



Awards

Excellence in Innovation
Excellence in Collaboration
Excellence in Integrity
Excellence in Inclusivity
Community Hero
Chairman's Award (current Chair will decide if and what and for whom)

Timeline

September - Nominations Open
October - Applications Due
October- Judging (Panel of Independent 5 Judges)
October - Finalists Announced
November- Awards Presentation

Nominations:

Members and General Public are asked to nominate Chamber Member businesses and individuals for the following categories:

Excellence in Innovation
Excellence in Collaboration
Excellence in Integrity
Excellence in Inclusivity
Community Hero

Nominations are submitted through the Chamber website and directed to the appropriate staff.

Nominations are reviewed by staff to confirm the nominee is:

A member in good standing and

Assigned to the appropriate category

Staff sends emails to nominees during the nominating process. Nominees are notified they have been nominated and sent a link to complete the application, instructions on how to complete the application, and information regarding deadlines. Nominees are requested to acknowledge receipt of the application and inform the Chamber of the Nominee's intent to complete an application or decline consideration.

Nominations are open for thirty (30) days.

Applications

Applications are submitted through the Chamber's website. Each award category has a separate application.

Applications are printed and placed into a binder that is assigned to the appropriate award category.

Reminders to complete the application, are sent to nominees prior to the application deadline.

Every effort is made to encourage participation; however, it is the responsibility of the nominee to submit their application.

Following the application deadline, all applications are compiled into a "master file" and copied for individual judges.

Judges

Judges are appointed to the Awards Selection Committee. Potential judges are suggested by the CEO with the following objectives:

- No fewer than three and no more than five judges will be appointed to the Awards Selection Committee.
- The Chairman of the Board of Directors will appoint the Chair of the Awards Selection Committee.
- The Board of Directors will approve the membership of the Awards Selection Committee.
- One board member and up to four individuals from the Chamber membership-at-large will be appointed to the Committee. All individuals appointed to the Awards Selection Committee must be a member of the Chamber in good standing.
- Members of the Committee will possess business backgrounds representing different industries.
- Members of the Committee will possess high ethical standards

Judges are provided with a numbered binder with all the applications in the appropriate award category.

Judges are identified by their number, not by their name. Each application has a score sheet.

The judges are to score each application on its merit. Applications should not be scored against each other but scored on the merits of the nominee.

The judges work independently and do not meet or work together on the scoring of the applications.

Judges return the physical binder with the scores to the CEO.

The CEO and the Chair of the Awards Selection Committee will compile the scores into a spreadsheet, corresponding to the judge's number.

Once all scores are entered, the totals are averaged.

The top three nominees are announced as finalists.

Finalists are notified by staff.

Only staff has knowledge on each category's winner.

The Committee's work ends and is disbanded as the Committee's work is completed.

The binders are kept intact for three years and placed in storage.

Disputes

Any disputes concerning the nomination process, judges, scoring, or otherwise will be brought before the Governance Committee for resolution.