

AWARDS COMMITTEE

A. General Responsibilities:

The Awards Committee solicits and evaluates nominations for the Clerk of the Year Award. The committee ensures that nominations meet all criteria and determines the nominees' areas of expertise. The committee chair presents the accepted nominations to the President for final selection of the "Clerk of the Year Award."

B. Members:

The Immediate Past President will serve as the Committee Chair. The President, President-Elect, and Vice President will serve as committee members.

C. Clerk of the Year Tasks & Process

1. The Committee Chair will prepare information to be included in the October, November, and December editions of the Executive Committee Monthly Reports, with the call for nominations, guidelines and criteria. Also included shall be the nomination form and deadline date (usually mid-January) for the return of nomination forms to the committee chair.
2. All members are encouraged to announce the availability of applications at the local level, e.g., regional meetings.
3. The Chair shall send letters and nomination forms to the elected and/or appointed official(s) and direct supervisors of all WMCA members in early November seeking nominations. A follow-up reminder postcard shall be sent in early December.
4. Once nominations are received, the Chair will verify the eligibility of the nominees. The Treasurer shall provide the Chair with a list of WMCA members for each of the past five years to confirm each nominee's eligibility status of being an Active Member in good standing (fully paid dues) for the preceding five years. If a nominee is found ineligible, the Chair shall inform the nominator of the nominee's ineligibility.
5. The Chair will then send copies of the nominations to committee members for review and ranking by following the Review and Rating of Nominations Guidelines. The committee will keep all nominations confidential.
6. Once the rankings have been received from the committee members, the Chair will forward the recommendations to the President by mid-February. The President will make the final decision for the Clerk of the Year Award based on the ratings from the committee.
7. The President will choose the recipient for the Clerk of the Year award and communicate the decision to the Chair. The decision of the President is final.
8. The Chair will have the award plaque prepared and will notify the selected Clerk of the Year's municipality and guests to provide the necessary information should they wish to attend the annual conference banquet.
9. The Chair shall coordinate with the Conference Planning Committee Chair(s) the number of hotel rooms to reserve for the Clerk of the Year's guests and for the banquet dinner per the Conference Planning Schedule.
10. The President will make the presentation of the award at the WMCA annual conference banquet.
11. Following the conference, when the President's decision has been announced, the new Chair will send a letter to the nominees not selected for the Clerk of the Year

award, including a copy of their nomination, describing how much their contribution and services are valued.

12. The past Chair will remind the outgoing President to prepare a press release announcing the Clerk of the Year immediately following the Annual Conference and send it to IIMC's News Digest in addition to the local newspaper where the recipient works.

D. President's Award of Distinction Tasks & Process

1. The President may also select recipients for Awards of Distinction from among the field of eligible Clerk of the Year nominations or other members in good standing.
2. The Chair will have an award plaque prepared for any recipients of the President's Award of Distinction.
3. The President will make the presentation of the award(s) at the WMCA annual conference banquet.

E. Additional Chair Responsibilities

1. At the President's request the Committee Chair will submit a written report for inclusion in the Executive Committee meeting packet (quarterly).
2. Prepare certificates for all committee members, which show the member's name, the committee and the year (i.e. 2006-2007) for distribution to the committee members at the Annual Conference.
3. Forwarded all invoices for WMCA expenses to the President for review and sign-off prior to being sent to the WMCA Treasurer.

F. Clerk of the Year Award Policy

1. Purpose

The WMCA Clerk of the Year Award was developed to focus attention on the important role that Municipal Clerks have in our communities and to honor their achievements and accomplishments.

2. Nominating a Member

Any Active WMCA member (as defined in WMCA's Bylaws) in good standing (fully paid dues) may submit a confidential nomination postmarked no later than the stated deadline. It is encouraged that such nominations be submitted in collaboration with the nominee's elected and/or appointed official(s) and/or supervisor. Nominations may also be made by elected and/or appointed officials and/or supervisors and are also encouraged to be submitted in collaboration with nominees colleague(s).

