

ACEC-Ontario Volunteer Awards program

PURPOSE

The inaugural ACEC-Ontario Volunteer Awards program celebrates member employees who have demonstrated excellence in leadership and positively impacted the association, industry and community through their volunteerism.

AWARDS SUMMARY

AWARD NAME	AWARD THEME	DESCRIPTION	ELIGIBILITY CRITERIA
Emerging Leader Award	Young professional, emerging leaders and building community	Recognizes one ACEC-Ontario young professional volunteer who, within the first five years of volunteering with ACEC-Ontario, has demonstrated remarkable promise as a future leader and community-builder in the consulting engineering sector.	<ul style="list-style-type: none"> • Current ACEC-Ontario volunteer • Must be a Young Professional at the time of nomination (40 years of age or less) • Must have been volunteering with ACEC-Ontario for no more than 5 years
Pinnacle Award	Excellence in leadership, fostering engagement	Recognizes one ACEC-Ontario volunteer for their exceptional leadership in their volunteer role at ACEC-Ontario.	<ul style="list-style-type: none"> • Current ACEC-Ontario volunteer • Eligible nominees must be one of the following: an Officer or Director on ACEC-Ontario's Board of Directors, a Committee or Network Chair or Co-Chair, a member of an ACEC-Ontario Chapter Executive.
ACEC-Ontario Chair's Award	Volunteer impact	To a deserving ACEC-Ontario member volunteer who has made a significant contribution to the association over the course of the ACEC-Ontario outgoing Board of Director Chair's term as Chair and/or Chair-Elect.	<ul style="list-style-type: none"> • Current, or previous, ACEC-Ontario volunteer • Volunteer activities must have occurred during the time which the outgoing Chair has served the association as either Chair or Chair-Elect • ACEC-Ontario volunteers employed by the outgoing ACEC-Ontario Chair's firm are ineligible

		The winner is selected by the outgoing Chair of the ACEC-Ontario Board of Directors.	<ul style="list-style-type: none"> All nominees are eligible for the Chair's Award by virtue of being nominated for the Pinnacle, Emerging Leader, or Distinguished Service Award, providing they do not work for the outgoing Chair's firm. All ACEC-Ontario volunteers during the outgoing Chair's term are eligible, regardless of whether they have been nominated for another award, providing they do not work for the outgoing Chair's firm.
Distinguished Service Award	Longstanding commitment & sustained impact.	Recognizing an individual who has made distinguished and enduring contributions to the association for 10+ years.	<ul style="list-style-type: none"> Current, or previous, ACEC-Ontario volunteer Eligible candidates must have acted in a volunteer capacity with ACEC-Ontario for 10 years Volunteer engagement activities do not have to be conducted for 10 consecutive years. Individuals who have taken a leave of absence (for any reason) but have volunteered for a total of 10 combined years are eligible.

RECOGNITION

Each winner will be recognized with an award at the 2022 ACEC-Ontario Annual General Meeting. Winners will also be compensated for travel expenses and ticket fees for the Engineering Means Business Forum. Both the AGM and Engineering Means Business Forum are held on the same date and location – Tuesday September 13th, 2022, at the Fairmont Royal York Hotel in Toronto, ON. Winners will be notified in advance of the event to properly compensate expenses.

NOMINATIONS SUMMARY

In addition to the eligibility criteria noted above for each award, the nominees/nominators must meet the following requirements:

- Self-nominations are not eligible
- Post-humous nominations are not eligible

- Group nominations are not eligible
- Nominee's must not have been paid for their work
- Nominee's activities must have been conducted within their role as an ACEC-Ontario volunteer
- Nominee's activities must be non-partisan in nature
- Nominee's must be employed by an ACEC-Ontario member company

We welcome nominations from anyone who has worked with and been impacted by the efforts of ACEC-Ontario volunteers.

