



THE CAPTAIN NICHOLA GODDARD LEADERSHIP AWARD

Terms of Reference

Updated – August 2023

An important objective of the Conference of Defence Associations Institute is to help recognize deserving Canadians in the field of National Security, Defence and Armed Forces. The Captain Nichola Goddard Leadership Award was created to recognize and honour a young Canadian innovator and trailblazer who has made an inspiring early or mid-career contribution to Canada's security and defence.

Captain Nichola Goddard's name was chosen for this award because her leadership and courage in the face of adversity changed how we as a country viewed women in combat roles. Her willingness to lead with confidence and take the same risks as the other soldiers in combat made her the first Canadian female soldier to make the ultimate sacrifice in battle (in Afghanistan on May 17, 2006). She was not the first woman in combat for Canada, others made the same decision, but she was the first killed in action. This award pays tribute to the courage of all the men and women in combat who take the same risks and honours all our fallen soldiers.

The Captain Nichola Goddard Leadership Award is about remembering the leadership qualities of Nichola Goddard, her character and her vibrant spirit. The award is intended to celebrate soldiers who live and succeed by the same values that Nichola demonstrated: inclusivity, humility, commitment, courage, and valour.

This document serves as a reference guide for selected members of the Captain Nichola Goddard Leadership Award Selection Committee in support of the execution of their responsibilities.

PROGRAM TIMELINE

Nominations Deadline	December 31
Vetted Files to Selection Committee	First two weeks of January
Selection Committee Meeting	No later than January 31
Media Release	No later than February 10
Award Presentation	In March, at the Ottawa Conference on Security & Defence

ABOUT CAPTAIN NICHOLA GODDARD

Captain Nichola Kathleen Sarah Goddard, MSM (May 2, 1980 – May 17, 2006) was the first female Canadian combat soldier to make the ultimate sacrifice in combat, and the 16th Canadian soldier killed in Canadian operations in Afghanistan. Since her passing 14 years ago, Nichola has become Canada's daughter and a permanent symbol of courage in the face adversity.

Born to British and Canadian school teachers in Madang, Papua New Guinea, Goddard spent most of her childhood in various locations, including Black Lake and Lac la Ronge, Saskatchewan. Her hobbies included cross-country skiing and running, and she had competed in biathlon events. She led a local Scout troop with her fiancé (later husband), Jason Beam, while they were officer cadets at the Royal Military College in Kingston.



Captain Goddard was serving with the 1st Regiment Royal Canadian Horse Artillery of PPCLI as a forward observation officer. During a firefight in the Panjwaye District. It was part of a joint two-day operation between Canadian and Afghan troops, to secure Kandahar's outskirts after a rumor of Taliban preparations to launch an assault on the city. As troops were moving into a mosque to capture 15 alleged Taliban members, several dozen hidden militants began firing from neighbouring houses. As a crew commander, Goddard was standing half-exposed in her LAV III, which was hit by two rocket-propelled grenades early in the battle.

The battle lasted most of the day on the 17th and into the night and ended shortly after an American B-1 Lancer dropped a 500lbs bomb. In the end, the two-day operation saw Goddard, an Afghan National Army soldier, and 40 Taliban killed, as well as approximately 20 Taliban captured, which early reports mistakenly said could have included Mullah Dadullah.

ELIGIBILITY CRITERIA

- Candidate must be a Canadian Citizen or Permanent Resident.
- Candidate must be available to attend in person the Ottawa Conference on Security & Defence in Ottawa, Ontario, Canada.
- Nominator must provide correct contact information for their nominee in order for the candidate to be considered for the award.

AWARD CRITERIA

- Demonstration of the leadership qualities of integrity, humility, resilience, vision, balance, inclusivity, and commitment.
- Demonstration of courage and valour.
- Demonstration of Innovation either personally or professionally
- Measurable accomplishments in early or mid-career
- Serving as an inspiration for others
- Demonstration of leadership principles of inclusivity, by opening barriers including (but not limited to) gender, race, language, or professional obstacles.

NOMINATION REQUIREMENTS

Nominators must provide their full names and contact information.

