



VERMONT MUNICIPAL CLERKS' AND TREASURERS' ASSOCIATION VMCTA MUNICIPAL ASSISTANT CLERK OF THE YEAR AWARD

THE AWARD

The VMCTA Municipal Assistant Clerk of the Year Award is sponsored annually by the Vermont Municipal Clerks' and Treasurers' Association (VMCTA) to recognize a Municipal Assistant Clerk who demonstrates professional excellence, dedicated service to their community, and a strong commitment to promoting effective local government.

NOMINATING PROCESS & PRESENTATION OF THE AWARD

- The VMCTA Executive Committee shall appoint an Awards Committee.
- The Awards Committee shall solicit nominations from municipal officials by June 1.
- The deadline for submitting nominations is August 1.
- If no qualifying nominations are received, the Committee may nominate an individual. Any such nomination shall be documented and approved by a majority vote of the Awards Committee.
- The Awards Committee shall order a plaque for the award recipient.
- The award shall be presented by the VMCTA President at the VMCTA Annual Meeting banquet.

AWARD CRITERIA

Nominees shall meet the following criteria:

- Be a member in good standing of the VMCTA.
- Be nominated by a municipal official.
- Have held the position of Municipal Assistant Clerk for at least three (3) years.
- Be recognized as an individual who demonstrates integrity, professionalism and leadership, and has earned the respect and confidence of their peers.
- Must not have previously received this award.
- Must not be serving as a member of the Awards Committee, VMCTA President, 1st Vice President, or 2nd Vice President at the time of nomination.

RECOMMENDED (Optional)

The following criteria are recommended but not required for eligibility.

- Active involvement in the VMCTA and its programs.
- Service or community involvement beyond their municipality.
- Active participation in or service to professionally related organizations outside of the VMCTA, such as VLCT, NEACTC, NEMCI&A, or IIMC.
- An ongoing commitment to continuing education, including attendance at trainings offered by organizations such as VLCT, NEACTC, NEMCI&A, or IIMC.
- A significant professional accomplishment in the past few years.



VERMONT MUNICIPAL CLERKS' AND TREASURERS' ASSOCIATION
VMCTA Municipal Assistant Clerk of the Year Award Nomination Form
Deadline: All materials must be received by August 1.

Nominee Name: _____ **Municipality:** _____

Year became a Municipal Assistant Clerk: _____

Is the nominee an active VMCTA member? Yes No

Is the nominee a past award recipient? Yes No

Is the nominee a current Awards Committee member? Yes No

Is the nominee the current VMCTA President, 1st VP, or 2nd VP? Yes No

Instructions

Please complete the applicable sections below. Attach additional sheets if necessary. Supporting documentation and letters of recommendation are encouraged.

• **Reason for Nomination**

Describe why you believe your nominee should be recognized as the VMCTA Municipal Assistant Clerk of the Year.

• **Integrity and Leadership**

Provide an example of when the nominee demonstrated integrity and leadership and earned the respect and confidence of their peers.

Optional Sections (Recommended Criteria)

These sections are optional and will not disqualify a nominee if left blank.

• **Vermont Municipal Clerks' and Treasurers' Association (VMCTA) Involvement**

Describe the nominee's active involvement and leadership within the VMCTA.

- **Community or Regional Service Beyond Municipality**

Describe the nominee’s service or community involvement beyond their municipality.

- **Professional Organizations**

Describe the nominee’s participation in or service to professionally related organizations (e.g., VLCT, NEACTC, NEMCI&A, or IIMC).

- **Continuing Education**

Describe the nominee’s commitment to continuing education, including training attended outside of the VMCTA.

- **Significant Accomplishments**

Describe any notable professional accomplishments achieved by the nominee in the past few years.

Nomination prepared and submitted by:

Name: _____
Municipality: _____

Title: _____
Email: _____

For Official Use Only

Date nomination received: _____

Reviewed by Awards Committee on: _____

Meets all award criteria: Yes No

Recommendation: Approve Do Not Approve

Committee comments: _____
