

Official Nomination Form Package

There are four parts to this Official Nomination Form. Given the timing required to obtain external reference letters, please feel free to submit Part 1 - Part 3 in advance.

Fully completed Nomination Forms and Packages must be submitted by Friday December 20, 2019 to the PEAK Nominations Director via email (contact information below).

Part 1: Nominee and Nominator Information

A. Nominee Information

Date: _____

Nominee's Name: _____

Organization: _____ Title: _____

Organization Address: _____

Nominee's Telephone: _____ Nominee's Email: _____

*Nominee's Assistant or Contact Person: _____

Assistant's Contact/Telephone: _____ Assistant's Email: _____

*For any questions or follow-up related to this Nomination, please designate a contact, or confirm Nominee or assistant as primary contact.

B. Nominator Information

Nominator's Name: _____ Title: _____

Organization: _____

Organization Address: _____

Nominator's Telephone: _____ Nominator's Email: _____

*Relationship to Nominee _____



C. PEAK Award Category

Please identify the PEAK Award category or categories applicable to the Nominee:

- Champion
- Excellence in Industry
- Lifetime Achievement

Please confirm that the Nominee has 30+ years of experience - Yes No

- Rising Star

Please provide us with the Nominee’s Date of Birth:

- Significant Board Contribution

D. Previous Nomination

Has the Nominee previously been nominated for consideration? Yes No

PEAK Award Category	Year(s)	Status Achieved
		<input type="checkbox"/> Nominee <input type="checkbox"/> Award Honouree
		<input type="checkbox"/> Nominee <input type="checkbox"/> Award Honouree
		<input type="checkbox"/> Nominee <input type="checkbox"/> Award Honouree
		<input type="checkbox"/> Nominee <input type="checkbox"/> Award Honouree
		<input type="checkbox"/> Nominee <input type="checkbox"/> Award Honouree



Part 2: Resume or Summary of Employment

Please submit or complete, as applicable, one of the following:

1. an up-to-date resume (1 to 2 pages); or
2. complete the information below for four of the Nominee's significant positions of employment (start with the most recent).

Employment Position 1

Nominee's Title: _____

Organization: _____

From (ie 2000): _____ To: _____

Please describe the Nominee's duties and responsibilities while employed in this position:

Tell us how the Nominee made a significant impact while employed in this position:

Employment Position 2

Nominee's Title: _____

Organization: _____

From (ie 2000): _____ To: _____

Please describe the Nominee's duties and responsibilities while employed in this position:

Tell us how the Nominee made a significant impact while employed in this position:

Employment Position 3

Nominee's Title: _____

Organization: _____

From (ie 2000): _____ To: _____

Please describe the Nominee's duties and responsibilities while employed in this position:

Tell us how the Nominee made a significant impact while employed in this position:

Employment Position 4

Nominee's Title: _____

Organization: _____

From (ie 2000): _____ To: _____

Please describe the Nominee's duties and responsibilities while employed in this position:

Tell us how the Nominee made a significant impact while employed in this position:

Part 3: Narrative – Professional and Personal

A. Professional Narrative

This is the Nominator’s opportunity to discuss how the Nominee meets the specific PEAK Award criteria for the PEAK Award category (or categories) that the Nominator has nominated the Nominee for. In writing the Professional Narrative consider the questions outlined in Schedule “A” attached hereto for the applicable PEAK Award category. While these questions are provided as a guideline, you may respond directly to each question to complete the Professional Narrative.

Give consideration to the respective weightings attributed to each of the criteria (ie. contribution to: professional community; personal community; advancement of women). Please provide specific examples and where relevant, financial metrics such as size of company, financial and other impact created, number of people managed, size of projects and performance indicators used.

The narratives and metrics are critical evaluation tools for the independent panel of judges to examine and compare each Nominee. Take this opportunity to “tell the story” behind the Nominee.

Please limit your response to 750 words.

Examples of Professional Narratives can be found at Schedule “B” attached hereto.