IMPORTANT DATES

Wednesday, June 1, 2022 – nominations period opens

Friday, July 8, 2022 – nominations period closes

Monday, August 8 – Friday, August 12, 2022 – winners notified

Tuesday, September 13, 2022 – Engineering Means Business Forum, AGM & Volunteer Awards Program

AWARD ASSESSMENT CRITERIA OVERVIEW

Pinnacle Award

Nominees for the above-named award are assessed based on the following criteria:

1. Alignment with ACEC-Ontario core values (10 points)

ACEC-Ontario values are integrity, trust, collaboration, diversity, and respect.

2. Alignment with award theme (12 points)

The Pinnacle Award theme is leadership and fostering engagement.

Distinguished Service Award

Nominees for the above-named award are assessed based on the following criteria:

1. Alignment with ACEC-Ontario core values (10 points)

ACEC-Ontario values are integrity, trust, collaboration, diversity, and respect.

2. Alignment with award theme (12 points)

The Distinguished Service Award theme is length of service and impact.

Emerging Leader Award

Nominees for the above-named award are assessed based on the following criteria:

1. Alignment with ACEC-Ontario core values (10 points)

ACEC-Ontario values are integrity, trust, collaboration, diversity, and respect.

2. Alignment with award theme (12 points)

The Emerging Leader Award theme is leadership and building community.

Chair's Award

The Chair's award recipient is selected by the outgoing Chair of the Board of Directors. The outgoing Chair selects an individual who aligns with ACEC-Ontario's core values, has had clear impact and created positive change for the association during the term of the outgoing Chair acting as Chair-Elect or Chair of the Board of Directors. All volunteers who have been actively engaged during the

duration of the Chair's term as Chair-Elect and Chair are eligible. Nomination submissions are not required for this award. Candidates are not scored for this award, unless the outgoing Chair chooses to do so as part of their deliberations.

AWARD ASSESSMENT CRITERIA RUBERIC

Below are the definitions and rubrics that will be used to assess how closely the nominees align with each award theme:

Criteria: ACEC-Ontario Values

ACEC-Ontario Value	Value Definition
Integrity	The quality of being honest, moral consistency, and truthfulness.
Trust	The confidence that someone has in the reliability of another person. The degree to which someone feels they can depend on another individual.
Collaboration	An interpersonal relationship in which the parties show cooperation and sensitivity to the others' needs.
Diversity	Fostering a work environment that respects and includes difference, recognizing and valuing the unique contributions that individuals can make to maximize the potential of all members and volunteers. As it relates to the awards criteria, the nominee's leadership qualities must demonstrate their ability to foster a work environment as described above, and/or evidence that the nominee actively seeks to improve the inequity of diverse identities within the association and/or consulting engineering sector.
Respect	An attitude of, or behaviour demonstrating, esteem, honour, regard, concern, and other such positive qualities toward an individual or entity. An individual that demonstrates respect for others holds space and regard for other feelings, wishes, rights and traditions.

The nominee's alignment with each ACEC-Ontario value will be assessed on the following scale:

Max Score	Does the nominee demonstrate this value?	Definition
0 points	Strongly Disagree	No evidence showing that the nominee demonstrates this value.
0.5 point	Disagree	Some evidence that the nominee demonstrates this value. There is clear room for improvement to be considered a strong leadership quality.

1 point	Agree	Sufficient and clear evidence that the nominee demonstrates this value.
2 points	Strongly Agree	Above-average evidence that the nominee demonstrates this value.

Criteria: Leadership

Criteria	Criteria Definition
Leadership	The processes involved in leading others, including organizing, directing, coordinating, and motivating their efforts toward achieving certain group or organizational goals. Leadership tends to be reciprocal (leaders influence followers, and followers influence leaders), transactional (leaders and followers exchange their time, energies, and skills to increase their joint rewards), transformational (leaders inspire and motivate followers), and cooperative rather than coercive (followers voluntarily accept the leader's suggestions).

