



 **The Catalyst Canada Honours**
Celebrating Champions of Women in Business

NOMINATION FORM

THE CATALYST CANADA HONOURS

Celebrating Champions of Women in Business

The Catalyst Canada Honours celebrates champions of women in business. Recognizing that what's good for women is good for business, these exceptional individuals are personally and visibly committed to the advancement of women into leadership and serve as powerful role models for Canadian corporate leaders.

DIVERSITY CHAMPION

Catalyst defines a diversity champion as an individual who provides leadership aimed at reducing inequality in the workplace and is recognized by colleagues as a supporter of diversity and inclusion. A diversity champion becomes educated about relevant issues, mentors and sponsors promising employees, supports work-life effectiveness, serves as a role model, and encourages others within the organization and the broader community to commit to diversity and inclusion. The Catalyst Canada Honours recognizes one individual in each of three categories:

1. **Company/Firm Leader:** This Chief Executive Officer, President (in Canadian incorporated companies or subsidiaries in which there is no CEO), or Managing Partner leads a for-profit company or subsidiary or a limited liability partnership; a commercial crown corporation; or a commercial co-operative.
2. **Business Leader:** This senior executive leads a business unit, division, or practice area at a for-profit company or subsidiary or a limited liability partnership; a commercial crown corporation; or a commercial co-operative.
3. **Human Resources/Diversity Leader:** This senior executive leads the development and implementation of the diversity and inclusion strategy at a for-profit company or subsidiary or a limited liability partnership; a commercial crown corporation; or a commercial co-operative.

EVALUATION

Catalyst evaluates Nominees for The Catalyst Canada Honours based on internal and external leadership in the area of diversity and inclusion. Successful candidates exhibit the following behaviours:

1. Motivation and understanding
2. Mentorship and sponsorship
3. Role modeling
4. Work-life effectiveness
5. Influencing others

In addition, Measurable Results in the number of women and visible minority women direct reports must be shown.

PROCESS AND TIMELINE

All Nominees for The Catalyst Canada Honours must be sponsored by a Nominator, an individual of any rank, who may or may not be affiliated with the candidate's organization. The Nominator is responsible for soliciting from the Nominee the completed Nomination Form, including supporting materials and references from two individuals, and submitting it to Catalyst Canada. The Catalyst Canada Honours Evaluation Committee assesses the information provided in The Catalyst Canada Honours Nomination Form and interviews candidates selected as finalists. All finalists must be available for an interview between May 15-31, 2010; Nominators and References for all finalists will be sent a brief questionnaire on May 15, 2010, to be submitted by May 31, 2010. The timeline is as follows:

- Call for nominations: February 9, 2010
- Nominations due: March 23, 2010
- Interviews with finalists: May 15-31, 2010
- Nominator and References receive questionnaire: May 15, 2010
- Nominator and References submit questionnaire: May 31, 2010
- Winners selected and announced publicly: July 2010
- The Catalyst Canada Honours celebratory dinner: October 6, 2010

COMPLETING THE APPLICATION

A completed application consists of The Catalyst Canada Honours Nomination Form and the Nominee's resume or Curriculum Vitae (CV). All portions of the Nomination Form must be completed, including:

- Nominator contact information and written response.
- Nominee contact information and written responses to all questions.
- Contact information and written response from two references.
- Nominee Consent and Attendance Agreement in which the Nominee commits, if named a winner, to attend the dinner on October 6, 2010.

The Nomination Form and resume/CV must be submitted by email to canadahonours@catalyst.org. The deadline for submission is **March 23, 2010**.

QUESTIONS?

Contact Catalyst Canada at (416) 815-7600 ext. 621, or canadahonours@catalyst.org.

About Catalyst

Founded in 1962, Catalyst is the leading nonprofit membership organization working globally with businesses and the professions to build inclusive workplaces and expand opportunities for women and business. With offices in the United States, Canada, and Europe, and more than 400 preeminent corporations as members, Catalyst is the trusted resource for research, information, and advice about women at work. Catalyst annually honors exemplary organizational initiatives that promote women's advancement with the Catalyst Award.

Eligibility Requirements

To be considered eligible for The Catalyst Canada Honours, a Nominee must be:

- A member of one of the three Honours categories.
- Sponsored by a Nominator.
- Employed by a for-profit company or subsidiary incorporated in Canada or by a Canadian limited liability partnership, a commercial crown corporation, or a commercial co-operative.
- A Canadian resident.

Nominees may not be employed by organizations whose initiative has won the 2010 Catalyst Award. Nominees may not be a current or former Catalyst employee, nor a direct relation of a current Catalyst employee.

In addition, a Nominee must agree to:

- Participate, if selected as a finalist, in an interview of 1-2 hours duration between May 15-31, 2010.
- Allow, if selected as a winner, his or her name to be announced publicly.
- Review and grant copyright to, if selected as a finalist or winner, a written profile prepared by Catalyst.
- Attend and participate, if selected as a winner, in The Catalyst Canada Honours dinner on October 6, 2010.

