

# **PCAAE Association Executive of the Year 2015**

## **THE AWARD**

The PCAAE "Association Executive of the Year" Award (AEYA) is an individual recognition to an Association Executive who has contributed significantly to the advancement of the association management profession and to the entire association community as a key leader in a membership-based/non-profit organization and has demonstrated outstanding achievements in advancing the mission of that organization.

## **CRITERIA**

The Awards Board shall consider the long-term career achievements of the nominees than to only a single year or the most recent year. Professional criteria to be evaluated shall include, but not limited to, professional organizational achievements, experience, training and education in association management and leadership; ethical conduct in dealing with others; a highly developed sense of professionalism; leadership and an abiding desire to advance the profession of association management; and service to PCAAE and other professional organizations. Non-professional criteria to be evaluated shall include, but not limited, to participation in non-PCAAE affairs of the community such as civic, religious, charitable, educational, or other activities.

The Awards Board shall be diligent and conscientious in its consideration of the nominees and in its ultimate selection of the winner, keeping always in mind that each recipient is presented to the Association and to the general public as one *who* exemplifies the ideals of the Association Executive profession.

## **ELIGIBILITY**

- The nominee must be a full-time Chief Executive Officer or Staff Executive at the time of the nomination.
- The nominee must have been employed in his/her present position for at least two (2) years.
- A member of good standing of PCAAE and/or any SEC-registered association/membership organization.
- The nomination must be made by a member of PCAAE or an elected official of the nominee's organization.
- A member of PCAAE or an elected official of the nominee's organization may nominate only one person for the award in any one year.

## **SELECTION PROCESS**

- Nominations for the Award can be submitted online. A letter of recommendation is required for all nominations.
- Each nominee needs to complete a personal data form (please see template below) to become a nominee for the Award. The PCAAE Secretariat will contact the nominee for the form.

- The Awards Board shall be composed of selected members of the PCAAE Board of Trustees.

**PRESENTATION**

The PCAAE “Association Executive of the Year” Award is presented at annual Association Executive Summit.

**NOMINATION FORM TEMPLATE** (Should be typed in the nominating person's organization stationery)

Name of Person Making the Nomination: \_\_\_\_\_

Organization: \_\_\_\_\_

Telephone / Fax / Email: \_\_\_\_\_

**Nominee Information:**

Name of Nominee: \_\_\_\_\_

Name of Association: \_\_\_\_\_  
 \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Telephone / Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Describe the nominee's contribution to the following (using no more than two typewritten pages):

- The association management profession
- His/her association or organization
- The PCAAE, if any
- Other noteworthy contributions

Nomination deadline is on **September 30, 2015**. Please send nominations and other supporting documents including photos and video to the PCAAE Secretariat, c/o ADFIAP 2F Skyland Plaza Bldg Gil Puyat Avenue Makati City or email at [inquiries@adfiap.org](mailto:inquiries@adfiap.org).