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Women of Distinction Information Package for Nominators

Contents

- 1. Who is a Woman of Distinction?**
- 2. The Nomination Package**
- 3. The Nomination Package Checklist**

Organization Mission Statement

As a community leader, the YMCA-YWCA of Guelph builds strong kids, families and communities through lifelong growth in spirit, mind and body.

Event Mission Statement

The YMCA-YWCA of Guelph Women of Distinction event is a fundraising celebration that supports the advancement of women in the Guelph-Wellington community.

1. Who is a Woman of Distinction?

A Woman of Distinction

- is a role model
- contributes to the advancement of women and the quality of women's lives
- demonstrates initiative and a pioneering spirit
- has commitment to her community
- is an outstanding achiever in one of the award categories
- has made her contribution in Guelph or Wellington County, but need not presently live here
- be 16 years of age or older
- consents to her nomination by signing the Nomination Form
- agrees with the mission of the YMCA-YWCA of Guelph
- is currently not holding elected public office
- nominee and nominator may not be current Y staff, members of the Board of Directors or WoD volunteers
- nominations have no posthumous provision

2. The Nomination Package

- a) The **Statement of Nomination** should follow the headings in the nomination brochure. Nominators should answer the questions from the brochure using point form. 800 typed words (approx. 2 pages) is the maximum – it can certainly be shorter if you have covered all the points about the accomplishments of your nominee.

Interview your nominee – ask her each of the headings as a question – for example “How have you educated, supported and encouraged your female peers?” Use her answers to form the Statement of Nomination. As you interview her you may also find she has additional accomplishments.

- b) Please include an up-to-date **Resumé or Biography** for your nominee.
- c) The **two to four Letters of Support** should confirm the content of the Statement of Nomination and should come from sources other than the two nominators. Choose supporters carefully and if possible provide them with a copy of the nomination form and the statement of nomination. This can help them cover specific points raised in the Statement. The letters should refer to your nominee by name, refer to the YMCA-YWCA of Guelph Women of Distinction awards and to the accomplishments of your nominee.

Sample Statement of Nomination

(550 words)

It is with great pleasure that we nominate Jane Doe in the category of Business, Labour, the Professions and Entrepreneurs for the 2006 YMCA-YWCA of Guelph Women of Distinction Awards.

Contribution as a Role Model for Other Women

Mentoring individual women

- First woman to be hired as a manager for Agricultural Machine Company.
- Accepted the job with an additional mandate -- to serve as a role model for other women who aspired to management positions.

Demonstrating vision and leadership in women's issues

- When she became pregnant with her first child, she was determined to stay in the management track.
- Pioneered off site work by attending meetings through conference calls and contributing work through Internet based information exchange.
- Today, many AMC employees work up to 80% of the week from home; this has been a boon to working women who are able to manage their work days to accommodate the needs of sick children and the demands of aging parents.

Providing support & encouragement for female colleagues and successors

- When Jane became District Sales Manager for AMC, she noticed that absenteeism was higher for women production workers when on the afternoon shift.
- On investigation, she found that the women had difficulty arranging child care and she convinced the company to open a 24 hour Child Care centre at the main plant.
- As Vice President of Human Resources for AMC, she organized English as a Second Language and High School Diploma classes for AMC's largely new immigrant female work force.

Contribution to the Well-being of the Community

Professional, volunteer or personal activities in the community

- Jane expanded AMC's Career Development Program to the Wellington County Mentor Program, teaming local businesswomen with students at local high schools, Conestoga College and the University of Guelph.
- She has also volunteered with the United Way, social service and cultural organizations.

Enhances the lives of people in the community (locally or the larger community)

- Following the example of AMC, fourteen local industries now have on site Child Care Centres for their employees.
- Jane provided leadership when the Industrial Continuing Education Council was established, which now supplies teachers and learning space for employees of small companies to upgrade their language skills.

Affects positive change for women and girls either directly or by example

- One of Jane's passions is the eradication of domestic violence.
- Working with Women in Crisis and Family and Children's Services, she co-founded the Employers Against Violence Committee which assists corporations in providing education and support services information to their employees around the issues of sexual assault, child abuse and spousal assault.
- She has been a tireless fundraiser for both WIC and FCS, using her corporate connections to secure both money and gifts in kind.

