



2020 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):

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 15, 2020. Send the nomination form to the MTCCA Awards Committee, 60 Community Drive, Augusta, ME 04330 or email training@memun.org.

Deadline: Must be received by Monday, August 3, 2020.