



## 2019 Deputy or Assistant Clerk of the Year Award Maine Town & City Clerks' Association

**PURPOSE:** The purpose of the Deputy or Assistant Clerk of the Year Award is to honor and recognize a member of the Maine Town & City Clerks' Association (MTCCA) whose work in the Clerk's Office goes above and beyond what is required by the job title; committed to improve municipal government and his/her community.

### CRITERIA:

- The nominee must currently be a Deputy or Assistant Municipal Clerk, with not less than five years of experience.
- The nomination must be made by the Municipal Clerk in the community that the Deputy or Assistant is employed.
- The nominee must also be a member in good standing of the MTCCA and has not received the award previously.

**ENCOURAGED:** Providing additional information is encouraged, but not required; for example, letters of recommendation, newspaper articles, service to the MTCCA, achievements and commitment to education.

Nominee's Name: \_\_\_\_\_ Nominee's Title: \_\_\_\_\_  
Municipality: \_\_\_\_\_ Date Appointed: \_\_\_\_\_  
Prior Municipality & Dates of Service if Applicable: \_\_\_\_\_

**Please provide professional highlights and community contribution of your nominee (attach supporting documents as necessary):**

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### Nomination prepared and submitted by:

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Municipality: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

*Nominees will be judged by the MTCCA Awards Committee. The award recipient will be announced at the MTCCA Networking Day & Annual Meeting on Tuesday, September 10, 2019. Send the nomination form to the 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.**