



2024 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 Wednesday September 18, 2024. Send the nomination form to the MTCCA Awards Committee, 60 Community Drive, Augusta, ME 04330 or email training@memun.org.**

Deadline: All materials must be received by Monday August 5th, 2024.