



Leader of the Year Award Nomination Form

Nominee:

- must be a current, personal member of MCCA
- must be currently employed in an MCCA member centre or nursery school
- must have been employed in a leadership position for more than 5 years, 3 of which are in the current centre or nursery school
- participates in ECE training, including courses, workshops, seminars and conferences
- participates in networking events (eg. directors/supervisors support groups, Lunch N Learn)
- provides an environment that supports children and families in developing to their fullest potential
- actively involved in promoting child care as a service and a profession
- develops/promotes child and family related activities and programs for the community
- fosters the development of the Board of Directors/Parent Advisory Committee to actualize the mission and goals of the organization
- provides support to centre staff through initiatives, which fosters a positive work environment and ongoing professional development
- actively involved in program management
- must submit a 1000 word (maximum) essay on

what makes their work worthy of the nomination

Nominator:

- two MCCA members employed in the centre or one member and the President or Chairperson of the Board of Directors.
- the Chairperson of the Board of Directors must sign the nomination form
- one letter of support from a member of the board of directors

Award Recipient will:

- be presented with a plaque
- receive 2 complimentary tickets to the awards banquet
- have name inscribed on a plaque at MCCA
- be profiled in the fall issue of ***Child Care Bridges*** and/or MCCA's website

*Previous recipients of this award
and
MCCA Provincial Board Members are ineligible for nomination*



Leader of the Year Award Nomination Form

Name of person nominated: _____ Personal MCCA #: _____

Address: _____

City/Town: _____ Postal Code: _____

Home Telephone: _____ Work Telephone: _____

Place of Employment: _____ Centre MCCA # _____

Number of years employed as a Director/Assistant Director/Supervisor: _____

Number years in current place of employment: _____

ECE Classification: _____ Completed Level of Ethics Training: _____

Each Nomination must be accompanied by the names of two MCCA members who are acquainted with the contribution made by the nominee. Both nominators must be employed at the centre or nursery school or one nominator may be the President/Chairperson of the Board of Directors.

Nominator 1: MCCA# _____

Name: _____

Address: _____

City/Town: _____

Postal Code: _____

Home Telephone: _____

Place of Employment: _____

Work Telephone: _____

Nominator 2: MCCA# _____

Name: _____

Address: _____

City/Town: _____

Postal Code: _____

Home Telephone: _____

Place of Employment: _____

Work Telephone: _____

(signature of nominator 1)

I hereby agree to act as a reference for the nominee.

(signature of nominator 2)

I hereby agree to act as a reference for the nominee.

Nominees must agree to be nominated. Therefore, they are asked to indicate their agreement by signing below:

I agree to be nominated for the Leader of the Year Award:

Signature of Nominee

Date

Signature of Board Chairperson

Date

Leader of the Year Award

On a separate typewritten page(s), please answer the questions below and provide specific examples. The more examples you can provide the better. Please use the same numbers to answer the questions.

Please explain how the nominee:

1. Provides an environment that supports all children and families in developing to their fullest potential.

For example:

- How are the childrens' and families' individual needs met to develop to their fullest potential?
- How does the nominee provide a child care environment that is set up to allow for **parents** to have and influence on their child's environment?
- How does the nominee provide a child care environment that is set up to allow for **children** to have an influence on their environment?

2. Works to promote and position child care as key community service and as a profession.

For example:

- Is the nominee involved in any child care advocacy committee or group and have they promoted or participate in any advocacy events/campaigns? If so explain what and how?
- How does the nominee promote the centre in the community (partnering and or attending community events, donating staff time, participating in the community newsletter, career fairs, etc.)

3. Develops/promotes child and family related activities and programs for the child care community.

For example:

- What types of activities have been planned and what role has the nominee played?
- How does the nominee encourage families to participate in these activities?

4. Fosters the development of the Board of Directors/Parent Advisory Committee to actualize the mission and the goals of the organization.

For example:

- How does the nominee encourage parents to join the Board of Directors and create an environment where board members' ideas are represented and acknowledged.

5. Provides support to centre staff through initiatives, which fosters a positive work environment and ongoing professional development.

For example:

- How does the nominee encourage staff to reach their fullest potential (professional development plans, performance reviews, etc.)?
- What activities or initiatives has the nominee implemented to create a positive work environment?
- Give examples of how the nominee has motivated staff to be their best.
- Explain how the nominee has handled conflict in the centre.
- What words would the nominee say that the staff would use to describe their leadership?

6. Program Management

For example:

- Has an understanding of General Accepted Accounting Principles, knowledgeable of employment standards and workplace health and safety.
- Ensures compliance with Manitoba Child Care Program regulations and implements best practices.
- Please list all professional development workshops relevant to administration and programming.
- Uses innovative, technological programming.

7. Participates in networking events such as directors support groups, etc.

For example:

- Please explain which networking group the nominee participates in, how long they have participated and what role they play.

