



FINANCIAL EXECUTIVE OF THE YEAR

CELEBRATING TODAY'S FINANCIAL LEADERS

2019

SUBMISSION GUIDELINES

*All nominations are confidential. The nomination process is facilitated by
Financial Executives International (FEI) and the winner
is determined by the Selection Committee.*



Financial Executives International's (FEI) Financial Executive of the Year Award is presented to those individuals who have made a major impact within their company, have achieved success in the company's growth and profitability, and have shown exemplary leadership skills throughout their career. Eligible nominees are individuals who have served as a Chief Financial Officer or has led the finance department with a publicly listed, privately held or non-profit entity headquartered in the U.S. for at least 2 years.

Consideration for the FEI Financial Executive of the Year Award is through peer nominations, and both members and nonmembers of FEI are eligible for nomination. All nominees will be judged in the same eight categories whether the company is publicly listed, privately held or non-profit: professional experience, leadership, team development, entity profile, planning and budgeting, control and reporting, social responsibility and innovation.

AWARD CRITERIA

Professional Experience

Please submit a one-page statement that outlines the main responsibilities associated with the nominee's position.

Leadership

Submit a summary that provides specific examples of initiatives and situations where the nominee used their judgment and insight to shape the strategic direction of the organization. Please include a statement summary outlining how the nominee guided the organization during a financial crisis/turbulent situation and how they achieved new levels of growth.

Team Development

Include a description of personal contributions to the careers of finance team professionals bringing success to the organization such as how they supported their team members' careers and skill development, development of training programs, cross discipline learning experiences or ability to empower and inspire team members.

Entity Profile

Provide a summary outlining the nominee's role within the organization, including product description, services and strategic goals and details on their specific job function and impact within the organization, as well as any activities he/she led or played a substantial role in. The summary should also highlight any significant interactions with other stakeholders that may have attracted any investments or financing to the organization.

Planning and Budgeting

Provide a summary on the nominee's forecasting the relevant changing circumstances of the business/industry in the mid/long run in order to achieve the defined goals.

Control and Reporting

Identify how the nominee improved financial reporting while staying within the ethical standards and using best practices. It is also requested that examples be provided on how the nominee followed all current standards, rules and regulations qualifying himself/herself to be relevant and reliable.

Social Responsibility

Include a one-page description of how the nominee applies their influence, skill and creativity to positively contribute to business and personal activities within their community.

Innovation

Describe the nominee as an innovator and how they have transformed/shaped the successful financial performance of an organization by contributing to the strategic direction. Please also highlight their specific role in the organizational approach to its employees, customers and overall financial processes.

AWARD CATEGORIES

Public Company – Small/ Medium

Private Company – Small/ Medium

Non-Profit Company

Public Company – Large

Private Company – Large

ELIGIBILITY REQUIREMENTS

- Chief Financial Officer or department lead/head of finance with a publicly listed, privately held or non-profit entity headquartered in the U.S.
- U.S. citizen or permanent resident of the U.S.
- Nominations must be validated and endorsed by nominee's CEO
- In their current role for at least 2 years from date of application submission.

The selection committee reserves the right to select one eligible candidate to win the Financial Executive of the Year Award depending on the applicants and circumstances. The Selection Committee may give special and separate recognition from time to time to an applicant or applicants who demonstrate an outstanding level of achievement in one or more of the seven areas of the Award's criteria. These individuals, along with the Financial Executive of the Year Award winner will be recognized for their achievements at a reception on May 19, held in conjunction with FEI's 2019 Financial Leadership Summit in Orlando, Florida.

NOMINATION PACKAGE REQUIREMENTS

The nomination package includes two sections, personal and career information, and award criteria.

PERSONAL AND CAREER INFORMATION

Nominee's Information

- First name
- Last name
- Title (CFO or equivalent)
- Organization
- Dates of employment
- Business address
- Business phone number
- Preferred phone number
- Email address
- Assistant's name, phone number and email address
- CEO's name and contact information (address, phone, email)

Biography

- A detailed biography or resume, outlining career history and credentials.

Photograph

- A recent photograph (a head-and-shoulders business photograph – minimum 300 dpi).

