



SCHOLARSHIP PROGRAM FOR THE 2025 CAMA CONFERENCE FOR EXECUTIVE ASSISTANTS IN LOCAL GOVERNMENT

In recognition of the importance of promoting professional development opportunities for Executive Assistants in local government, the Canadian Association of Municipal Administrators established the Scholarship Program for the Annual [CAMA Executive Assistants in Local Government Conference](#) taking place in Ottawa from October 5-7, 2025.

Through the Scholarship Program, CAMA provides **four scholarships** for the registration fee (in the amount of \$750.00) for the Annual Conference (one to emerging administrative leaders with less than five years of experience in local government; one to a delegate from smaller municipalities; one to those living in northern or remote regions; and one to an Executive Assistant with a demonstrated commitment to personal and professional growth. **Individuals are only eligible to receive a scholarship once to provide an opportunity to others to access this program. The scholarship is not transferable and must be used in the same year that it was awarded.**

ELIGIBILITY

Scholarship applicants must work for a CAMA member municipality. Please see the details below where one scholarship is awarded for each category:

Emerging Administrative Leaders

- Must have less than five years of experience in local government.
- Must demonstrate an interest in developing leadership and administrative skills through professional development.

Small Municipality Representation

- Must work for a municipality with a population under 20,000.
- Must demonstrate financial need and limited access to professional development due to the size or resources of their municipality.

Northern or Remote Municipality Representation

- Must work for a municipality located in a northern or remote area (e.g., Yukon, Northwest Territories, Nunavut or a municipality facing significant geographic barriers).
- Must demonstrate financial need and limited access to training or networking opportunities due to location.

Professional Growth and Development

- Must demonstrate a strong commitment to personal and professional growth.
- Must provide a short statement on how attending the conference will enhance their role and contribute to their municipality.

APPLICATIONS

All interested individuals are invited to apply by submitting the completed [application form](#) to the CAMA Executive Director via email at admin@camacam.ca by **Monday, March 10th, 2025 at 4:30 p.m. PST.**

As part of the application process and in addition to the criteria noted above under each category, each applicant must write a statement in 200 words or less briefly answering the following questions:

- Summarizing what attending the CAMA Executive Assistants Conference would mean to his or her professional development.
- Why they feel the scholarship should be granted.
- How they intend to share the knowledge gained with their municipality or peers.

JUDGING PROCEDURE

All applications will be reviewed by a Committee comprised of CAMA Board members and staff. The successful candidates will be selected based upon the quality of their application, taking into consideration the financial need and the fact that attendance at the Conference may not occur without scholarship support.

TERMS AND CONDITIONS FOR ACCEPTANCE

Successful recipients will be notified by e-mail. If a scholarship is awarded, applicants must respond and confirm their acceptance by the deadline date as set by CAMA in the e-mail notice. If the applicant does not respond to CAMA's scholarship offer by the date outlined in the e-mail offer, the scholarship shall be rescinded without appeal. Scholarships are non-transferable and have no redeemable cash value.

Unsuccessful applicants are encouraged to resubmit the following year if they meet the criteria.

All recipients of this Scholarship Program are responsible for their own hotel and travel arrangements and any other related costs to and from the CAMA Conference. **The hotel must be booked directly by the scholarship recipient under the Conference room block when it is launched on April 10th, 2025.**