Nominators are asked to inform their nominees of their intent to nominate them and confirm their willingness to accept the award should they be selected. The nominator should also validate with their nominee that there would be no real or perceived conflict of interest in accepting the award.

It is the responsibility of the nominator to validate that their nominees fulfil the eligibility criteria described above.

Nominators are responsible for ensuring that the online nomination form (as outlined in “Nomination Procedure”) is complete and that the information it contains is accurate and sufficient to allow the Award Selection Committee to fairly evaluate the nomination in fulfilment of the Award Criteria. Incomplete files will not be retained.

The Award Selection Committee reserves the right to have the main facts in support of a nomination validated by an outside source, should they deem necessary.

All submissions are considered in confidence by the Award Selection Committee, and nominations will not be publicly disclosed. Nominations are accepted in both official languages.

The following parties reserve the right to bring forward nominations for consideration:

- The CDA and CDA Institute and its partners
- Second-party nominations done on behalf of the nominee

NOMINATION PROCEDURE

NOTE: Nominations can only be made via the online portal on the CDA Institute website www.cdainstitute.ca.

The online nomination form consists of:

1. Nominee information
2. Nominator information
3. Nomination Letter (1,000 words max)
4. Nominee’s CV and/or biographical summary
5. Instructions on how to submit (optional) letters of support
6. Submit button

NOMINATION LETTER AND LETTERS OF SUPPORT

The nomination letter and letters of support should provide real examples and personal insight into the way the candidate is perceived by someone who has observed the candidate’s significant contributions to the advancement and support of Canada’s security and defence.

These documents should adequately highlight the nominee's leadership and the exceptional nature of their performance. Specifically, these documents need to describe the difference that the candidate's contribution has made to Canada and our Canadian Armed Forces.

Letters of support can be submitted by individuals other than the nominator who wish to add their voice in favor of a nominee. Each letter should be no longer than 2 pages. These will be provided to the Award Selection Committee if the nomination has been approved as consistent with the eligibility criteria and award criteria.

Letters of support can be submitted by email to nominations@cdainstitute.ca.

BROUGHT FORWARD NOMINATIONS

The CDA Institute reserves the right to bring forward past nominations for current year consideration to the Award Selection Committee, when they deem fit, for a period of 3 years post original nomination.

If a past nomination is to be reconsidered, the original nominator will be informed and invited to update the nomination ahead of the selection process.

CLOSURE OF CALL FOR NOMINATIONS

Acceptances of nominations will close no later than December 31 of each year. The official deadline will be noted on the CDA Institute website, on the Captain Nichola Goddard Leadership Award page.

The Committee Secretary will consolidate and forward complete nomination packages and the selection criteria to the Award Selection Committee for shortlisting.

SELECTION COMMITTEE

To ensure that the standards for this prestigious award are maintained in accordance with the highest levels possible, an Award Selection Committee will be struck by the CDA Institute Board, and will include a representative of the Goddard Family, members of the CDA Institute Board and CDA community members, and distinguished members of the security & defence community.

The Committee will be tasked to review and discuss nominations and to arrive at a consensus on the Captain Nichola Goddard Leadership Award recipient.

SELECTION COMMITTEE COMPOSITION

On an annual basis no later than end of June, the Chair CDA Institute will confirm the final Award Selection Committee membership. The Committee will consist of up to 15 individuals *reserved for designated and special invited members as follows:*

Committee Chair: Chair CDA Institute
Committee Secretary: Executive Director CDA Institute (non voting)
Special Standing Invitation: Vice Chief of the Defence Staff (or designate)
Captain Nichola Goddard Leadership Award Exclusive Partner – Awards & Recognition
CDA Institute Board Representatives
CDA Institute Honorary Members
CEO/President of CDA Institute Strategic Sponsors
CDA Institute Senior Fellows

SELECTION COMMITTEE RESPONSIBILITIES

The Award Selection Committee will share its recommendation with the CDA Institute board of directors which will be solely responsible for confirming the Captain Nichola Goddard Leadership Award recipient, ensuring the recipient falls within the outlined criteria and can perform as an active brand ambassador and partner for both the CDA and the CDA Institute.

