

CLERK OF THE YEAR AWARD
MAINE TOWN & CITY CLERKS' ASSOCIATION

The Award

The Clerk of the Year Award is sponsored annually by the Maine Town and City Clerks' Association (MTCCA) to recognize professional and dedicated service by a municipal Clerk to his/her community, and who promotes the cause of good local government.

Nominating Process/Presentation of Award:

- 1) The MTCCA Executive Committee will appoint an Awards Committee, which will consist of the previous five (5) recipients of the Clerk of the Year award.
- 2) The Committee shall solicit nominations from MTCCA members. **Deadline for nominations to be submitted will be six weeks prior to the Annual Meeting.** Nominations will be submitted on the attached nomination form.
- 3) The Committee shall not be limited to the nominations submitted when selecting a Clerk to receive the award. Committee members may make individual nominations by the deadline for submitting nominations and recommend nominees during the Committee deliberations after the due date for receiving nominations.
- 4) The Committee shall not disclose the name of the recipient before the Awards Ceremony.
- 5) The Award will be given during the MTCCA annual meeting.

Criteria:

Nominees for this award shall meet the following criteria:

- 1) Nominee must hold the title of Clerk for his/her municipality, and be a current MTCCA member.
- 2) Nominee must be a certified Clerk of Maine.
- 3) Nominee must have held the position of Clerk for at least 7 years, and be working towards re-certification or lifetime certification.
- 4) Nominee provides service and contribution beyond just that of the municipality in which he/she serves by active participation in the State and/or county clerks associations.
- 5) Nominee demonstrates a socially responsible approach toward his/her community, and promotes the cause of good local government.
- 6) Nominee is recognized as a Clerk who displays characteristics of integrity and leadership, and who has received the respect and confidence of his/her peers.
- 7) Nominee has not received the Clerk of the Year Award previously.
- 8) Prior year submissions will be considered upon reconfirmation from the original nominator only if there are no qualified applicants.

Additional Information:

For additional information, please contact Denise Kolreg at MMA at 1-800-452-8786 or in the Augusta area at 623-8428.