B. Personal Narrative

This is the Nominator’s opportunity to provide some personal colour about the Nominee (hobbies, interests, family etc) and highlight the Nominee’s personal activities in the community.

Please limit your response to 250 words.

Examples of Personal Narratives can be found at Schedule “C” attached hereto.

Part 4: External Reference Letters

Please list a minimum of one and a **maximum of two individuals** who will submit written external reference letters.

Consider the following when selecting references:

- a) the Nominee's **industry** involvement;
- b) the Nominee's **community** involvement;
- c) individuals that have been **positively influenced** by the Nominee; and
- d) clients, customers or others who have worked with the Nominee.

Reference letters should provide examples or metrics that support the Nomination and personal colour around why the Nominee meets the PEAK Award criteria for the PEAK Award category (or categories) that the Nominator has nominated the Nominee for.

A **Nominee in the Champion** category should have at least one external reference letter from a woman who has been sponsored by the Champion and if submitting two external references letters, another from a woman who has been positively influenced by the Champion in her career.

All written reference letters are required to be submitted by **Friday December 20, 2019**.

Name: _____ Title: _____

Organization: _____

Telephone: _____ Email: _____

Relationship to Nominee _____

Name: _____ Title: _____

Organization: _____

Telephone: _____ Email: _____

Relationship to Nominee _____

The AWF Board and the independent judging committee will confirm the accuracy of information provided to the extent they deem necessary and may request additional information to assist the independent judging committee in making its selections.

For further information or any questions please refer to the Information, Procedures and Rules for Peak Awards 2020 package or contact the PEAK Nominations Director: Charlene Joanes, Telephone: 604-691-7579, Email: cjoanes@owenbird.com.

Award Honourees will be announced in early February and presented at the PEAK Awards on May 13, 2020.

Thank you for your Nomination.



Schedule "A"
Professional Narrative – Questions to Consider

Rising Star

1. Explain why you consider the Nominee an early leader and describe how the Nominee has made meaningful professional contributions that are outstanding and unique.
2. Provide us with an example (or examples) where the Nominee has guided, supported and encouraged the promotion of women.
3. Tell us about the Nominee's professional and personal involvement in her community.

Excellence in Industry

1. Explain how the Nominee has shown excellence in her industry, sector or field in recent years.
2. Describe how the Nominee has demonstrated a high and quantifiable contribution to her company, industry and professional community.
3. Provide us with an example (or examples) where the Nominee has guided, supported and encouraged the promotion/advancement of women.
4. Tell us about the Nominee's personal involvement in her community.

Lifetime Achievement

1. Describe how the Nominee has demonstrated an enduring commitment to achieving excellence.
2. Provide us with an example (or examples) where the Nominee has guided, supported and encouraged the promotion of women.
3. Tell us about the Nominee's professional and personal involvement in her community.

Champion

1. Describe how the Nominee has furthered the advancement of women in finance for leadership positions in management or on boards.
2. Provide us with an example (or examples) where the Nominee has sponsored women in finance, putting her/his reputation on the line to advocate for change and the advancement of women.
3. Has the Nominee seen women that she/he mentored progress into a position of leadership? If so, tell us about this.
4. Tell us about the Nominee's professional and personal involvement in their community.

Significant Board Contribution

1. Provide us with an example (or examples) of how Nominee has made meaningful contributions to the board she is working with that are outstanding and unique (whether it is a not-for-profit, public or private board).
2. Describe how the Nominee has shown significant leadership, oversight and/or stewardship on her board.
3. Has the board the Nominee works with progressed or advanced during the Nominee's involvement? If so, tell us about this.

Schedule “B” Sample Professional Narratives

EXAMPLE 1

Nominee Name: Jane Smith*

Professional Narrative – Max 750 words

Jane received her degree in **Business Accounting** at the **University of British Columbia** in ♦ and shortly thereafter she began working at **ABC Company**. As the most junior associate, she eventually became a team leader, then a people manager and eventually an employer.