NOTES

- All materials submitted to Catalyst Canada will remain confidential and will not be returned after The Catalyst Canada Honours evaluation process.
- Catalyst Canada will prepare written materials regarding winners based on submissions and interviews. Nominees agree that Catalyst owns all rights to such materials.
- Catalyst reserves the right to publish aggregated data and anonymous quotations gathered from nomination packages for research purposes. No individual person(s) or organization(s) will be identified.
- Catalyst will conduct database searches on legal and other business issues relevant to the content highlighted in The Catalyst Canada Honours Nomination Form.
- Catalyst will make the results of The Catalyst Canada Honours program public in collaboration with winners and finalists.
- Catalyst reserves the right to disqualify Nominees at any time up to October 6, 2010.

Contact Information

NOMINATOR

First name	
Last name	
Relationship to Nominee	
Title	
Company/firm	
Address	
Telephone	
Fax	
Email	

NOMINEE

First name	
Last name	
Title	
Company/firm	
Company/firm description	
Length of time in current position	
Length of time at company/firm	
Address	
Telephone	
Fax	
Email	
Executive assistant	
Assistant's email	
Name of the parent company if the Nominee is employed by a subsidiary.	

To be Completed by the Nominator

Please describe why you believe the Nominee's championship of women should be honoured as an inspiration for others to emulate. Include details about the Nominee's efforts in relation to women's advancement and the impact he or she has had on individuals and/or the culture, both inside and outside the organization. (750 words)

To be Completed by the Nominee

Indicate how you have demonstrated leadership that has had a visible impact on women's advancement both inside and outside your organization. **Please provide specific, quantifiable examples, and answer all of the questions. (500 words per question)**

MOTIVATION AND UNDERSTANDING

1. Describe why being a diversity champion is important to you.
2. Describe how you educate yourself about issues related to women's advancement and how your education has had an impact on women's advancement inside and outside your organization.

Examples:

- Attending a women's conference resulted in your learning about systemic work-life challenges for women.
- Asking a woman about her career goals and aspirations resulted in your recommending her for a promotion.

MENTORSHIP AND SPONSORSHIP

3. Describe how you invest in women through mentoring and how your efforts have had an impact on women's advancement inside and outside your organization.

Examples:

- Actively encouraging senior leaders to participate in formal mentoring programs resulted in more pipeline women being mentored.
- Mentoring a visible minority woman resulted in her taking on an important high-visibility assignment.

4. Describe how you proactively develop others and how your efforts have had an impact on women's advancement inside and outside your organization.

Examples:

- Ensuring equitable assignment distribution resulted in new leadership opportunities for women.
- Explaining the "unwritten rules" resulted in a woman understanding the skills and experiences necessary for promotion.

5. Describe how you have sponsored a woman and how your sponsorship has impacted her advancement.

Examples:

- Providing a woman with high-visibility assignments resulted in her promotion.
- Profiling a woman's achievements resulted in her receiving a seat on a board.

ROLE MODELING

6. Describe how you act as a role model for diversity and inclusion and how your behaviour has had an impact on women's advancement inside and outside your organization.

Examples:

- Role modeling work-life effectiveness by being open with employees about, for example, leaving early to coach a child's soccer game.
- Talking about the business case for diversity resulted in other business groups taking steps to achieve diversity and inclusion.

WORK-LIFE EFFECTIVENESS

7. Describe how your support for work-life effectiveness has had an impact on women's advancement inside and outside your organization.

Examples:

- Presenting an international opportunity to a woman that she either accepted or declined with no negative repercussions.
- Hosting a meeting to brainstorm issues on work-life effectiveness resulted in solutions that work for women.

INFLUENCING OTHERS

8. Describe how you develop others as diversity champions and how your efforts have had an impact on women's advancement both inside and outside your organization.

Examples:

- Encouraging a senior-level woman to mentor a visible minority employee resulted in the employee's access to a role model.
 - Inviting a male colleague to sit on a women's Employee Resource Group (ERG) council resulted in his advocating for work-life effectiveness.
9. Describe how your influence has positively effected change in policies or practices at your organization or another entity and supported women's advancement.

Reference to be Completed by an Individual who Works at the Nominee's Organization

At least one of the two references accompanying this nomination must be from a woman who has personally benefitted from the championship of the Nominee.

First name	
Last name	
Relationship to Nominee	
Title	
Company/firm	
Address	
Telephone	
Fax	
Email	

Please describe why you believe the Nominee's championship of women should be honoured as an inspiration for others to emulate. Include details about the Nominee's efforts relative to women's advancement and the impact he or she has had on individuals and/or the culture inside the Nominee's organization. (750 words)

Reference to be Completed by an Individual who Does not Work at the Nominee's Organization

At least one of the two references accompanying this nomination must be from a woman who has

First name	
Last name	
Relationship to Nominee	
Title	
Company/firm	
Address	
Telephone	
Fax	
Email	

personally benefitted from the championship of the Nominee.

Please describe why you believe the Nominee's championship of women should be honoured as an inspiration for others to emulate. Include details about the Nominee's efforts relative to women's advancement and the impact he or she has had on individuals and/or on the culture outside the Nominee's organization. (750 words)

Nominee Consent and Attendance Agreement

By signing this agreement, I, the Nominee:

- Verify that all the information contained in The Catalyst Canada Honours Nomination Form is accurate and true.
- Agree to participate, if selected as a finalist, in an interview of 1-2 hours duration between May 15-31, 2010.
- Agree, if selected as a finalist or winner, that my name may be announced publicly.
- Agree, if selected as a winner, to attend the celebratory dinner on October 6, 2010, in Toronto.

Signature

Date

Name (printed)

Telephone

Title (to appear in print)

Name (to appear in print)