Max Score	Does the nominee demonstrate this value?	Definition
0 points	Strongly Disagree	No evidence showing that the nominee demonstrates effectiveness in leading as described above.
1 points	Disagree	Some evidence that the nominee demonstrates effective leadership techniques. There is clear room for improvement to be considered a strong leadership quality.
3 points	Agree	Sufficient and clear evidence that the nominee demonstrates this criterion. The nominee has clear evidence of cooperatively leading other individuals.
6 points	Strongly Agree	Above-average evidence that the nominee demonstrates strong leadership qualities.

Criteria: Building Community

Criteria	Criteria Definition
Building community	Encouraging and promoting the development of an inclusive, unified group of ACEC-Ontario member employees. Someone who successfully builds community ensures that there is a commonality of interests,

	attitudes and values that bind a group of people, while simultaneously encouraging dialogue and participation from diverse perspectives. Strong community leaders are adept at building cooperative, respectful relationships that are dependent on and sustained with high levels of trust and respect.
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Max Score	Does the nominee demonstrate this value?	Definition
0 points	Strongly Disagree	No evidence showing that the nominee demonstrates the ability to create and sustain community engagement.
1 point	Disagree	Some evidence shows that the nominee demonstrates this criterion. There is clear room for improvement to be considered a strong skill.
3 points	Agree	Sufficient and clear evidence exists that the nominee demonstrates this criterion as described above. The nominee has clear evidence of cooperatively leading a unified group of individuals, respects and includes diverse perspectives and dialogue, and fosters a sense of trust and respect.
6 points	Strongly Agree	Above-average evidence that the nominee demonstrates a strong ability to build community.

Criteria: Fostering Engagement

Criteria	Criteria Definition
Fostering engagement	Encouraging and mobilizing individual behaviours of participation within ACEC-Ontario activities. Someone who fosters engagement can motivate and encourage member employees to participate in the association. This can be demonstrated through behaviours such as volunteer recruitment, volunteer participation, inviting input and sharing perspectives during committee meetings, inviting members to events, introducing and building stakeholder relationships, etc. Fostering engagement includes a) building the motivation to engage, that ultimately b) translates into a behaviour of participation.

Max Score	Does the nominee demonstrate this value?	Definition
0 points	Strongly Disagree	No evidence showing that the nominee demonstrates this criterion.



1 points	Disagree	Some evidence shows that the nominee demonstrates this criterion. There is clear room for improvement to be considered a strong skill.
3 points	Agree	Sufficient and clear evidence exists showing the nominee demonstrates this criterion.
6 points	Strongly Agree	Above-average evidence that the nominee demonstrates a strong ability to motivate and foster engagement.

Criteria: Length of Service

Criteria	Criteria Definition
Length of service	Engaged in 10 years of service in a volunteer position(s) with ACEC-Ontario. Service is not required to be conducted in 10 consecutive years.

Max Score	Does the nominee demonstrate this value?	Definition
0 points	Disagree	The length of service was less than 10 years.
2 points	Agree	The length of service was 10 years.
4 points	Strongly Agree	The length of service was 11-14 years.
6 points	Strongly Agree	The length of service was 15+ years.

Criteria: Impact

Criteria	Criteria Definition
Impact	The time, effort and expertise given to the association by the volunteer has made noticeable, measurable, and positive changes within the work of the association. Examples of impact could be improved relationships with key stakeholders, new partnerships, increased member engagement within a Chapter, new Chapter development, a new policy or program proposal, providing consistent expert opinion that supports program growth, etc.



Max Score	Does the nominee demonstrate this value?	Definition
0 points	Strongly Disagree	No evidence showing that the nominee demonstrates the ability
1 point	Disagree	Some evidence shows that the nominee demonstrates this criterion. There is clear room for improvement to be considered a strong skill.
3 points	Agree	Sufficient and clear evidence exists that the nominee demonstrates this criterion as described above.
6 points	Strongly Agree	Above-average evidence that the nominee demonstrates a strong history of impactful contributions.