



Award Criteria & Nomination Worksheet

Step 1. Review Criteria for Selection

Step 2. Complete Nomination Worksheet

Step 3. Submit Nomination Online

Chicago United

Advancing multiracial leadership in business

Step 1: Review Criteria for Selection

Please review the following criteria carefully as you select your nominee(s).

BACKGROUND

Chicago United conducted a survey of CEOs of Chicago corporations. They were asked to identify the qualities and characteristics that they seek when filling positions for boards of directors.

The CEO responses were consistent. In addition to experience in business unit leadership, and human capital oversight, additional leadership characteristics include senior level leaders with:

1. A track record of balanced decision-making and an appreciation for multiple perspectives.
2. A breadth of perspectives, a range of experiences that reflect flexibility and the ability to transcend narrow experiences and issues.
3. A demonstrated ability to respect diverse points of view and varied ways to approach issues and topics.

All of the CEOs interviewed want candidates who have had a diversity of experiences and who have a track record of demonstrated successes in their professional endeavors. They also look for candidates with high intellectual capacity and who have respect for different perspectives.

CRITERIA

1	Nominee is an individual of color (African American, Asian American/Pacific Islander, Hispanic, or Native American).
2	Nominee is a senior level leader currently professionally active in the corporate/business arena and headquartered within the Chicagoland area. Note: <i>Elected officials holding office are ineligible.</i>

3	Nominee is a senior level / executive level or C-Suite individual of color within their organization OR Nominee is an entrepreneur/owner who has completed at least three (3) years of profitable business operation.
4	It is recommended that the Nominee should have experience serving as a director on at least two (2) boards of directors for either corporate, civic, or nonprofit organizations. Individuals serving only on advisory committees are not eligible. A nominee with no previous board experience of any kind will not be considered.
5	Nominee must have demonstrated strong leadership skills within their organization (e.g., strategy development, business unit leadership, change leadership, etc.) as well as significant community/civic involvement (special or unique projects) and must have demonstrated leadership in support of the development of other minority talent (e.g., mentoring) within their organizations.
6	Nominee has had a broad range of experiences and has a proven track record of demonstrated success in a variety of senior-level roles. Nominee can effectively bring a broad perspective to narrow issues and topics and has demonstrated skill in leading successful teams.

Next Step: Complete Nomination Worksheet ...

Step 2: Complete Nomination Worksheet

We highly encourage you to either:

1. Complete the attached worksheet with your nominee(s) or
2. Forward the worksheet to the nominee(s) for completion.

IMPORTANT: This year's nomination process is totally automated online using SurveyMonkey. We will not accept nominations via email or mail. Please use this Nomination Worksheet to compose your answers and then simply cut and paste from this worksheet into the online nomination form (<https://www.surveymonkey.com/r/2023BLC>) to save time and cut down on errors.

As you prepare your nomination, you might not be able to provide all the required information on a nominee's background and expertise. However, **it's extremely important that the nomination be as complete as possible to ensure your nominee's qualifications are sufficiently documented to be seriously considered as a candidate.** As suggested above, reach out to the nominee to "fill in the blanks" of information you may not have **prior to submitting your nomination** online.

The information included in the nomination is the only information our selection committee will consider; selectors are instructed not to conduct additional research on the candidates.

Be prepared to include all of the following information in your online nomination:

Nominee Information

Name: _____

Title: _____

Company: _____

Tenure in Current Role: _____

Tenure at Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Mobile Phone: _____

E-mail: _____ Fax: _____

Race:

- African American Asian American/Pacific Islander Hispanic Native American

Be prepared to attach any supporting documents electronically to the online nomination form to supplement or clarify content. If you do not have any documents, reach out to your nominee to obtain the documents so that you can upload them when you submit your nomination. Acceptable documents include:

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- **Bio**
 - **Resume or CV**
 - **Recommendation**
Note: If possible, please include a recommendation from someone to whom the nominee has reported and from someone who has reported to the nominee.
 - **Other**
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Questions 4 – 10

Part I. Internal Workplace Experience

Professional Experience in Current Role
Title and General Overview of Responsibilities
Industries Served
Functional Area(s) of Expertise (e.g., finance, asset/liability management, M&A, strategy, compensation plan management, risk management, crisis management, information technology, culture change/organizational change, etc.)
If financial expertise is an applicable skill, is the nominee a financial expert as defined by the SEC guidelines? <input type="checkbox"/> Yes <input type="checkbox"/> No
Budget Responsibility and/or P & L Responsibility (if applicable)
Geographical Scope (e.g., regional, national, international)
People Management Responsibilities (number of direct and indirect reports)

Questions 11 – 16 (the online form provides for up to 3 examples)

Professional Experience in Previous Roles – Example # 1

Title and General Overview of Responsibilities

Industries Served

Functional Area(s) of Expertise (e.g., finance, asset/liability management, M&A, strategy, compensation plan management, risk management, crisis management, information technology, culture change/organizational change, etc.)

