



# NCE Distinguished Professional Achievement AWARDS

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## Important Information

Entries open: May 1, 2018

Entries close: June 8, 2018

To complete a nomination, visit: [NCE Awards Application](#)

Winners selected: June 22, 2018

Winners announced at NCE Awards Luncheon: November 8, 2018, Gaylord Opryland Resort & Convention Center, Nashville, TN

For submission assistance, contact: Dawn Cooper at 202-600-3487

Email: [Cooper@thearc.org](mailto:Cooper@thearc.org)

## *Note to NCE Members and Chapter Staff*

Thank you for considering entry to the NCE Distinguished Professional Achievement Awards. The past year has seen a multitude of changes on the state and federal level that significantly impacts the lives of people with I/DD, and consequently has provided opportunity for leaders across The Arc nationwide to demonstrate the skills, dedication and passion that has come to exemplify an executive at The Arc.

These awards celebrate those who strive for excellence, put our clients first, and deliver great results. Since 1980, the awards have honored the professional excellence and achievement of NCE members as well as those persons outside the membership who make significant contributions on behalf of our constituency on a daily basis.

We want to keep our criteria simple to make submissions easier. Previous winners of these categories have come from across the chapter network, and no distinction is made between size and location of a chapter; rather we look to see the impact our nominees have made in their environments. Self-nominations are welcome.

We look to inspire our peers and colleagues both within The Arc and outside in the general I/DD community.

The Awards will be presented at the NCE Awards Luncheon on Thursday, November 8, 12:30pm as part of The Arc's 2018 National Convention, November 8-10, 2018 in Nashville, TN.

### **Jon Meyers**

Executive Director, The Arc of Arizona

Chair, NCE Awards Task Group

Phone: 602-290-1632 Email: [jon@arcarizona.org](mailto:jon@arcarizona.org)

# Award Categories and Descriptions

## Executive Excellence

*This award is granted each year to a chapter Executive Director/CEO whose career exemplifies the fulfillment of the mission, core values and position statements of The Arc. This is the highest honor bestowed by the NCE.*

Nominees will be Executive Directors/CEOs who has demonstrated a high level of achievement. These executives have made significant contributions to NCE, and fulfilled the mission, core values and position statements of The Arc.

Where appropriate you may include written testimonials. These testimonials will not be returned to the nominee. However, they will be favorably received by the Awards Task Group.

Written responses should be no more than 750 words, covering the following topics:

- Brief biography
- Major achievements in 2017-2018 including reasons and impact on NCE and/or their chapter
- Cite outcomes that demonstrate the impact of the executive's strategies or decisions
- Main professional and personal attributes that have contributed to success
- The recognition the nominee has received from the community
- Their commitment to professional development

Please include:

A Letter of support from their board chair

Photograph (preferably a headshot) of the candidate

The Awards Task Group will be asked to consider the following aspects of an entry:

- Leadership
- Outstanding achievements
- Measurable outcomes
- Impact on the I/DD community
- Impact on the NCE community
- Collaboration
- Creative Thinking
- Professional Development

## Outstanding Professional Achievement

*This award recognizes NCE members who live by the core values of the Arc by providing leadership resulting in a significant improvement in supports and services for people with I/DD and their families.*

Nominees will be current NCE members (senior leadership team members or chapter staff) who have demonstrated a high level of achievement. These NCE members have made significant contributions to their chapters and to the people with I/DD and their families that they serve. They have been recognized and valued not only by their peers, but also the communities they work in.

Where appropriate you may include written testimonials. These testimonials will not be returned to the nominee. However, they will be favorably received by the Awards Task Group.

Written responses should be no more than 750 words, covering the following topics:

- Brief biography
- Major achievements in 2017-2018 including reasons and impact on their chapter and their community
- Cite outcomes that demonstrate the impact of their actions
- Main professional and personal attributes that have contributed to success
- The recognition the nominee has received from the community
- Their commitment to professional and personal development

Please include:

A Letter of Support from their CEO/Executive Director

Photograph (preferably a headshot) of the candidate

The Awards Task Group will be asked to consider the following aspects of an entry:

- Demonstrated Leadership
- Outstanding achievements
- Measurable outcomes
- Impact on the I/DD community
- Collaboration
- Creative Thinking
- Professional and Personal Development

## *Exemplary Career Leadership*

*This award recognizes chapter Executive Directors/CEOs retiring during the period of November 1, 2017 and December 31, 2018, who have demonstrated a high level of commitment to The Arc, having been part of The Arc movement for at least ten years.*

Nominees will be Executive Directors/CEOs retiring during the period of November 1, 2017 and December 31, 2018. Nominees will have demonstrated a high level of commitment to The Arc, having been part of The Arc movement (employed by a chapter and/or serving on a chapter's or the national Board of Directors) for at least ten years. Throughout their tenure as Executive Director/CEO, they have made significant contributions to their chapters and to the people with I/DD and their families that they serve.