When she first started her career, there were only three women in the accounting support area (and no men) and each of the women had an assigned day to complete tasks such as filing, typing and making coffee or running errands for the men in the office.

Writing the accounting exams while working was not easy and it took Jane awhile to complete these, but perseverant and determined, Jane received her designation in ♦. She was then put in charge of the study policy at **ABC Company** and used her own experience as an example for employees struggling with the exams. Note that there are currently s accountants working in Canada, ♦ of these accountants are working BC and less than ♦% are women.

When she qualified as an accountant she was the only female accountant in BC and she had a difficult time in the office adjusting to being a part of an “old boys club”. Despite this, Jane didn’t give up on being included in the decision making process along the way. Throughout her career, she has acted as a mentor to young women in the profession.

Hardworking, brilliant and loyal, Jane became an account manager in ♦ for ABC Company’s largest client, **XYZ Company**. Though her role was initially supposed to be temporary, she managed to understand the needs of **XYZ Company** in her own way. This level of client service eventually resulted in **XYZ Company** following Jane over to **DEF Company** once it was created.

The idea of **DEF Company** was formed in ♦, when **ABC Company** decided to get out of the business of servicing clients involved in certain types of business. After many years of working at **ABC Company** and much to Jane’s surprise, she was being sold to the highest bidder. Rather than sit around, Jane and two of her male colleagues decided to start their own accounting firm, **DEF Company**. The first thing Jane and her partners agreed on was that they would do things differently than other accounting firms. They wanted to create an employee-owned company where individuals would have the opportunity to grow in a supportive environment, be rewarded fairly for their contributions and be able to have a proper work-life balance and most importantly, without any discrimination based on gender. When **DEF Company** was formed, Jane and her partners decided on salaries for all employees and themselves. Jane was able to have transparent and open discussions with her partners and negotiated an equal salary to her partners.

Jane would not admit it but the fact that she was willing to take the risk of founding **DEF Company** actually convinced many employees to join. **DEF Company** opened for business in ♦ with only ♦ employees in Vancouver.

In 2019 Jane is the president of **DEF Company** which consists of approximately ♦ employees, ♦% of which are women. **DEF Company** now has ♦ accountants, half of them being women. **DEF Company** revenues have grown from \$♦ million to \$♦ million. Furthermore, more than ♦% of these revenues were generated under the direct management of Jane. From a handful of clients, **DEF Company** has grown its client base to over ♦ clients. Jane has had quite an amazing career, for a woman who managed her career and her business with her heart first.

*Note that the Professional Narrative above has only been provided as a sample. The information and facts are fictional and should not be used or relied on in any way.

EXAMPLE 2

Nominee Name: John Smith*

Professional Narrative – Max 750 words

John Smith, ♦, is known as a remarkable force for the advancement of women at ABC Company and in the business community for several reasons.

First, when he encounters talented, determined, women professionals, he personally wants to see them succeed. Whether personally mentoring them, tapping them into his network, or bringing them up through client teams, John is committed to helping them grow and succeed in their careers as much as he did. Because he remembers how critical this kind of support was for his own path to leadership.

Then, there's his leader's view that diversity and inclusion depend on organizational support and flexibility. That achieving career and leadership goals are tough enough, but achieving life and personal milestones at the same time can be even more challenging. Whether as working parents; individuals managing other, equally vital personal ambitions; those who want to give back to communities; or women making important lifestyle choices to enhance their wellbeing, John believes everyone deserves the chance to succeed. And if that requires support from ABC Company, John is dedicated to ensuring he and the firm provide it.

He regularly advises women executives and senior managers at ABC Company to "un-balance" at the right times, putting extra focus during critical moments in either their careers or their personal lives, so they can succeed in both realms. John's is a long-term view - one that wants potential women leaders never to have to choose between life and career.

