

Accredited Chamber Executive Application Guidelines

Minimum total points to qualify: Level 1 = 30 Level 2 = 50 Level 3 = 70

The activities that you record in this application are ones that have been completed over the previous three years. Please do not include registrations for upcoming events that have not been completed. Please do not include activities that were completed more than three years ago, with one exception noted under Section E.

Once complete with all minimum requirements met, including the appropriate letter of reference (see below), send to shelley.morris@mts.net by May 31.

- For chamber staff, reference from CEO required
- For community chamber CEO, reference from provincial/regional/territorial chamber required
- For provincial/regional/territorial chamber CEO, reference from national chamber required.

1. Section A - Years of Service

The intent of this section is to encourage the chamber as a career, recognizing executives who remain in chamber management for a number of years.

- Minimum Years of Service to Qualify
 - Level 1 – 2 years
 - Level 2 – 4 years
 - Level 3 – 8 years
- Claim 1 point for each year of service to **maximum of 10**.

2. Section B - Network Participation

The intent of this section is to recognize the value of connectivity within the chamber network, acknowledging that executives and their chambers benefit from sharing best practices with peers and accessing resources within provincial/regional/territorial/national Chamber organizations.

- To be eligible for ACE, you/your chamber must belong to the provincial/regional/territorial chamber of commerce and provincial executive organizations (where they exist)
- For Levels 2 and 3, your chamber must also belong to the Canadian Chamber of Commerce
- **Maximum # of points that can be claimed in this section = 3 or 4** (depending on existence of provincial/regional/territorial associations.)

3. Section C - Professional Development

The intent of this section is to encourage continuous learning, accessing PD programs within and beyond the chamber network.

- Level 1 - must achieve minimum 7 points – must have participated in a CCEC webinar (1 point per webinar) and attended provincial/regional chamber PD conference in 2 of past 3 years (2 points per conference)
- Level 2 - must achieve minimum 10 points – must have participated in a CCEC webinar (1 point per webinar) and attended provincial/regional chamber PD conference (2 points per conference) OR CCEC conference (5 points per conference) in 2 of past 3 years.
- Level 3 - must achieve minimum 17 points – must have participated in a CCEC webinar (1 point per webinar) and attended CCEC conference (5 points per conference) in 2 of past 3 years.

- Optional activities include
 - Attended other professional development events a minimum of ½ day in duration which offer leadership/management training applicable to running a chamber (2 points per year regardless of number of additional events claimed in this category) (for greater clarity, examples of eligible activities include programming offered by the Association of Chamber of Commerce Executives (ACCE), the US Chamber IOM program, Western Association of Chamber Executives (WACE), Canadian Society of Association Executives (CSAE), Economic Developers Association of Canada (EDAC). Others may qualify – please provide details to ACE review committee)
 - Certification - completed other certification programs to enhance proficiency in chamber management - such as CAE (Certified Association Executive from CSAE) or CCE (Certified Chamber Executive from ACCE) - 5 points
- Maximum # of points that can be claimed for webinars = 10
- **Maximum # of total points that can be claimed in this section = 30**

Provincial PD conference refers to a conference offered by a provincial executive organization (e.g BCCE, ACE, CES, CEM, CEO). It does not include attending the provincial/regional/territorial chamber annual meeting/policy session unless there is designated chamber management PD programming for a minimum ½ day.

For each program that you are claiming points for, please indicate the date and the name of the event in Details column and what you learned and applied in your chamber in the last column.

Example of qualifying points for Level 3 applicant

Mandatory requirements – for 11 points

- Attended 1 webinar in past 3 years – 1 point
- Attended 2 CCEC conferences in past 3 years – 10 points

Optional activities recorded to reach minimum 17 points in category

- Attended provincial/regional/territorial PD conference in 2 of past 3 years – 4 points
- Attended local CSAE event – 2 points

Total = 17 points

4. Section D - Chamber Development

The intent of this section is to encourage executives to have their chambers evaluated against national standards of excellence.

To be eligible for ACE Level 3, you must be recognized as an Accredited Chamber by the Chamber Accreditation Council of Canada or equivalent. For example, ISO certification would qualify under this section. For other standards programs, please check with the CCEC ACE review committee.

Maximum # of points that can be claimed in this section = 5

5. Section E - Chamber Leadership

The intent of this section is to encourage executives to pursue leadership positions within the chamber network and share their expertise.

The only mandatory requirement in this section is that Level 3 applicants must attend the CCC annual meeting in 2 of the last 3 years. Otherwise, the following activities are optional and contribute towards the total minimum points that must be achieved overall.

- Presenter at CCEC or provincial PD conference or webinar (i.e BCCE, ACE, CES, CEM, CEO) - 2 points per presentation
- Serve on Board of Directors for CCEC or provincial PD organization (i.e. BCCE, ACE, CES, CEM, CEO) – 2 per body per year
- Chamber Award Recipient – formal awards program recognition for you/your chamber by CCC, your provincial/regional/territorial chamber of commerce, CCEC or provincial PD organization (BCCE, ACE, CES, CEM, CEO) or ACCE – 2 points per award.

***Note: For participation on Boards and receipt of awards, the first time you apply for ACE, you may claim for events that occurred previous to the past three years.**

Please indicate in Details section the names of awards received and Boards served on and applicable years.

Maximum # of points that can be claimed in this section = 20 points

6. Section F - Community Leadership

The intent of this section is to encourage executives to assume leadership positions within their communities and a recognition of the importance of the chamber as a representative of the business community.

The type of positions that qualify should be an extension of your role at the chamber as a representative of the business community, be community wide and serve to advance the mission of the chamber.

Examples of qualifying positions could be related to city/town planning and management, community economic development, provincial appointments in areas such as finance, economy, trade development, innovation, workforce development, transportation boards, provincial/city-wide arts/culture/tourism committees/boards, Junior Achievement, provincial/regional/territorial/national chamber.

This does not include general community roles serving as a volunteer for sporting events or school activities, church, local community centres, memorial events, parades, fundraising, health/fitness, social service organizations.

Please indicate in Details section the names of boards/organization and applicable years. Please don't use acronyms as organizations that are well known in your community may not be known nationally.

Minimum # of points required to qualify – 6

Maximum # of points that can be claimed in this section - 20