Where appropriate you may include written testimonials. These testimonials will not be returned to the nominee. However, they will be favorably received by the Awards Task Group.

Written responses should be no more than 750 words, covering the following topics:

- Brief biography
- Major achievements throughout their career with The Arc, including impact on their chapter and their community
- Cite outcomes that demonstrate the impact of their actions over the course of their career
- Their commitment to their own professional development and that of their staff

Please include:

A Letter of support from their board chair

Photograph (preferably a headshot) of the candidate

The Awards Task Group will be asked to consider the following aspects of an entry:

- Demonstrated Leadership throughout career
- Outstanding achievements
- Measurable outcomes
- Impact on the I/DD community
- Professional and Personal Development

## *Lifetime Achievement in the I/DD Field*

*This award recognizes an individual who is not a member of the NCE and whose lifetime work has significantly contributed to the mission, core values and positions of The Arc.*

Nominees will be advocates or self-advocates who have demonstrated a high level of dedication to fulfilling the mission, core values, and position statements of The Arc throughout their career. These nominees have made significant contributions to people with I/DD and their families they serve in a variety of ways. Examples include but are not limited to: research, community outreach, program design and/or implementation, local or national advocacy, policy analysis, and policy-making. Nominees should not be NCE members.

Where appropriate you may include written testimonials. These testimonials will not be returned to the nominee. However, they will be favorably received by the Awards Task Group.

Written responses should be no more than 750 words, covering the following topics:

- Brief biography
- Cite outcomes that demonstrate the impact of their actions throughout their career
- Main professional and personal attributes that have contributed to success
- The recognition the nominee has received from the I/DD field
- Their dedication to fulfilling the mission, values, and position statements of The Arc
- Their commitment to professional and personal development

Please include:

A Letter of Support from a professional who is part of The Arc (staff or board member)

A copy of the nominee's CV

Photograph (preferably a headshot) of the candidate

The Awards Task Group will be asked to consider the following aspects of an entry:

- Impact on the I/DD community
- Outstanding achievements
- Measurable outcomes
- Professional and Personal Development
- Collaboration
- Creative Thinking

## *Rising Star*

*This award recognizes a professional from The Arc's chapter network in their first five years as executive director, president or CEO who has made significant contributions to their chapter.*

Nominees will be current NCE members in senior leadership or management positions who have been in this role for five years or less. These NCE members are making significant contributions to their chapters and communities. Nominees also possess the potential to take on increasing levels of professional leadership and responsibility in their continued service to people with I/DD and their families.

Where appropriate you may include written testimonials. These testimonials will not be returned to the nominee. However, they will be favorably received by the Awards Task Group.

Written responses should be no more than 750 words, covering the following topics:

- Brief biography
- Cite outcomes that demonstrate the impact of their actions within their years of employment at The Arc
- Main professional and personal attributes that have contributed to success
- Their commitment to professional and personal development

Please include:

A Letter of Support from their CEO/Executive Director

Photograph (preferably a headshot) of the candidate

The Awards Task Group will be asked to consider the following aspects of an entry:

- Leadership
- Outstanding achievements
- Measurable outcomes
- Impact on the I/DD community
- Professional Development
- Collaboration
- Creative Thinking

## *Diversity & Cultural Competency Achievement*

*This award recognizes chapter Executive Directors/CEOs who have successfully leveraged the skills of their staff to provide innovative program(s) that meet the needs of a diverse I/DD community.*

Nominees will be Executive Directors/CEOs who have successfully leveraged the skills of their staff to provide innovative program(s) that meet the needs of a diverse I/DD community. This Executive has recognized the need for a unique approach to addressing the concerns of a specific diverse population within their community, and successfully created an environment that supported staff to create innovative solutions to delivering needed services and supports. Examples of factors that make the targeted community diverse can be due to race, ethnicity, nationality, sexual orientation, gender identity, refugee and/or immigrant status, geographic location, being members of the military, having low-incomes, etc. A winning program will be one that has been put in place specifically for the chosen population, or an existing program that has been altered effectively to meet the needs of the chosen population.

