



**Chartered
Governance
Institute
of Canada**

DISTINGUISHED PROFESSIONAL SERVICE AWARD

CALL FOR NOMINATIONS

Nominations close March 31 at 5 pm ET annually.



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Criteria for the Distinguished Professional Service Award

The Distinguished Professional Service Award was established for the purpose of recognizing outstanding contributions to the Governance profession. It is awarded each year, if a suitable recipient has been identified, in accordance with the following procedure:

1. Open nominations are held via an annual call out to membership.
2. The Membership Growth and Services Committee reviews applications received by the deadline of March 31 annually and selects an appropriate recipient to recommend for Board approval prior to the AGM. The Board alone has authority to grant the award.
3. In the case where no applications are received, the Membership Growth and Services Committee may select a member if they deem an individual deserving or the Committee may choose not to award the Distinguished Professional Service Award in a given year.
4. The National Office arranges for a certificate and, where appropriate, an invitation to the recipient to receive their award.
5. Awards will be presented at the CGIC AGM annually.



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Submissions Guidelines for the Distinguished Professional Service Award



To nominate an individual for the Distinguished Professional Service Award, you can:

1. Visit <https://www.cgiofcanada.ca/about/awards/> and submit your nomination online.
2. Print, complete, and scan the attached nomination form and return by email to info@charteredserviceinstitute.ca.
3. Print and complete the attached nomination form and return by mail to:

The Chartered Governance Institute of Canada
1568 Merivale Road, Suite 739
Ottawa, ON Canada K2G 5Y7

Please consider the deadline when choosing which submission method to use.
Nominations must be received by the National Office on or before March 31 at 5 pm ET annually.



Distinguished Professional Service Award Nomination Form

Nominee Information

Full Name: _____

Title/Organization: _____

Nominator Information

Full Name: _____

Title/Organization: _____

Email: _____

Phone: _____

Today's Date: _____

Signature: _____

1. **INVOLVEMENT:** Describe the nominee's involvement in The Chartered Governance Institute of Canada. List examples:

2. **CONTRIBUTION OF LEADERSHIP:** Describe the nominee's qualities that exemplify leadership, motivation, and inspiration related to participation in The Chartered Governance Institute of Canada.

3. **CONTRIBUTION OF INNOVATION:** In what ways does the nominee exemplify innovation in the profession of Chartered Secretaries and Governance Professionals?

4. **OTHER NOTABLE CONTRIBUTIONS:** Include any other information that would identify other notable contributions to the profession, the community, nationally, internationally, outside of The Chartered Governance Institute of Canada.