Budget Responsibility and/or P & L Responsibility (if applicable)

Geographical Scope (e.g., regional, national, international)

People Management Responsibilities (number of direct and indirect reports)

Questions 17 – 22

Professional Experience in Previous Roles – Example #2

Title and General Overview of Responsibilities

Industries Served

Functional Area(s) of Expertise (e.g., finance, asset/liability management, M&A, strategy, compensation plan management, risk management, crisis management, information technology, culture change/organizational change, etc.)

Budget Responsibility and/or P & L Responsibility (if applicable)

Geographical Scope (e.g., regional, national, international)

People Management Responsibilities (number of direct and indirect reports)

Questions 23 – 28

Professional Experience in Previous Roles – Example # 3

Title and General Overview of Responsibilities

Industries Served

Functional Area(s) of Expertise (e.g., finance, asset/liability management, M&A, strategy, compensation plan management, risk management, crisis management, information technology, culture change/organizational change, etc.)

Budget Responsibility and/or P & L Responsibility (if applicable)

Geographical Scope (e.g., regional, national, international)

People Management Responsibilities (number of direct and indirect reports)

Questions 29 – 30

Part II. External Board Experience

List current board memberships in which the nominee and other board members are accountable for the fiscal oversight of the organization (online form provides for up to 4 examples) ***Individuals serving only on advisory committees are not eligible.*

Organization Name	Type of Board			Date Joined From - To	Board Position(s) Held / Committees Served On	
	Public	Private	Civic/Nonprofit			

List previous board memberships in which the nominee and other board members were accountable for the fiscal oversight of the organization (online form provides for up to 4 examples) ***Individuals serving only on advisory committees are not eligible.*

Organization Name	Type of Board			Dates Served		Board Position(s) Held / Committees Served On	
	Public	Private	Civic/Nonprofit	From	To		

Questions 31 - 32

Part III. Other Civic or Community Involvement

List current and previous examples of nominee's participation in civic and/or community organizations not mentioned in Part II. (Online form provides for up to 4 examples)

Organization Name	Type of Organization/Project	Dates Served		Board Position(s) Held / Committees Served On
		From	To	

Questions 33 - 42

Part IV. Professional Training, Certification & Membership

Educational Degrees (online form provides for up to 3 examples)

Educational Degree(s) Obtained	Institution	Date Obtained

Certification and Licensure

(Online form provides for up to 3 examples)

Certifications/Licenses Obtained	Institution	Date Obtained

Executive Management Program Participation

(Online form provides for up to 3 examples)

Name of Program	Institution	Date Obtained

Professional Memberships

(Online form provides for up to 4 examples)

Organization/Association	Role	Dates of Participation	
		From	To

Questions 45 – 52

Part V. Leadership Experience (Internal or External)

Provide examples of **leadership experience(s)** demonstrated in either the workplace or external community by describing initiatives nominee is currently leading or has led that address the following leadership competencies. Information need only be provided for those competencies that are relevant.

Vision
Strategy
Transformational Change Leadership
International Team Leadership

Innovation

People Development (e.g., mentoring, coaching, etc.)

Client/Customer Relationship Management

Other examples demonstrating a broad range of skills and experiences

Next Step: Submit Nomination Online ...

Step 4: Submit Nomination Online

Use the link below to access and submit your nomination electronically (follow the link directly, or cut and paste it into your web browser).

<https://www.surveymonkey.com/r/2023BLC>

Once your nomination form is submitted, Chicago United staff will download and email it to the nominee with a link for them to electronically “sign” the following nominee agreement:

If selected, nominees must:

- Submit a no-more-than 500-word written statement detailing their personal and professional journey, qualifications, skills, and philosophy (template will be provided). This statement will then be reviewed and edited by Chicago United communication staff prior to publication.
- Be available for a photo shoot, videotaping, and one or two interviews at mutually agreed upon dates between June 1 and July 31. Photos may not be submitted for the publication.
- Attendance at the Business Leaders of Color Reception in (September) 2023 and the Bridge Awards Dinner, scheduled for November 2023, is expected.

Nominee agreement

2023 Survey Monkey Link: <https://www.surveymonkey.com/r/NominationAgreement2023>

"By electronically signing below, I certify that the information furnished in my Business Leaders of Color nomination form is true, complete, and accurate to the best of my knowledge. I understand that any false statements or deliberate omissions may be grounds for disqualification. I further acknowledge that any illegal conduct or conduct inconsistent with the spirit and criteria of the competition, at the discretion of Chicago United, its representatives or employees, may be grounds for disqualification from the competition, and, if I am selected as an honoree, as grounds for rescission of status as a Business Leaders of Color honoree. I authorize Chicago United, its representatives, and employees to release the information contained within this application to members of the selection committee. If I am selected as a Business Leader of Color, I also authorize Chicago United, its representatives, and employees to publish any portion of, or all the information contained within these application documents for the Business Leaders of Color publications and promotions."

Thank You for Your Nomination and Cooperation with this Process!