

VERMONT MUNICIPAL CLERKS' AND TREASURERS' ASSOCIATION
COMMITTEE DESCRIPTION

AWARDS COMMITTEE

Purpose

To recognize those Clerks, Assistant Clerks, Treasurers and Assistant Treasurers who have performed admirably during the last year. Four awards will be sponsored annually by VMCTA, the Municipal Clerk of the Year, the Municipal Assistant Clerk of the Year, the Municipal Treasurer of the Year and the Municipal Assistant Treasurer of the Year.

Committee Members

The Awards Committee shall consist of five members, three of which will be the three members of the Nominating Committee, 1st Vice-President and one additional member from the general membership. As much as possible, the Awards Committee should have geographic representation of the State of Vermont. The chair of the Awards Committee shall be the 1st Vice President.

General Duties

The Committee shall solicit nominations from all Vermont clerks and treasurers (including assistants) Selectboard Members, Town/City Managers/Administrators, Mayors prior to the Annual Meeting. If the Committee receives no qualifying nominations they may nominate a person for the award. The Committee may contact the Secretary of State's Office, Vital Records Division of the Public Health Department, the State Treasurer, the Director of the General Services Administration, and any other Vermont State Department for the purpose of inquiring of the activities of any nominees submitted. The Committee may also contact the Vermont Government Finance Officers Associations, the Vermont Association of Listers and Assessors or any other Vermont professional association for the purpose of inquiring of the activities of any nominees submitted.

The nomination forms shall be submitted to the qualifying nominators listed above by July 1st by the Awards Committee.

The deadline for nominations is August 1st annually. The Committee shall meet forthwith after the deadline to finalize their decision and make preparations for the award ceremony. The awards shall be presented by the President of the

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Association at the banquet held at the VMCTA Annual Meeting. The awards shall consist of a plaque, a press release to the local paper or papers in the area where the recipient is employed, and a letter of recognition to the Legislative Body of the Municipality where the recipient is employed.

Award Criteria

Nominees shall meet the following criteria:

- a) Nominee must be a member of the VMCTA
- b) Nominee must be a Certified Vermont Clerk (CVC) and/or a Certified Vermont Treasurer (CVT) for at least 9 months
- c) Nominee must be nominated by a fellow Clerk/Treasurer, Assistant Clerk/Assistant Treasurer, Selectboard/Alderboard Member, Town/City Manager/Administrator or a member of the VMCTA Executive Board
- d) Nominee must have held the position of Clerk and/or Treasurer or Assistant Clerk and/or Assistant Treasurer for their municipality for at least five years.
- e) Nominee must have demonstrated within the past year a desire to continue their education, with attendance at schools such as the New England Municipal Clerks Institute, VMCTA Annual Meeting and Educational Conference, Town Officers Educational Conference, New England Association of City and Town Clerks Annual Educational Conference or IIMC Annual Education Conference.
- f) Members of the Award Committee shall not be eligible to receive the award while on the Committee.
- g) The VMCTA President, 1st Vice President and 2nd Vice President shall not be eligible for the award while they hold those offices.
- h) Nominee must not have received this award previously.

Other qualifying criteria to be considered for Nominees:

- i. Actively participate in a professionally related organization, ie IIMC, NEACTC, NEMCI, VTGFOA or GFOA.
- ii. Be recognized as one who displays characteristics of integrity and leadership and has received the respect and confidence of their peers.