

Awards Committee

General Responsibilities:

The Awards Committee solicits and evaluates nominations for the Clerk of the Year Award. The committee ensures that nominations meet all criteria and determines the nominees' areas of expertise. The committee chair presents the accepted nominations to the President for final selection of the "Clerk of the Year Award."

Organization and Tasks:

1. The Chair of the Awards Committee is the immediate Past President.
2. The committee shall publish the guidelines and criteria for the Clerk of the Year Award in the September edition of the Executive Committee Monthly Report. Also included shall be the nomination form and deadline date for the return of nomination forms to the committee chair.
3. Once nominations are received, the committee chair will mail copies of nominations to committee members for review regarding compliance with the guidelines and criteria established for the award. The committee will keep all nominations confidential. The Chair will then forward the committee recommendations to the President who will make the final decision for the Clerk of the Year Award based on the top three to five recommendations from the committee. The Clerk of the Year recipient will receive a complimentary registration to the WMCA Annual Conference for the following year.
4. The President may also select recipients for Awards of Distinction from among the field of eligible Clerk of the Year nominations in any of the designated areas. There may be areas in which no award is presented, or years in which there are no outstanding nominees. (Outstanding refers to individual performance over and above the nominee's job description in the designated area). There will be only one Clerk of the Year Award given in any one year, based on the nominations received. The nomination for this individual must exceed all other nominations. The decision of the President is final and he/she shall communicate his/her decision to the Chair. The Committee Chair will have the award plaque prepared, and will notify the selected Clerk of the Year's city and family to provide the necessary information if they wish to attend. The President will make the presentation of the award at the WMCA annual conference banquet.
5. The Chair must send copies of the committee's recommendations to the President no later than mid-February. The Chair shall keep the President informed of the committee's progress.
6. At the President's request the Committee Chair will submit a written report for inclusion in the Executive Committee meeting packet.
7. The Committee Chair shall prepare certificates for all committee members, which show the member's name, the committee and the year (i.e. 2006-2007) for distribution to the committee members at the Annual Conference.

8. All invoices for WMCA expenses shall be forwarded to the Executive Committee Liaison for review and sign-off prior to being sent to the WMCA Treasurer.

Committee's Review and Rating of Nominations:

1. The Chair or his/her designee must verify with the WMCA Treasurer the "in good standing" status of each nominee in WMCA.
2. Sample questions the committee could consider when reviewing the nominations include:
 - a. How did this improve the quality of life in the community?
 - b. From start to finish, how long did it take to implement the improvement or project?
 - c. What precipitated the project or improvement?
 - d. What special problems, impediments or situations had to be addressed to complete the task successfully?
 - e. What benefits were realized by the project implementation?
 - f. How did this activity involve more than the daily work duties of this nominee?
 - g. How did productivity or efficiency in the organization improve as a result of this Clerk's office?
 - h. How did this activity benefit WMCA?
3. The committee members will rate and rank each nominee by number order. Example: if there are (10) nominees, rating/ranking will occur on a scale from one (1) to ten (10) with Number One (1) being the highest score. The Committee members will submit their placement of the nominees to the Chair by the deadline requested. The Committee Chair will calculate the rankings and will send the top three to five recommendations to the President for selection.