

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. No current members of the Executive Committee, with the exception of the Past President, may serve on the Awards Committee.
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 verify the eligibility of the nominees against the criteria for selection defined in the Clerk of the Year Policy before copies of the nominations are sent to committee members for review and ranking. 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 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. The complimentary registration is not transferable.
4. The President may also select recipients for Awards of Distinction from among the field of eligible Clerk of the Year nominations. There may be years in which there are no outstanding nominees. (Outstanding refers to individual performance over and above the nominee's job description). 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 the President 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 municipality and guests to provide the necessary information should they wish to attend the annual conference banquet.
5. The Committee Chair shall inform the Planning Committee Chair(s) of the number of hotel rooms to reserve for the Clerk of the Year's guests. The President will make the presentation of the award at the WMCA annual conference banquet.
6. The Chair shall 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.
7. At the President's request the Committee Chair will submit a written report for inclusion in the Executive Committee meeting packet.

8. 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.
9. 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.
10. The Chair shall send a letter to the nominees not selected for Clerk of the Year transmitting a copy of their nomination describing how much their contribution and services are valued after the President's decision has been announced following the conference.
11. The Outgoing President shall prepare a press release announcing the Clerk of the Year (and other award recipients) immediately following the Annual Conference and send it to IIMC's News Digest in addition to the local newspaper where the recipient works.

Committee's Review and Rating of Nominations:

1. The Treasurer shall provide the Chair with a list of WMCA members for each of the past five years to confirm each nominee's eligibility status of being an "Active Member "in good standing" (fully paid dues) for the preceding five years before nominations are forwarded to the committee members for review and recommendation.
2. In reviewing the nominations, sample criteria the committee should consider when reviewing the nominations include:
 - a. Did this Clerk's contribution improve the quality of life in his/her community?
 - b. If a specific project is referenced, what was the scope and impact of the project and what special circumstances had to be overcome to complete it?
 - c. How did productivity or efficiency in the organization improve as a result of this Clerk's accomplishment?
 - d. In what specific ways did this Clerk's contribution or performance exceed daily work duties?
 - e. How did this activity benefit WMCA?
 - f. How did this individual demonstrate their commitment to continuing professional development through education?
 - g. What significant contribution or outstanding service did this individual perform to benefit WMCA?
 - h. How did the individual demonstrate leadership in the office of municipal clerk and their community?
 - i. How did the individual demonstrate their involvement at annual conferences, regional groups and/or IIMC?
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 Committee's recommendations and all the candidate rankings to the President for selection.