

the \_\_\_\_\_ Business and Professional Women's Club

at a meeting of the whole club on \_\_\_\_\_.

Date

Seconded by: \_\_\_\_\_.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary