



IABC Canada Awards Committee

Candidate Briefing Package

About the IABC Canada Awards Committee

The IABC Canada Awards Committee provides leadership and strategic oversight for the Silver Leaf Awards, ensuring it remains the premier national recognition program for business communicators in Canada. This joint initiative of IABC Canada West Region (CWR) and IABC Canada East Region (CER) aligns the Silver Leaf Awards with the IABC Gold Quill Awards. It also supports Canadian chapters in developing their local awards programs.

The committee also liaises with the IABC International Awards Committee and Canadian Chapter Awards Directors to facilitate knowledge sharing and program consistency.

Key Responsibilities of the Committee

- Ensuring the credibility, governance, and execution of the Silver Leaf Awards.
- Aligning the Silver Leaf Awards with the IABC Gold Quill Awards to maintain high international standards.
- Overseeing evaluator recruitment, training, and conflict-of-interest management.
- Supporting Canadian chapters in award program management and winner recognition efforts.
- Providing leadership, mentorship, and succession planning to sustain the awards program for future years.

Open Positions & Role Descriptions

We are currently **recruiting volunteers for the following positions:**

Awards Committee Chair

- **Term:** 1 year, renewable
- **Key Responsibilities:**
 - Lead the IABC Canada Awards Committee, working closely with the IABC CWR and IABC CER National Awards & Recognition Directors.
 - Oversee committee operations, ensuring projects stay on track.
 - Liaise with CWR and CER National Awards & Recognition Directors to report on progress.
 - Collaborate with the Evaluator Liaison, Communications Lead, and Regional Representatives to ensure seamless execution of the Silver Leaf Awards.
 - Support strategic planning and future growth initiatives to ensure the continuity of the program.
- **Time Commitment:** 2–3 hours per week
- **Peak Periods:** March to November

Technology & Operations Lead

- **Term:** 2-year term, transitioning into the **Awards System Administrator role in Year 2.**
- **Key Responsibilities:**
 - Learn and support the OpenWater awards platform under the mentorship of the current Awards System Administrator.
 - Assist with system setup, troubleshooting, and evaluator assignments.
 - Monitor the IABC Silver Leaf inbox and notify entrants of results.
 - Prepare to transition into the System Administrator role in Year 2 to ensure long-term continuity.
- **Time Commitment:** 1–2 hours per week
- **Peak Periods:** April to November

Evaluator Liaison

- **Term:** 1-year, renewable.
- **Key Responsibilities:**
 - Recruit, train, and oversee judges for the Silver Leaf Awards.
 - Ensure evaluators meet IABC's eligibility standards.
 - Assign judges to award entries and respond to evaluator inquiries.
 - Coordinates Blue Ribbon Panel events
 - If two Reconciliation Coordinators are not recruited, the Evaluator Liaison will also support the reconciliation audit.
- **Time Commitment:** 1–2 hours per week
- **Peak Periods:** April to November

Audit & Reconciliation Coordinator *(2 positions available)*

- **Term:** 1-year, renewable.
- **Key Responsibilities:**
 - **Conduct the final reconciliation audit** to verify winners and ensure results meet IABC standards.
 - **Resolve discrepancies in judging scores** before finalizing results.
 - Work closely with the **Evaluator Liaison** to manage result accuracy.
- **Time Commitment:** 5 hours per week
- **Peak Periods:** September to October

Communications & Outreach Lead

- **Term:** 1-year, renewable.
- **Key Responsibilities:**
 - **Develop and execute the Silver Leaf Awards communications strategy.**
 - Update **website content, Call for Entries guide, and promotional materials.**
 - Create and distribute **press releases, announcements, and social media content.**
 - Engage with **Canadian IABC chapters** to promote the awards program.
- **Time Commitment:** 4–5 hours per month
- **Peak Periods:** April to November

Regional Representatives *(min. 2 positions, CWR & CER)*

- **Term:** 1-year, renewable.
- **Key Responsibilities:**
 - **Engage with IABC chapters** to encourage **award participation and winner celebrations.**
 - Oversee **awards fulfillment** (ordering trophies/plaques, coordinating payments, and deliveries).
 - Support **winner recognition activities** (virtual gala, local chapter acknowledgments, social media features).
- **Time Commitment:** 1–2 hours per week
- **Peak Periods:** April to July, September to October

Time Commitment & Expectations

- **Committee Meetings:** ~1–2 hours per month (virtual).
- **Additional time commitments vary by role**, with increased activity during:
 - **March–April** – Program updates, promotion, and judge recruitment.
 - **Late August–October** – Award submissions, evaluations, and recognition planning.

Refer to the Awards Committee [Terms of Reference](#) for more details.

Why Join the IABC Canada Awards Committee?

- **Make an impact** on Canada's leading business communication awards program.
- **Expand your leadership experience** within IABC.
- **Build your professional network** with top communication professionals.
- **Develop governance, evaluation, and strategic planning skills.**
- **Play a key role in recognizing excellence in communication.**

How to Apply

 **Application Deadline:** April 6, 2025

 **To apply, complete the form here:** <https://forms.gle/8bvEsNiBvCptJf3s7>

 **For more information, contact** iabcsilverleaf@gmail.com