References / Resources

- Please list three individuals who have worked with the nominee in their efforts and who may provide a reference. Include each person's name, title, company name, and full contact information including email address, company address and direct telephone number. One of the three must be their CEO.
- If the organization is a public company, it is required that the last 2 years of audited annual financial statements be submitted with the nomination application. If the organization is a private company, FEI will sign an NDA prior to review.



SUBMISSION MATERIALS CHECKLIST

Please include one copy of each of the following by November 30, 2018.

Note that submission materials will not be returned.

Part A: Personal and Career Information

- Nominee's Information
- Biography
- Photograph
- References/Resources

Part B: Award Criteria

- Professional Experience
- Leadership
- Entity Profile
- Planning and Budgeting
- Control and Reporting
- Social Responsibility
- Innovation

Please submit all information one of two ways:

MAIL:

Financial Executives International (FEI)
Attn: Financial Executive of the Year Award Selection Committee
1250 Headquarters Plaza | West Tower, 7th Floor
Morristown, NJ 07960

EMAIL:

Financial Executives International (FEI)
feofyear@financialexecutives.org

Confidentiality

Nominee information will only be used for determination of the Award.

The award recipient may be asked to participate in a profile article to appear in various media outlets and subsequent interviews. Once the award recipient has been determined, FEI will liaise with the winner's organization to facilitate promotion of the winner. By submitting a nomination, you are consenting to have the aforementioned nominee considered for FEI's Financial Executive of the Year Award.

FREQUENTLY ASKED QUESTIONS

- **Is there any fee to nominate a candidate in FEI's Financial Executive of the Year Award program?** There is no entry fee to participate.
- **Does a candidate for this Award have to have the title of CFO?** No, the CFO or the most senior financial executive in your organization is eligible to win.
- **Does a nominee have to work for a public company to be eligible for nomination?** No, nominees may work for a public, private or non-profit organization.
- **Is there a minimum term of service required in the nominee's current role?** Yes, nominees must be in their current role for at least 2 years when application is received.
- **How do I nominate an individual for this Award?** To nominate someone you should a) review the eligibility requirements; b) complete the nomination form; and c) submit a completed nomination package.
- **What is the deadline for all nominations?** Nominations close on November 30, 2018.
- **Who will be judging the entries?** A distinguished Selection Committee composed of 6 financial executives representing a cross-section of the profession will review each entry for FEI's Financial Executive of the Year Award.
- **How will I know if my nomination has been received and processed?** Upon receipt of a completed nomination, the nominator will receive confirmation of receipt. Included in this communication will be a time line outlining the selection process and dates at which nominators will be contacted about the status of their nomination. Should a nomination be made by a group of individuals, please indicate a lead point of contact on the Nomination Form.
- **How will the Award recipient be notified?** The nominee selected as FEI's Financial Executive of the Year will be notified of their status by phone at the end of February, 2019. The nominator will also be notified of the nominee's status at this time. FEI's Financial Executive of the Year Award asks that this information be held in confidence until the official announcement of the award recipient is made.
- **What will the Award recipient receive?** Each category winner will be presented with an award recognizing their accomplishments, as well as complimentary registration to FEI's Financial Leadership Summit on May 19-21, 2019 in Orlando, FL, airfare (coach class), plus 2 nights lodging at the Disney's Grand Floridian Resort & Spa.
- **Can in-process initiatives be submitted?** Yes.
- **What will be done with all of the information submitted?** The information submitted as part of the Award process will be collected by FEI and kept in the strictest confidence.
- **Where can I get more information about the Award?** Please direct any questions related the nomination process to:
Juliet Leary
Financial Executives International (FEI)
feofyear@financialexecutives.org
973.765.1036



FINANCIAL EXECUTIVE OF THE YEAR

NOMINATION FORM

Completed nomination packets, including the nomination form, are to be received by November 30, 2018 for review and consideration by the Selection Committee.

NOTE: ALL FIELDS ARE REQUIRED.

NOMINEE INFORMATION

First Name _____

Last Name _____

Company _____

Tenure _____

Official Title _____

Company Address _____

City _____

Zip Code _____

Phone Number _____

Email Address _____

Additional Comments (optional)

NOMINATOR INFORMATION

First Name _____

Last Name _____

Title _____

Company _____

Company Address _____

City _____

Zip Code _____

Phone Number _____

Email Address _____

Relationship to nominee _____

Additional Comments (optional)