



GREATER KITCHENER WATERLOO
CHAMBER OF COMMERCE
BUSINESS BUILDING COMMUNITY

Business Excellence Awards

Information Package



Business Excellence Awards Nomination Process

Overview of Process and Rules & Regulations

Overview

Nominations for the Business Excellence Awards (BEA) are accepted in the Fall. Once the nomination form is accessible to all members on the Chamber website the opportunity to submit nominations is promoted to our entire membership and partners. The period over which nominations are eligible to be submitted runs from early September through to mid November at which time nominations are closed. Once the nomination period officially closes, the submissions are collected and compiled in a nomination support kit format.

The Business Excellence Awards Nominating Committee (BEA) is made up of volunteer Champions. One Champion is assigned to each of the award categories. They are given the submissions for each nominee in their category and are responsible for reviewing the nomination support kits and prepare a concise summary of each of the nominee's information. They rate the submissions based solely on the criteria in a grid document which is given to the judging panel to assist with their deliberations. They present to the judging panel and are required to be on hand for questions.

Nomination Process

Once an individual and/or business are nominated for an award category they are notified by the Chamber staff person responsible. They are sent an authorization letter to confirm they wish to accept the nomination, along with an electronic version and/or hard copy of the nomination support kit specific to their award category in which they were nominated.

Once the nominee has accepted the nomination and signed the letter of authorization, they are responsible for completing the nomination support kit in its entirety.

The submissions are collected by Chamber staff through an online program and given to the Champion responsible. They review the submissions, rate the submissions, and then prepare a 5 minute presentation on their top picks. The Champion will present to the judging panel early January and answer any and all questions the judges may have.

Special Notes

- Judging for this award is based solely on the information as provided by the nominee
- You must be a Chamber member in good standing to accept the nomination
- Businesses and Individuals nominated in multiple categories **MUST** only select 2 categories to put forth for submission
- Past recipients are eligible to be re-nominated the next year in a different category only
 - You can be re-nominated in the same category you previously won after 3 years
- Submissions:
 - Submissions are limited to a maximum of 5 (single-sided, 88½"x11") pages
 - All additional documents are to be attached to original submission
 - Materials submitted will not be returned, please do not submit original documents
 - Electronic submissions are encouraged



Business Excellence Awards Judging Panel Process

Overview of Process and Rules & Regulations:

Goal of Business Excellence Awards Program

The goal of the Business Excellence Awards Committee is to encourage excellence and identify those roles models in outstanding achievement on the part of the Greater KW Chamber of Commerce members. The Greater KW Chamber of Commerce wishes to recognize members who have made exceptional contributions through their involvement and leadership, making a clear difference and who act as role models in our community.

Judging Panel Process

1. Judges will receive summaries of the nominations prior to the day of judging, with a comparison grid for each award category. Judges are to review carefully and note any questions or comments they may have for each award category. They are to use their notes as information, along with recommendations from an Award Champion specific to that category, in making the final decision for each award.
2. The individual volunteer (“Champion”) for each award category will give the judges summarizations of the top individual(s) they feel best meet the criteria.

Discussions of the award summaries will be scheduled in this format:

- a. Review of submissions in advance
 - b. 5 minute presentation by Champion
 - c. 5 minute question period
 - d. 5-10 minute deliberation period
3. Electronic copies of original submissions will be available here at the Chamber office for the Judges for difficult decisions that require more background information.
 4. If there are two individuals/companies that stand out equally and decision cannot be reached by the Judges, the President and Chair of the Greater Kitchener Waterloo Chamber of Commerce will jointly, and at their discretion, make a decision on how to determine the recipient.

Notes for Consideration

- Information provided by nominee, nominator, Chamber staff, Champion and Judges will be considered
- Chamber participation: this specific criteria item should not be weighted evenly with other criteria that speak more directly to the award criteria and a business's performance in that area. Consider it as a deciding factor among equally excellent candidates
- Judging panel is created from the Chamber and its Board of Directors, who represent a broad cross-section of business in the community. We rely on volunteer experts ("Champions") in each award category to have input in the analysis of nominees

Criteria

- Keep the criteria in mind at all times and refer to the criteria descriptions in your package
- Supporting material such as media clips and reference letters only adds to the authenticity of the nominee and does not give more weight to the nomination rating

Objectivity

- Remain objective and please advise immediately if you have a conflict of interest
- It is imperative to separate the individual from the organization in certain areas (i.e. Volunteer of the Year)

Incomplete Nomination Kits

- Despite reminder calls and emails, some nomination support kits are not completed and returned; some are briefly completed and do not give all the information required. In this situation, they will not be accepted due to lack of information
- The Chamber staff responsible for managing the nominations will notify the nominee of this and outline expectations