

## CPBI Regional Volunteer Appreciation Award (Celebrating Excellence and Commitment)

As a not-for-profit organization the success of the Canadian Pension & Benefits Institute depends in large part on the volunteers who contribute their time, knowledge and expertise. Recognizing their passion, dedication and commitment to CPBI is an integral part of who we are as an organization.

### **Volunteer Recognition Award (one per Region – eight (8) awardees)**

#### **Nomination Process:**

**What:** The Regional Chair will put a call out to all members in the Region and encourage his Regional Council to submit nominations for the CPBI Regional Volunteer Appreciation Award.

**Timeline:** YEARLY, the nomination deadline is on **April 1<sup>st</sup>**.

**Process:** The Regional Chair in consultation with the Regional Council will select a nominee and notify the CPBI National Office.

#### **Criteria:**

Does the volunteer's work meet the following criteria, and if so, how?

- How does this volunteer enable the organization to achieve its mission or purpose at the regional level?
- What form of outstanding support has he/she provided – meeting facilitation, workshop leaders, trainer, and other support?
- What other donations has he/she made to the organization? (e.g. speaking engagements, long-time membership)
- Both active and past council members are eligible for the award (longtime membership and volunteerism)
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#### **Award**

**What:** Decision of what type of gift to give the winner is the responsibility of the Regional Council.

**\*\*PLEASE REFER TO THE CPBI REGIONAL VOLUNTEER RECOGNITION GUIDELINES\*\***

**Suggestions:** Plaque, certificate of appreciation and a gift (Regional Administrator and Regional Chairs' choosing) (estimated value \$125)

**When:** To be determined by the Region and communicated to the CPBI National Office by **APRIL 7<sup>th</sup>**.

#### **Communication Strategy**

The CPBI National Office will communicate to the Pension, Benefits and Investment industry the winners of the Regional CPBI Volunteer of the Year awards through three mediums:

- The CPBI Website
  - Highlight on the CPBI Homepage
  - Profile with photo under the Volunteer Program page of the website
- Publications
  - CPBI Annual Report
- Through our media partners across Canada
  - An article on our Regional Volunteer award recipients will be published by our media partners across Canada.

#### **Note**

The award is not given posthumously.

**CANADIAN PENSION & BENEFITS INSTITUTE  
REGIONAL VOLUNTEER AWARD  
NOMINATION FORM**

**DEADLINE FOR SUBMISSIONS: APRIL 1<sup>ST</sup>**  
**SUBMIT TO: NATIONAL OFFICE**

**Volunteer Information:**

Name:	
Membership #:	
Job title:	
Company name:	

**Biography:**

This bio should highlight career experience, awards, etc.  
(You may attach a curriculum vitae if you wish)

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**Summary of Volunteer Activity:**

This section should highlight outstanding support at the regional level (moderating, speaking, committees, workshops and other donations he/she has made to the organization that contributed to meeting the goals and mission of the Institute)

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**Additional Requirements/Information:**

- Passport size photo
- Date and event where award will be presented: \_\_\_\_\_

**Nominator Information:**

Name :		Title:	
Region:		Membership #:	