

## **Minnesota Clerks and Finance Officers Association** **Member of the Year Award**

### **Purpose:**

The purpose of the Member of the Year award is to recognize an active member of the Minnesota Clerks and Finance Officers Association (MCFOA) who has demonstrated outstanding service and commitment to their municipality, community, MCFOA and to the profession of the municipal clerk or finance officer.

### **Minimum Requirements:**

1. Must be an active member of the Minnesota Clerks and Finance Officers Association, as defined by the Association's Bylaws, for at least five (5) years.
2. Must be a Minnesota Certified Municipal Clerk, an IIMC Certified Municipal Clerk, or an IIMC Master Municipal Clerk.

### **Guidelines:**

1. The President shall appoint an Awards Committee made up of the past three winners of the "MCFOA Member of the Year" award. In the case a previous winner is not available to serve on the Committee, the President shall appoint a replacement. Members of the Awards Committee are ineligible for consideration for the "MCFOA Member of the Year" award.
2. Nominations may be submitted to the Administrative Assistant by any member of MCFOA (active, associate, retired, and honorary, as defined in the bylaws of MCFOA) or by a municipal official. Nominations will remain confidential. A notice soliciting nominations will be published in the August edition of the MuniFacts newsletter. Nominations for "MCFOA Member of the Year" must be submitted by December 1 for a member to be honored at the following year's Annual Conference.
3. The Administrative Assistant will review the nomination to confirm that nominees meet the minimum requirements. The Administrative Assistant shall forward the nominations of eligible nominees to the Awards Committee for review. If a nominee is found ineligible, the Administrative Assistant shall inform the nominator of the nominee's ineligibility.
4. The Awards Committee will use the following criteria in evaluating nominations:
  - a. Active involvement in MCFOA and its programs; substantial donation of time, energy and/or talent by the member for the good of all members of the Association and the furtherance of the Association's goals.
  - b. Significant accomplishment in a given year, or over a period of years, that enhances the image of the position of Municipal Clerk or Finance Officer.
  - c. Demonstration of leadership, integrity and ethics that earns him/her the respect and confidence of his/her peers, colleagues and community.
  - d. Length of service in the profession.
5. The Awards Committee, after review of the applications, will present the name of the recipient and his/her nomination form to the President by December 31. The winner will be announced to the general membership at the Annual Conference in March and in the February MuniFacts newsletter.
6. An award plaque will be presented having the Association's logo, the inscription "MCFOA Member of the Year", respective year and the name of the recipient. The Secretary will order the plaque. The President will notify the recipient and his/her nominator of the honor. The

President will ask the recipient and the nominator to inform the Mayor, Council, Administrator/Manager of the award and their ability to invite up to six guests to attend the award presentation.

7. The Secretary shall prepare information for publicity to the League of Minnesota Cities magazine, International Institute of Municipal Clerks News Digest, and the recipient's local newspaper.
8. Once a member has been selected as "MCFOA Member of the Year", he/she would be ineligible for future nominations.



## MEMBER OF THE YEAR NOMINATION FORM

### Nominee's Biographical Information

Name of Nominee: \_\_\_\_\_ Title: \_\_\_\_\_

Date Appointed: \_\_\_\_\_ Municipality: \_\_\_\_\_

Office Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Number of Years as MCFOA Member: \_\_\_\_\_

### Nominator's Information

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Office Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Best Time to Call: \_\_\_\_\_

### Areas of Accomplishment

1. In 500 words or less, please describe why you believe this nominee should be selected to receive the Member of the Year award.
  
  
  
  
  
  
  
  
  
  
2. List or describe the nominee's service and/or contributions to MCFOA, both statewide and in his/her region (service on Executive Board and/or committees, special projects undertaken; presentations given at Clerks Institute, Minnesota Advanced Academy or Annual Conference, etc.)

3. List or describe any contributions made by the nominee in their own community and/or municipal government.
  
  
  
  
  
  
  
  
  
  
4. How has this nominee demonstrated leadership, integrity and ethics that has earned him/her the respect of his/her colleagues, peers and community?
  
  
  
  
  
  
  
  
  
  
5. List or describe any efforts made by the nominee to enhance his/her professional development (MCMC, CMC, or MMC designation, attendance at MCFOA conferences/seminars; college work, etc.)
  
  
  
  
  
  
  
  
  
  
6. List or describe any honors, awards, achievements, or memberships in other organizations which contribute to the outstanding qualifications of the nominee.

*Certification*

*I hereby certify that the foregoing information is true and correct to the best of my knowledge and I offer this person as a nominee for the MCFOA Member of the Year award.*

Date: \_\_\_\_\_

Signature of Nominator: \_\_\_\_\_

Please mail the award nomination by December 1 to:

Betsy Snyder  
MCFOA Administrative Assistant  
P.O. Box 9  
Milroy, MN 56263