Where appropriate you may include written testimonials. These testimonials will not be returned to the nominee. However, they will be favorably received by the Awards Task Group.

Written responses should be no more than 750 words, covering the following topics:

- Brief biography
- Cite outcomes that demonstrate how they have leveraged their staff's skills to provide the program(s)
- Cite outcomes that demonstrate how their program(s) meet the needs of a diverse community
- Main professional and personal attributes that have contributed to success
- Their commitment to diversity, and demonstrated cultural competency

Please include:

A Letter of Support from their board chair

Photograph (preferably a headshot) of the candidate

The Awards Task Group will be asked to consider the following aspects of an entry:

- Leadership
- Impact on diverse communities
- Cross-cultural competency
- Outstanding achievement
- Measurable outcomes
- Professional development
- Collaboration
- Creative Thinking



## *Program Innovation*

*This award recognizes chapter Executive Directors/CEOs whose chapters have successfully designed and implemented an innovative program to meet the needs of people with I/DD in their community.*

Nominees will be Executive Directors/CEOs whose chapters have successfully designed and implemented an innovative program to meet the needs of people with I/DD in their community. A successful program will have either been implemented within the past two years or will be a current program that has been transformed, and is demonstrating measurable outcomes to the community and in their chapter.

Where appropriate you may include written testimonials. These testimonials will not be returned to the nominee. However, they will be favorably received by the Awards Task Group.

Written responses should be no more than 750 words, covering the following topics:

- Brief biography
- Cite outcomes that demonstrate how the program(s) is successful at providing services to people with I/DD
- If a current program that has been modified, cite the reasons for the change and outcomes of the change
- Cite outcomes that demonstrate how their program(s) is replicable
- Main professional and personal attributes that have contributed to success

Please include:

A Letter of Support from their board chair

Photograph (preferably a headshot) of the candidate

The Awards Task Group will be asked to consider the following aspects of an entry:

- Leadership
- Measurable outcomes of the program being considered
- Collaboration
- Creative Thinking
- Replicability

## *Exemplary Mentor*

*This award recognizes chapter CEOs/Executive Directors whose mentorship of one or more NCE member(s), has resulted in the mentees' demonstrated professional growth.*

Nominees will be CEOs/Executive Directors whose mentorship of one or more NCE member(s), has resulted in the mentees' demonstrated professional growth. Where appropriate you may include written testimonials. These testimonials will not be returned to the nominee. However, they will be favorably received by the Awards Task Group.

Written responses should be no more than 750 words, covering the following topics:

- Brief biography
- Cite examples of how mentor's guidance led to the mentee's professional growth
- Cultural competence

Please include:

A Letter of Support from their board chair and the mentee(s)

Photograph (preferably a headshot) of the candidate

The Awards Task Group will be asked to consider the following aspects of an entry:

- Leadership
- Mentorship
- Collaboration
- Creative Thinking
- Personal and Professional Development
- Cultural competence

## *Three Tips for a Winning Entry*

### **1. Start early and respect the deadline**

Entries open on May 1, 2018. Please review all criteria, and give yourself ample time to craft a compelling application. A common thread present in the strongest applicants and award winners is timely, well-prepared submissions. Please respect the deadline. Applications submitted after 5:00pm Eastern Time on June 8, 2018 will not be considered for entry.

### **2. Address the criteria and make sure your application is complete**

In order for the Awards Task Group to effectively judge your application, you will need to compile a submission that includes a: (1) response of no more than 750 words that answers the questions being asked; (2) a letter of support written a board member or an executive diector; and (3) a photograph of the nominee. The Awards Task Group may still consider incomplete applications, but you are placing your nominee at a deliberate disadvantage if you fail to submit all materials requested. Failing to address all listed points in your 750 word response also weakens your nominee's eligibility, making them less likely to be awarded.

### **3. Provide examples that paint a well-rounded picture of your nominee**

An effective application is one that shows the nominee's qualifications by providing specific examples of how the nominee fulfills the listed criteria, rather than simply telling the Task Group that the candidate deserves to win. Use the criteria as guidelines to build evidence and support your case for why the nominee merits the award.

## *How to Enter*

Applications are accepted through the online submission portal from May 1-June 8, 2018. All submissions require a personal statement no longer than 750 words, a letter of support, and a photograph of the nominee. Specific requirements for the personal statement and letter of support are found under the detailed description and criteria for each individual award.

Click here [NCE Awards Application](#) to begin the application process.