The Award Selection Committee's primary responsibilities is to review and discuss nominations with a view to arriving at consensus as follows:

- Selection of a primary nominee as the annual Captain Nichola Goddard Leadership Award recipient;
- Identification of an alternate nominee (should the primary be unable to accept);
- Identification of nominees not selected but that warrant re-submission in future years; and
- Identification of nominees that warrant consideration for other national or CDA or CDA Institute awards.

SELECTION PROCEDURE

The selection process will consist of multiple rounds as follows:

1. Committee members will be invited to participate in a discussion on candidates;
2. After discussion, committee members will be asked to proceed to a first round of secret ballot voting;
3. Until a clear consensus on a top laureate emerges, the Chair will continue additional rounds of votes and discussions by down-selecting and removal of lowest ranked candidates until one candidate obtains a majority vote;
4. Once a primary nominee is identified, the Chair will then solicit Committee agreement on an alternate candidate using a similar process simply as a contingency should the primary candidate be unable to accept the Award.

CONFIRMATION PROCEDURE

The Chair of the Award Selection Committee will report back to the CDA Institute Board for approval prior to notification.

NOTIFICATION PROCEDURE

On behalf of the Award Selection Committee, the Chair will reach out to the laureate to inform of their selection.

Afterwards, the Chair will reach out to all nominators and thank them for their contribution to the process.

MEDIA RELATIONS

As an important way to reinforce the national significance and prestige of the Captain Nichola Goddard Leadership Award, and subject to the agreement of individual members of the Award Selection Committee, the CDA Institute will, on an annual basis, formally announce the membership of the Committee, including biographical information. Subsequently, once the Committee has met and selected the award recipient, a press release will be prepared for immediate release with a group photo of the Committee and a photo, biography and award citation for the award recipient. Members of the Committee are also invited to attend as VIP guests of the CDA Institute at the Annual Ottawa Conference on Security & Defence and may be asked to participate in the Award Ceremonies.

CEREMONY

The award will be given during the Annual Ottawa Conference on Security & Defence, normally hosted in March in Ottawa. The successful nominator will be invited to attend as a guest of the CDA Institute.

After receiving the Captain Nichola Goddard Leadership Award, the Ottawa Conference will conclude with an invitation to the laureate to deliver a short word of acceptance (typically 5 minutes). Laureates will be encouraged to focus their remarks reflecting on what the award means to them, to reflect on their personal accomplishments that informed their selection, and to provide some closing remarks that serve to inspire the next generation of leaders. In keeping with the CDA Institute's nonpartisan mandate, laureates will be asked to avoid political commentary.

REVOCATION OF THE CAPTAIN NICHOLA GODDARD LEADERSHIP AWARD

NOTE: A petition may be submitted by any party at any time to have a laureate removed from the list of past Captain Nichola Goddard Leadership Award recipients.

The Captain Nichola Goddard Leadership Award may be revoked if both the CDA Council and CDA Institute's Board determine that a laureate's actions have brought dishonour to the spirit of the award and to the organization.

The deliberation will be informed by available information, guided by the principle of procedural fairness, and shall only be made after the Council and Board have ascertained the relevant facts relating to the issue under consideration.

Revocation Criteria:

- A laureate has been convicted of a criminal offense;
- A laureate has been subjected to an official sanction by an adjudicating body, professional association, or other organization;
- The conduct of the laureate deviates significantly from recognized standards and is seen as undermining the credibility, integrity, or relevance of the award.

Revocation Procedure:

1. A petition must be sent to the CDA Institute (**accounts@cdainstitute.ca**) requesting that a laureate have their award revoked. The petition letter must clearly indicate the reasons for the request and how it meets the above criteria for revocation.
2. The Chair of the CDA Institute, the President of the CDA, and the Secretary of the Captain Nichola Goddard Leadership Award Selection Committee will review the request and determine if the demonstration of the criteria is eligible for a broader discussion within the CDA and CDA Institute.
3. If the petition is consistent with the criteria, a special meeting of the CDA Institute Board and the CDA Council will be called for a decision.
4. The laureate will be informed by writing and will be asked to return the award and statuette.
5. The decision will be communicated on our newsletter and website.