8. Please list all professional development taken from Jan.- Dec. 2014.

9. Please list any current volunteer work that the nominee participates in.

Sample Question/Answer Page
Award: Leader of the Year

Please note: This is just an example of how the questions can be answered and the type of answers the Awards Committee is looking for.

Question #1:

Provides an environment that supports all children and families in developing to their fullest potential.

Example answer:

- Julia works hard to provide an environment that supports children and families in developing to their fullest potential. An example of this is that Julia surveyed parents twice this year about their ideas and opinions regarding the centre and the care that they receive. These survey results were discussed at the AGM and the suggestions were carefully analyzed and a plan was made to implement some of the suggestions. The parents were then notified of the changes through conversations and through parent newsletters. Parents were encouraged to help with some of the changes. For example one of the parents helped organized a painting party to paint the centre.

Question #2:

Promoting and actively involved in child care as a service and as a profession.

Example answer:

- Julia is an active community member who promotes not only our centre but the child care as a profession. Each year, Julia, attends two of the local high school career fairs and always brings an ECE along as well. The ECE gives information and testimony from a front line ECE perspective and Julia assists by providing information about our particular centre and the child care profession. She displays pictures, newsletters, articles from the centre and posters, pamphlets from Manitoba Early Learning and Child Care and the Manitoba Child Care Association.

Question #3:

Develops/promotes child and family related activities and programs for the child care community.

Example answer:

- Julia plans a number of activities throughout the year, which promotes child and family related activities and programs. An example of an activity was the Rock and Read Program that she organized for not only our centre but for two neighbourhood child care programs. Julia, set a meeting with the two centres directors to gather ideas and information and then wrote a grant proposal to our Parent and Child Coalition to request funding for this program. Once funding was in place, she created pamphlets and posters, advertising the Rock and Read Program for all three of the centres, to parents of the program. She also organized space in our centre and child care for the program. She then personally approached parents to give information and encouraged them to attend. Julia also attended the program and encouraged the other directors to attend along with the parents so that they would feel comfortable.

Question #4:

Fosters the development of the Board of Directors/Parent Advisory Committee to actualize the mission and the goals of the organization.

Example answer:

- Julia recognizes the importance of working with our board of directors to ensure that they understand information that is being provided to them as well as feel comfortable attending and contributing at meetings. Board orientation sessions are held and she personally goes through the board binder and information with them. Name cards are placed at each meeting with "cheat notes" on the back facing them with acronyms, etc. that may not be familiar with ie, MELCC, MCCA, ECERS etc. for easy reference. New board members are partnered with experienced board members for seating arrangements, so that they can answer questions, etc. if needed. Roberts's Rules of Regulations are always reviewed at the beginning of the fall board meetings and evaluations of meetings are also completed twice a year.

Question #5:

Provides support to centre staff through initiatives, which fosters a positive work environment and ongoing professional development.

Example answer:

- Julia believes that it is very important to foster a positive work environment and ongoing Professional Development. Staff meetings are held every second Tuesday to ensure that our staff are able to talk about families, concerns and upcoming plans. Staff take turns leading the meetings and agenda items are brought to those staff person prior to the meeting. Meetings begin with "What happened this week which you are most proud of?" The stories, no matter how large or small, are always inspiring and uplifting and everyone starts the meeting on a positive note.
- Continual learning is highly valued at our centre and professional development opportunities are clearly posted for everyone. Julia has strongly advocated to the board about the importance of ongoing professional development and because of that our centre has a large budget for our staff to participate in these opportunities. Staff then has an opportunity at staff meetings to discuss and inform staff of new information that they have learned. Julia and two staff at our centre has also facilitated a workshop at MCCA called "XXXXX"

Question #6:

Program management.

Example answer:

- Julia is a competent manager who uses General Accepted Accounting principles, and has a strong understanding of employment standards and workplace health and safety. Julia has been approached by MELCC to mentor new Directors in our community, because of the experience and expertise she has in this area. Employee Health, Safety and Wellness is important to Julia and often posts reminders of this topic in our staff room and discusses it at our staff meeting. When a staff recently was injured on the playground. Julia ensured that she followed proper protocol in regards to Manitoba Workers Compensation and also held an in-house investigation, and made plans to try to avoid this type of injury again.
- Even though Julia is an ECE III, and has her diploma in Advanced Diploma in Management in Early Childhood Care and Education she seeks and takes courses relevant to the administration and programming. They include.....

Question #7:

Participates in networking events such as directors support groups, etc..

Example answer:

Julia is an active community member and uses these opportunities to network with others. Examples of these include:

- Area Directors Group- Chairperson 2007- date and active member prior to date
- Parent Child Coalition – active member and on small grants committee since 2004
- MCCA Board of Directors and Benefits Committee 1999-present
- North End Community Networking Group