"There are times when someone needs to re-balance parts of their lives, whether as a working parent or focusing on other life priorities, and if we can't be flexible to support these shifts in focus, we end up losing a great professional who, if we had a better support strategy, could have developed as a remarkable leader over the ensuing years," says John. "These are 35 year careers. We need to be smarter, to figure out how to re-balance and support that period of time where we're otherwise losing very capable women. That's the business imperative - keeping our best professionals with enough flexibility to create long-term, fulfilling careers building to leadership."

As a leader who puts his reputation on the line to advocate for change and the advancement of women, John has championed several women who have since become senior executives at ABC Company including ♦, ♦, ♦, and ♦.

He is also the lead executive on all-women teams serving customers including, for example, ♦, and ♦ and is a role model for his colleagues and customers. One customer said that because of John's great listening skills and welcoming style, she's "never shied away from bringing new discussions to him and have him work through them" with her. As well, she says, "it's incredibly positive, valuable and rewarding as a customer to see women moving into senior executive roles at ABC Company. The ABC Company is seen as a very positive place to work as a woman and that's a direct result of John's efforts."

John's influence on the advancement of women at ABC Company is most evident in the s company, which he led from s to s and grew its senior executive ranks from ♦ (♦%) to ♦ (♦%), and company office now has s women in senior executive roles. Much of that success is due to John's unfailing commitment to supporting the needs of women in ♦.

As managing director at ABC Company, John prioritizes budget for women's initiatives like ABC Company's Women Leadership program, which supports women as they progress through management roles, and his visible support of programs like this is respected across the firm.

He's personally involved and ensures ABC Company financially supports women's community organizations including ♦; ♦; ♦; ♦; and ♦. He also attends and participates in many of these organizations' events because he understands how important it is to visibly demonstrate ABC Company's support in the market.

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Schedule "C" Sample Personal Narratives

EXAMPLE 1

Nominee Name: Jane Smith*

Personal Narrative – Max 250 words

Jane's business accomplishments are accompanied by a true sense of service and a commitment to making life better for others.

Jane has generously supported and provided leadership for - fundraising initiatives to help other in her community and abroad. These initiatives include ♦, ♦ and ♦. These initiatives all promote education, training and resources for those less fortunate and many of these initiatives are specifically targeted towards women. In addition, she generously supports a number of charities in BC and across Canada. Jane is currently volunteering her time with the **GHI Association**. The **GHI Association** has a goal of making accessible and available social programs to help local residents in Vancouver.

In her spare time, Jane enjoys travelling (she has visited all seven continents and more than 50 countries), collecting antiques, singing and crafting. Each year Jane makes and donates more than 3,000 jars of jams, pepper jelly and pickles to the Christmas Fair with all proceeds going to local charities. Jane lives in Burnaby with her family and two dogs rescued from the SPCA.

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EXAMPLE 2

Nominee Name: John Smith*

Personal Narrative – Max 250 words

Over the past decade, John has volunteered on Boards and Executive Committees of ♦, ♦, and ♦ and has contributed to many other organizations. From ♦ to ♦ John served as Governor of the **XYZ Association**, and during that same period until ♦ he was also Audit Committee Chair for XYZ Association, helping restructure **XYZ Association** into a centralized national organization, improving remittances to international programs. In ♦ John was recognized as a ♦ and has since served on the **DEF Committee**. In ♦, he became a ♦ for **GHI Committee** and for the **JKL Network**.

John has also spearheaded various **ABC Company** volunteer and fundraising efforts, including four consecutive "**123 Challenge**" events in support of ♦ including sponsoring, fundraising and organizing riding teams, increasing fundraising outcomes from the event from \$♦ to over \$♦ million by ♦.

To relax, John sails and skis, and travels annually to spend time with family. John is married to Katie, an event planner, and together they have two children - Jane, a student at ♦; and Michael, a student in high school. John is passionate about innovation, impact, and diversity, and personally champions community and workplace inclusion, sharing his story within the firm and externally, to promote inclusion, understanding, and authenticity.

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