



## Outstanding Volunteer of the Year Award

### Who is eligible?

The Outstanding Volunteer of the Year is awarded to an expo or associate member who has made an outstanding voluntary contribution to CAEM. Members of the CAEM Nominating Committee are not eligible to win this award.

### What are the requirements for consideration?

1. Outstanding volunteer contribution to CAEM over the past year.
2. Membership in CAEM for at least two years.
3. The nominee must be a current member in good standing.
4. The nominee must have participated on at least one CAEM Committee over the past two years.

### How is a submission made?

The nomination must be submitted by a CAEM member on the nomination form provided. Nominators may be either Exposition or Associate members. Nominations are to be endorsed by two CAEM members from different companies (endorsements can be from either category of membership – expo or associate). Members of the CAEM Nominating Committee cannot endorse nominations. Each nomination must be accompanied by a written description of the nominee detailing the nominee's accomplishments that qualify them for this award. This description must be a minimum of 100 words in length. Submissions not meeting this requirement will not be considered.

### How is the nomination evaluated?

Once received by the CAEM office, nominations are submitted to the Chair of the Nominating Committee for their consideration. Nominations will be reviewed by the Nominating Committee and recommended for approval by the Board of Directors.

***Submissions not meeting all requirements will not be considered***

### When is the award presented?

The award winner will be announced at the CAEM Awards of Excellence in February 2020.

### What is the deadline for submission?

Nominations must be received by the CAEM office by **December 13<sup>th</sup> 2019**.



## Nomination Form

### Nominee

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

### Nominators (must be from two different companies)

1. Name: \_\_\_\_\_

Company: \_\_\_\_\_

Signature: \_\_\_\_\_

2. Name: \_\_\_\_\_

Company: \_\_\_\_\_

Signature: \_\_\_\_\_

### Career

Outline the Nominee's career with jobs held and names of companies with dates and locations.

Dates	Title	Company	City
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## **CAEM VOLUNTEER CONTRIBUTIONS**

To be considered, the nominee must have been a member and served as a volunteer on at least one committee during the 12 months leading up to the nomination.

Outline the nominee's senior volunteer position(s) on a CAEM Committee, Council and/or Board including dates, CAEM activity and position held.

## **ACCOMPLISHMENTS**

Detail accomplishments the nominee made during the past year to qualify them for this award (minimum 100 words):

### **CONFIDENTIAL SUBMISSION**

Return to:

Chair, Nominating Committee

Canadian Association of Exposition Management

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Toronto, ON M4P 1E8

Tel: (416) 787-9377, or 1-866-441-9377

Email: [membership@caem.ca](mailto:membership@caem.ca) [www.caem.ca](http://www.caem.ca)