Individual Achievements

Outstanding performance in her field

- Jane's career at AMC from sales clerk to Vice President speaks to her abilities.
- She has lectured to business classes at the University of Guelph and the University of Western Ontario and travels across North America providing seminars for Human Resources Personnel.
- She was President of the Ontario Human Resources Association from 1988 to 1994.

Professional or personal challenges and/or overcoming obstacles

- Jane has managed to maintain a happy family, supporting her three children in their academic and sports activities.

Participating in a range of activities

- We believe that her individual achievements, contributions to life in Guelph, and her example as a role model for other women make her a Woman of Distinction.

Nomination signed by:

E.G. Person

Vice-President

Agricultural Machine Company

and

Ms. Former Teacher

Superintendent, Upper Grand District School Board

Sample Letter of Support #1

Ann Supporter
123 Main Street
Guelph ON N1G 8A9

December 23, 2006

YMCA-YWCA Women of Distinction
Nominations Committee
RE: Jane Doe

I am very happy to write a letter of support for the nomination of Jane Doe as a Woman of Distinction. Jane has been a co-worker, friend and role model to me for over twenty years. Her passion and energy have made Guelph a better place to live.

When I first joined AMC in the accounting department, Jane visited me in the first week with an invitation to coffee. We met at least weekly thereafter, with Jane providing encouragement during my darkest days of personal struggles and professional uncertainty. She inspired me to continue with my studies to such an extent that when I received my CMA certification, I called Jane immediately to tell her that “we” had passed! Following my appointment as Manager of Financial Services, Jane convinced me to join AMC’s Career Development Program as a mentor. Although I was convinced that no one would be inspired by my life, Jane persuaded me otherwise. Today, I am proud to have been of assistance to six younger co-workers and of my career planning work with teen girls at College Heights Secondary School.

Jane started at AMC when it was an unfriendly place for women. Thanks to her initiative, the company now provides on site child care, a generous parental leave policy, extraordinary employee training and upgrading and an atmosphere where no person feels unwelcome or unable to advance.

Jane also recruited me as a volunteer with the Guelph Humane Society when they were facing financial problems. I have been providing book keeping and accounting services to GHS for ten years now.

Jane truly is a Woman of Distinction.
Signed: Ann Supporter

Sample Letter of Support #2

H. Honcho
Chief Executive Officer
Agricultural Machine Company
3 Woodlawn Rd. W.
Guelph ON N1G 6B3

January 5, 2007

YMCA-YWCA Women of Distinction
Nominations Committee

RE: Jane Doe

I am very happy to write a letter of support for the nomination of Jane Doe as a Woman of Distinction.

Jane was hired by my predecessor, F.R. Sight at AMC in the early 1970's as the first woman in a management position. F.R. hoped that Jane's strong personality and abilities would persuade her male co-workers to consider more women for promotion. That AMC now has a management team that is 40% female speaks to the success of that initiative and the changes pioneered by F.R and Jane to make our workplace more accommodating to the needs of working women.

Sometimes I wish that Jane was not so perceptive; she is often in my office with another idea that is of course, correct but means more work for me! Due to Jane's efforts, AMC has excellent employee retention rates and awards for its Human Resources practices.

Jane is in demand as a consultant to other divisions of AMC and I can rely on her to troubleshoot problem areas. She is also well respected in the Human Resource field and AMC has been proud to provide her with time away from the job to lecture at business schools and HR conferences. Jane truly is a Woman of Distinction.

Signed: H. Honcho

3. The Nomination Package Checklist

Only the following items will be considered by the selection panel.

- Statement of Nomination
- Resume or biography
- Two to four letters of support

We regret that no other material (such as videotapes, portfolios, press clippings, photos, etc.) can be considered.

Please ensure that the nomination package has:

- Two nominators' signatures, as well as the nominators' full contact information, including mailing addresses, telephone numbers and email
- Category selected
- Nominee signature

Deadline for nominations is **January 31, 2007 at 11:00 p.m.** Recipients are announced at the Women of Distinction Awards event on Thursday May 10, 2007 at the River Run Centre. Tickets will be available at the Guelph Y at 519-824-5150 or online at www.guelphy.org. Thank you for taking the time to nominate. If you have questions, please contact Robert Gruber at 519-824-5150 ext. 255 or email robertgruber@guelphy.org

women
of distinction

**Celebrating over a decade of excellence
in Guelph and
Wellington County**