



# 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 and municipal officials. **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 Networking Day & Annual Meeting on Tuesday, September 10, 2019.

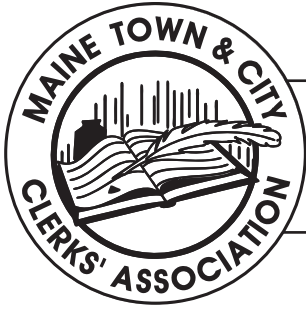
### CRITERIA:

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 the MTCCA office at (800) 452-8786 or (207) 623-8428.



# 2019 CLERK OF THE YEAR AWARD

## – Nomination Form –

Nominee's Name: \_\_\_\_\_

Nominee's Title: \_\_\_\_\_ Municipality: \_\_\_\_\_

Date of Original Certification as a Maine Clerk: \_\_\_\_\_ (Can be completed by MTCCA if unknown.)

Date or Year Nominee began work as a Municipal Clerk: \_\_\_\_\_

(Nominee must have served as a Clerk for at least 7 years. Appointment does not need to be with the same municipality.)

### Please answer questions below and attach additional sheets if necessary.

1) Please provide examples of the Nominee's service and contribution to the Clerk's profession. Please outline participation in state and/or county clerk associations.

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2) Please provide examples of the Nominee's dedication toward the community he/she serves and describe his/her efforts to promote the cause of good local government.

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3) Please provide examples of the Nominee's leadership among his/her peers.

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**Please attach all supporting documentation (newspaper articles, letters, letters of recommendation, resume, etc.) with this nomination form and send to: MTCCA Awards Committee, 60 Community Drive, Augusta, ME 04330 or email [training@memun.org](mailto:training@memun.org).**

**Deadline: Must be received by Monday, July 29, 2019.**

### Nomination prepared and submitted by:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Municipality: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Note:** If you nominee is selected, you will be contacted to assist in the confidential planning of the award presentation.