

## **'ANG SUSI' AWARDS**

### **ASSOCIATION BOARD MEMBER OF THE YEAR AWARD**

#### **THE AWARD**

##### **Purpose:**

The **Association Board Member of the Year Award** is an honour bestowed upon a member of the Board of an association or other non-profit membership organization in the country. This award is presented to a board member who has demonstrated outstanding service to the association community, to the practice of association good governance, and to the ideals and advocacy of the Philippine Council of Associations and Association Executives (PCA AE) through the giving and volunteering of her/his time, talent, and resources as a board member to further the goals and objectives of her/his institution.

##### **Criteria:**

To be considered for the Award, a board member must meet the following criteria:

- Nomination is required and can only be made by members in good standing of the PCA AE. All nominations are confidential and must be forwarded to the PCA AE Awards Committee for consideration.
- Nominee must be a member in good standing of the PCA AE.
- Nominee must have demonstrated continuing interest in and support of the PCA AE and its ideals and advocacy through her/his contribution of time, talent or resources to the purpose and objectives of good governance.
- Nomination must include a record of attendance (or provided proxy) at all scheduled Board meetings of her/his association.
- Nominee must also have a good record of attending various activities and programs of her/his association.
- Nominee must have an outstanding record of serving or personally contributing to committees established by the Board.
- Only nomination forms that have been distributed or posted online by the PCA AE are acceptable for submission. In addition to the nomination form, other documentation supporting the nomination should also be submitted. A photograph, preferably head and shoulder (300 dpi or higher) must also accompany the nomination.

**Timing:**

Nomination forms and all supporting materials should be received by the Awards Committee no later than **September 30, 2019**.

**Selection Methodology:**

The Awards Committee will review all nominations and determine the recipient. The decision of the Awards Committee is final. The award recipient will be officially presented during the Associations Summit 7 '**Ang Susi**' **Awards Night and Gala Dinner** on November 27, 2019 at the Philippine International Convention Center (PICC).

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 October 31, 2015. Please send nominations to the PCAAE Secretariat at [inquiries@adfiap.org](mailto:inquiries@adfiap.org)