



CLERK OF THE YEAR AWARD NOMINATION FORM

INTRODUCTION: WMCA’s Clerk of the Year Award is a competitive process in which Administrators, City Managers, Mayors, staff members or Municipal Clerk peers nominate a candidate who stands heads and shoulders above the rest. The nominations are reviewed and scored by WMCA’s Executive Committee officers and the winner is ultimately selected by the WMCA President.

The best nominations include a collaborative effort in which the nominator gathers specific information about the areas of accomplishment listed below. It is helpful to check with other staff members who have specific knowledge about the municipal clerk nominee, agency co-workers, municipal clerk peers in neighboring communities, and WMCA members who may know about their volunteer service.

Please note: This award is a surprise at our annual conference so please do not ask the municipal clerk nominee about their accomplishments or ask them to prepare the nomination!

NAME OF NOMINEE: _____

TITLE OF NOMINEE: _____

JURISDICTION: _____

DATE APPOINTED: _____

AREAS OF ACCOMPLISHMENT:

Please identify specific instances within each area where the Clerk has performed outstanding service. Describe in detail on additional sheets and attach to this nomination form.

- 1) Leadership, organization, administration, and communications.
- 2) Legislative and governing body procedures, records management, and public relations.
- 3) Outstanding service to WMCA, commitment to professional development and contribution to the clerk profession (time/length of service, service on WMCA Committees, attendance at State conferences, attendance at other WMCA sanctioned training events, involvement in regional groups and/or IIMC committees).
- 4) Special projects, community activities, and volunteerism.

The nomination form, optional letters of support and/or work samples must be received by email no later than **Friday, January 27, 2023.**



RETURN TO: Awards Committee Chair, Susan Duncan at susanduncan@cityofferndale.org. Please contact Susan by email or phone at (360) 685-2354 if you have any questions about this process.

SUBMITTED BY: _____ **DATE:** _____

TITLE: _____

PRESS RELEASE INFORMATION:

Please list the names and addresses of newspapers, radio stations, public officials, etc., to whom the announcement of this nomination and/or award should be sent. Attach additional pages if necessary.