

### **PCAAE 'Ang Susi' Institutional Awards**

The PCAA 'Ang Susi' Outstanding Project Award is given each year in recognition to the achievements of members' Associations and other membership organizations that have made an impact and contribution to national sustainable development.

'Ang Susi' Awards symbolizes that Associations/Association Executives are "key" contributors to national sustainable development. It is also the acronym for **A**ssociations nurture **N**ational **G**rowth through **S**ocial **U**nity and **S**ustainability **I**nnovations.

Award Categories: There are six (6) categories for the Institutional Award:

1. **Environmental Impact Award** – A project or program undertaken by the Association and its members in helping minimize or eradicate environmental hazards and/or in promoting good environmental practices.
2. **People Empowerment Award** – A project or program which the Association implemented to enhance the professional capacities and career growth of its members.
3. **Community Service Award** – A project or program that the Association made to provide a local community with a service/s that aims to uplift the social or economic situation of its constituency.
4. **Industry Development Award** – A project or program developed by the Association that assisted its members initiate or improve enterprise creation, setting performance standards and designing tools for continuous improvement.
5. **Technology Innovation Award** – A project or program implemented by the Association to advance technological or IT know-how and innovation to serve its members better.
6. **Change Catalyst Award** – A project or program that help transform the Association and its members in enhancing best practices in governance systems, leadership and operational management and advocacy efforts.

Award Selection Criteria: The project or program must:

- further the mission of the Association;
- have specific and measurable outcomes;
- exemplify innovation by demonstrating a "new dimension" of performance;
- have made a difference in the lives of the people it serves; and
- serve as a model that can be replicated or adapted by other Associations.

Note: If the project or program was first developed by an organization affiliated with the nominee-Association, or is a variation of a pre-existing model, it must be distinctive and novel in design, execution, delivery, and results.

Eligibility Requirements:

Entries must be submitted by the Association responsible for the program; third-party nominations will not be accepted. In addition:

- The Association must be a registered with the SEC as a non-profit organization;
- The project or program must have been implemented or still ongoing not before 2015.
- Only one entry per Association may be submitted;
- All entries must be received on or before **September 15, 2016**.

Note: This award is not presented to an individual nor for the general work of an Association.

Nomination Procedure:

Please follow the instructions in the Application Form. You may use a copy of the original form.

Award Selection Procedure:

Nominations will be reviewed and the final selection made by an Awards Board. Winning and recognized Associations will be notified by 4th week of September.

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**ANG SUSI' AWARDS- INDIVIDUAL CATEGORY**

**Association Executive of the Year**

The PCAAE "Association Executive of the Year" Award (AEYA) is an individual recognition to an Association Executive who has contributed significantly to the advancement of the association management profession and to the entire association community as a key leader in a membership-based/non-profit organization and has demonstrated outstanding achievements in advancing the mission of that organization.

CRITERIA:

The Awards Board shall consider the long-term career achievements of the nominees than to only a single year or the most recent year. Professional criteria to be evaluated shall include, but not limited to, professional organizational achievements, experience, training and education in association management and leadership; ethical conduct in dealing with others; a highly developed sense of professionalism; leadership and an abiding desire to advance the profession of association management; and service to PCAAE and other professional organizations. Non-professional criteria to be evaluated shall include, but not limited, to participation in non-PCAAE affairs of the community such as civic, religious, charitable, educational, or other activities.

The Awards Board shall be diligent and conscientious in its consideration of the nominees and in its ultimate selection of the winner, keeping always in mind that each recipient is presented to the Association and to the general public as one who exemplifies the ideals of the Association Executive profession.

#### ELIGIBILITY

- The nominee must be a full-time Chief Executive Officer or Staff Executive at the time of the nomination.
- The nominee must have been employed in his/her present position for at least two (2) years.
- A member of good standing of PCAAE and/or any SEC-registered association/membership organization.
- The nomination must be made by a member of PCAAE or an elected official of the nominee's organization.
- A member of PCAAE or an elected official of the nominee's organization may nominate only one person for the award in any one year.

#### SELECTION PROCESS

- Nominations for the Award can be submitted online. A letter of recommendation is required for all nominations.
- Each nominee needs to complete a personal data form (please see template below) to become a nominee for the Award. The PCAAE Secretariat will contact the nominee for the form.
- The Awards Board shall be composed of selected members of the PCAAE Board of Trustees.

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#### **ASSOCIATION BOARD MEMBER OF THE YEAR AWARD**

##### Purpose:

The Association Board Member of the Year Award is an honour bestowed upon a member of the Board of an association or other non-profit membership organization in the country. This award is presented to a board member who has demonstrated outstanding service to the association community, to the practice of association good governance, and to the ideals and advocacy of the Philippine Council of Associations and Association Executives (PCAAE) through the giving and volunteering of her/his time, talent, and resources as a board member to further the goals and objectives of her/his institution.

Criteria:

To be considered for the Award, a board member must meet the following criteria:

- Nomination is required and can only be made by members in good standing of the PCAAE. All nominations are confidential and must be forwarded to the PCAAE Awards Committee for consideration.
- Nominee must be a member in good standing of the PCAAE.
- Nominee must have demonstrated continuing interest in and support of the PCAAE and its ideals and advocacy through her/his contribution of time, talent or resources to the purpose and objectives of good governance.
- Nomination must include a record of attendance (or provided proxy) at all scheduled Board meetings of her/his association.
- Nominee must also have a good record of attending various activities and programs of her/his association.
- Nominee must have an outstanding record of serving or personally contributing to committees established by the Board.
- Only nomination forms that have been distributed or posted online by the PCAAE are acceptable for submission. In addition to the nomination form, other documentation supporting the nomination should also be submitted. A photograph, preferably head and shoulder (300 dpi or higher) must also accompany the nomination.

Timing:

Nomination forms and all supporting materials should be received by the Awards Committee no later than **September 15, 2016.**

Selection Methodology:

The Awards Committee will review all nominations and determine the recipient. The decision of the Awards Committee is final. The award recipient will be officially presented during the Associations Summit 4 'Ang Susi' Awards Night and Gala Dinner on November 23, 2016 at the PICC in Manila.

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Additional Information (will not be used as criteria for selection):

It is understood that this entry will be reviewed by the PCAAE and the PCAAE Awards Board. The applicant/nominating Association may be asked to provide additional information in support of this nomination. All submissions and any attachments become the property of the PCAAE. They cannot be returned and may be publicized and included in the PCAAE's publications and resources.

**Application Procedure:**

Please read carefully and consider the Eligibility Requirements and Award Selection Criteria. The selection process is extremely rigorous and competitive. Only nominations that meet all the requirements and criteria will be considered. The nomination must be sent completely, in one submission, and received by not later than Sept 15, 2016. It must include:

- Completed Application Form
- Narrative (please see below)
- A USB with Contact Information, application form, and narrative in Microsoft Word or rich text format.
- Supplemental Materials
- Administrative Fee of Php 2,500

(Note: If you choose to submit additional materials, please ensure that they directly support the Narrative and are referred to in the Narrative. Please submit only materials that fit within the mentioned format.)

Send application to be received not later than **September 15, 2016** to:

PCAAE c/o Boyet Florencio  
ADFIAP Headquarters, 2F Skyland Plaza, Sen. Puyat Ave.  
Makati City 1200