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**2025 Executive Officer of the Year –   
Small HBA (fewer than 200 members)  
Nomination Form**

**NAME OF EXECUTIVE OFFICER:   
HBA:   
NUMBER OF MEMBERS:  
NUMBER OF STAFF (INDICATE IF FULL TIME OR PART TIME):**

**Objective**

To recognize an Executive Officer who has demonstrated excellence as the chief staff officer of an HBA, and who has effectively worked with volunteer leaders to create a strong and positive voice for the housing industry, and led the HBA to effectively support the business success of members. The nominee will have shown support for national-level activities through CHBA’s Executive Officers’ Council.

**Eligibility**

* All Executive Officers from local or provincial HBAs with fewer than 200 members
* Executive Officers who have been in their position for a minimum of 2 years
* Executive Officers *cannot* be a winner of this award in consecutive years

**To Submit**

Email completed form and any support documents to [eoc@chba.ca](mailto:eoc@chba.ca).

**Questions for Completion**

In point form, for 2024, describe how the nominee has excelled in working with the elected leadership and HBA staff, if applicable, to truly make a difference and establish a strong and positive voice for the housing industry through specific actions, activities and achievements (e.g. government advocacy, communications, membership development and member engagement, training and education, community support and other areas). The nominee should also have instituted programs and initiatives that support the business success of members and members’ ability to provide affordability, quality and choice in housing for Canadians.

1. Policy Development/Advocacy (20 points)

2. Administration/Financial/Management/HR (20 points)

3. Membership Development (recruitment and retention activities and results) (15 points)

4. Leadership/Working with Members (10 points)

5. Media Relations (10 points)

6. Partnerships (10 points)

7. Profile of Industry in Community (10 points)

8. Support for Executive Officers’ Council (5 points)

**Supporting Information**

Up to 4 PDF attachments that would lend support to the entry including a letter of endorsement of the candidate by their volunteer President/Chair on behalf of their HBA Board of Directors. Other examples could be letters of support from colleagues, policy position briefs, presentations, strategic plans, media releases and coverage, publications, etc.