Nominations must be submitted to the Immediate Past President of WMCA, Chair of the Awards Committee, by the stated deadline. In the appearance of fairness, the Awards Committee members are not eligible to nominate or support members for this award.

3. Criteria for Selection

a. Eligibility:

The nominee must be an Active member of WMCA (as defined in WMCA's Bylaws), in good standing (fully paid dues) for the preceding 5 consecutive years. Members currently holding the office of President, President-Elect, Vice President, and Immediate Past President are not eligible for nomination.

b. Contributions:

The nominee must have made significant contributions or performed

outstanding service to WMCA, to the profession of municipal clerk, and to his/her individual municipality in the following areas:

- 1) Leadership, organization, administration and communications.
- 2) Legislative and governing body procedures, records management and public relations.
- 3) Outstanding service to WMCA, commitment to professional development and contribution to the clerk profession (time/length of service; service on WMCA Committees, attendance at State conferences, attendance at other WMCA sanctioned training events, involvement in regional groups and/or IIMC committees).
- 4) Special projects and community activities and volunteerism.

In general, it is not sufficient that a nominee perform his or her duties well.

“Outstanding” is for individual performance over and above the job description.

4. Recipient Benefits

- a. The Clerk of the Year recipient will receive a plaque or comparable award recognizing their receipt of the award.
- b. The Clerk of the Year recipient will receive a complimentary registration to the WMCA Annual Conference for the following year. The complimentary registration is not transferable.
- c. A press release announcing the Clerk of the Year recipient will be sent to the local newspaper where the recipient works and to IIMC’s News Digest immediately following the Annual Conference.

G. General Award Policies

1. There will be only one Clerk of the Year Award given in any one year, based on the nominations received. The nomination for this individual must exceed all other nominations.
2. There may be more than one President’s Award of Distinction given in any one year.
3. Nominations shall not be carried over from one year to the next.
4. If no nominations are received by the deadline, no award will be given.
5. There may be no award presented during years in which there is no outstanding nominee.
6. Receiving an award will restrict future COTY Award, but not nominations of the recipient for an Award of Distinction.

H. Review and Rating of Nominations Guidelines

The committee members will use the following guidelines when reviewing and rating each contribution described on the nomination application and letter(s) of support.

1. A maximum of 100 points may be awarded to each nominee.
2. When reviewing the nominations, the following criteria should be considered:
 - a. Did this Clerk’s contribution improve the quality of life in his/her community?
 - b. If a specific project is referenced, what was the scope and impact of the project and what special circumstances had to be overcome to complete it?
 - c. How did productivity or efficiency in the organization improve as a result of this Clerk’s accomplishment?
 - d. In what specific ways did this Clerk’s contribution or performance exceed daily work duties?

- e. How did this activity benefit WMCA?
 - f. How did this individual demonstrate their commitment to continuing professional development through education?
 - g. What significant contribution or outstanding service did this individual perform to benefit WMCA?
 - h. How did the individual demonstrate leadership in the office of municipal clerk and their community?
 - i. How did the individual demonstrate their involvement at annual conferences, regional groups and/or IIMC?
3. The Chair will send out a rating form along with the nominations. The Committee members will submit their ratings to the Chair by the deadline requested.
 4. The Committee Chair will calculate the ratings and will send the Committee’s recommendations and all the candidate ratings to the President for selection.

Timeline

March after Conf	Outgoing President	Press release for COTY award
March after Conf	Outgoing President	Letters to all nominees
March after Conf	Outgoing President	Newsletter Articles for both awards
October to December	Past President	Newsletter Article
November	Past President	Letters to jurisdictions
December	Past President	Postcards to jurisdictions
January	Past President	Committee Ratings to Pres
February	President	Contact Conf Cmte and Award City
February	Past President	Order awards for conference
March	President	Announce awards