

Nomination Booklet

School Executive Emeritus Awards 2024

Recognizing Excellence in
Educational Management

2023 Recipients



Career Achievement
Carl Ruest
CSS des Phares



Innovation
Éric Leclerc
CSS des Premières-
Seigneuries



Emerging Talent
Éric Larochelle
CSS des Portages-
de-l'Outaouais



Team Achievement
Lynda Blanchette, Annick Carpentier, France D'Aoust, Stéphanie Poulin,
Julie Grenier, Émilie Lacroix, Line Bourdeau
CSS des Grandes-Seigneuries



The **School Executive Emeritus Awards** were initiated to promote the excellence of school administrators in advisory, support and supervisory roles in school service centers and school boards, adult education and vocational training centers, and elementary and secondary schools.

Five award categories

The application must be submitted for **one of the following five categories**. There is a different form for each category in this booklet.

- **Career Achievement:** Honours a school executive with an outstanding career path and achievements.
- **Team Achievement:** Honours two or more school executives who have combined their expertise to carry out a major project aimed at improving the efficiency of their organization.
- **Innovation:** Honours an executive with leading-edge practices who has implemented innovative, creative or bold projects and processes.
- **Emerging Talent:** Honours an outstanding school executive who has been in the job for less than 5 years.
- **NEW Leadership:** Honors a school executive with more than 5 years' management experience, whose mobilization skills, strategic vision and courage have enabled the organization to achieve its objectives or improve its results.

Nominations

- All AQCS members may submit nominations.
- Members of the Selection Committee may not submit nominations.
- Nominations must be supported and endorsed by three signatures.
- Only files duly completed in the nomination booklet and complying with the requirements will be considered.

Eligibility requirements

- Be an active member of the AQCS by December 31, 2023.
- Only applications that are completed in the nomination booklet and comply with the requirements will be considered.

2024 Selection Committee

The committee's mandate is to evaluate the nominations and select the award recipients. It is composed of five individuals:

- Julie Larouche, Chair of the Board, AQCS
- Jean-François Parent, President and CEO, AQCS
- Mélanie Boisselle, co-president of the professional board for human resources services, AQCS
- Richard Poirier, General Manager, Centre de services scolaire du Fer
- Jean-Pierre Archambault, Assistant General Manager, Centre de services scolaire de Laval
- Carl Ouellet, Chair, Association québécoise du personnel de direction des écoles

Deadline

- The completed nomination form, along with a photo, must be sent to AQCS headquarters **no later than May 3, 2024**.
- Contact information is provided at the end of the nomination booklet.

Awarding of the prize

Applicants and recipients will be contacted in May 2024 with details of the awards ceremony.



Form 1
CAREER ACHIEVEMENT CATEGORY

This category honours a school executive with an outstanding career path and achievements.

I enclose a recent photo of the nominee (JPG).

Candidate

Name _____
Organization _____ Position _____
Work Phone _____ Ext. _____ Cellular _____ Email _____

Identification of nominator submitting the application

Name _____
Title _____
Contact information _____

Achievements (45% of points)

Describe the candidate's professional achievements or innovative practices that have created value and contributed to the quality of services for the student, staff, parents or community of your school service center or school board. (200 words)

Professional commitment (45 % of points)

Describe the candidate's distinctive qualities, skills and competencies: strategic leadership, proactive and effective management, ability to mobilize teams, expertise, innovation, collaborative approach, etc. (300 to 500 words)

Community involvement (10 % of points)

Mention the candidate's community contributions as an individual or within any type of organization or association of a cultural, political, sports or charitable nature. Indicate how these contributions have helped the school service center or school board to shine in the region. (100 words)

Complete the nomination on the last page of this booklet.



Form 2
TEAM ACHIEVEMENT CATEGORY

This category honours two or more school administrators who have combined their expertise to carry out a major project aimed at improving the efficiency of their organization.

I enclose a recent photo of the nominee (JPG).

Candidate

Name _____

Organization _____ Position _____

Work Phone _____ Ext. _____ Cellular _____ Email _____

Identification of nominator submitting the application

Name _____

Title _____

Contact information _____

Presentation (20% of points)

Summarize the career path of the executives involved or describe the strengths or particularities of the nominated team. (200 words)

[Empty text box for Presentation]

Accomplishments (40% of points)

Describe the project completed by this team and its impact on the organization in terms of efficiency. (300 to 500 words)

[Empty text box for Accomplishments]

Collaboration (40% of points)

How did the executives work together in synergy? How did their combined expertise and skills benefit the success of the project? (300-500 words)

[Empty text box for Collaboration]

Complete the nomination on the last page of this booklet.



Form 3
INNOVATION CATEGORY

This category honours an executive with leading-edge practices who has implemented innovative, creative or bold projects and processes.

I enclose a recent photo of the nominee (JPG).

Candidate

Name _____
Organization _____ Position _____
Work Phone _____ Ext. _____ Cellular _____ Email _____

Identification of nominator submitting the application

Name _____
Title _____
Contact information _____

Profile (40% of points)

Summarize the background of the executive involved, highlighting his/her leading practices (300-500 words)

Achievements (40% of points)

Describe the innovative, creative or bold projects or processes implemented in your organization by this executive. (300 to 500 words)

Outreach (20% of points)

Has this executive's sense of innovation inspired other initiatives, led to new practices within the organization? (200-500 words)

Complete the nomination on the last page of this booklet.



Form 4
EMERGING TALENT CATEGORY

This category honours an outstanding school executive who has been in the position for less than 5 years.

I enclose a recent photo of the nominee (JPG).

Candidate

Name _____
Organization _____ Position _____
Work Phone _____ Ext. _____ Cellular _____ Email _____

Identification of nominator submitting the application

Name _____
Title _____
Contact information _____

Presentation (20% of points)

Summarize the candidate's career path. (200 words)

Profile (40% of points)

Describe the skills or abilities that make this executive a promising future educational leader. (300-500 words)

Achievements (40% of points)

Describe the candidate's professional achievements in your organization. (300 to 500 words)

Complete the nomination on the last page of this booklet.



Form 5
NEW CATEGORY - LEADERSHIP

This category honors a school executive with more than 5 years' management experience, whose mobilization skills, strategic vision and courage have enabled the organization to achieve its objectives or improve its results.

I enclose a recent photo of the nominee (JPG).

Candidate

Name _____
Organization _____ Position _____
Work Phone _____ Ext. _____ Cellular _____ Email _____

Identification of nominator submitting the application

Name _____
Title _____
Contact information _____

Presentation (20% of points)

Summarize the candidate's career path. (200 words)

Profile (40% of points)

Describe how this person's leadership style has influenced your organization's results. (300-500 words)

Outreach (40% of points)

Has this executive's ability to mobilize, his or her strategic vision and courage had a ripple effect in your community? (300 to 500 words)

Complete the nomination on the last page of this booklet.

Consent to apply

The candidate accepts that his or her nomination be publicized by AQCS and that his or her photo and a brief description of his or her achievements be published in AQCS communication tools (social media, *InformAQCS*, website), in the communication tools of his or her school service center or school board (newsletter, website, etc.), and in any AQCS communication tool that will recall the event.

By signing, the nominee certifies the accuracy of the facts presented in the nomination form and authorizes their publication.

Applicants and recipients will be contacted in May 2024 with details of the awards ceremony.

Signature of the candidate	Location	Date (YYYY-MM-DD)
(If more than one candidate)		
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Submission of nomination form: May 3, 2024
Please attach a recent photo to your application

By email: mcloutier@aqcs.ca

Information: 418 654-0014, ext. 233

