



Thank you for agreeing to judge the leadership awards and/or bursary. Your time and expertise is greatly appreciated.

### Judging Process

Please review the following material in advance of your judging session.

1. Overview of the award/bursary category you have been assigned.
2. The evaluation rubric for the award/bursary category you have been assigned.

You will be assigned applications and partnered with other volunteers from the leadership awards and recognition committee. You will evaluate each application separately by marking your score and comments in the judging section of the awards program platform, OpenWater. Half scores are allowed where necessary. You will then, likely via Zoom or conference call, compare and discuss your scores with your partners to come to an agreement on the final score. A reminder the final score is not simply an average of the judges' individual scores, but a score come to by agreement after discussion and careful shared review.

Your responsibilities as a judge are to:

1. Review and evaluate each application using the evaluation rubric for the award/bursary category you have been assigned.
2. Meet with your judging partner(s) and come to an agreement on the final score.
3. Based on the final scores, determine the award/bursary recipient(s).

The applications you are judging may or may not have been "pre-screened" to ensure they comply with the qualifying criteria. Check with Casey Pope, CAE, specialist, volunteer engagement, at [casey@csae.com](mailto:casey@csae.com) for any questions.

### Conflict of Interest

You should not judge or participate in discussions for any of the following:

- Your own application.
- The application of a colleague or friend, if you are unable to be impartial.
- An application from any employee, client, or supplier of your own organization.
- An application from a competitor, if you are unable to be impartial.
- Any application which otherwise compromises your ability to be impartial.