



VERMONT MUNICIPAL CLERKS' AND TREASURERS' ASSOCIATION VMCTA LIFETIME ACHIEVEMENT AWARD

THE AWARD

The VMCTA Lifetime Achievement Award is sponsored annually by the Vermont Municipal Clerks' and Treasurers' Association (VMCTA) to recognize a Clerk, Treasurer, or Assistant who has faithfully served in municipal government for at least twenty-five (25) years. Recipients are recognized for exceptional lifetime performance, meaningful contributions to the VMCTA, and a commitment to lifelong learning and professional growth.

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.
- This award will be made when applicable and not necessarily on an annual basis.
- 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.
- Have held the position of Municipal Clerk, Treasurer and/or Assistant for at least twenty-five (25) years.
- Be a Certified Vermont Clerk (CVC) or Certified Vermont Treasurer (CVT).
- Demonstrate active involvement in the VMCTA and its programs throughout their career.
- Demonstrate service or involvement beyond their own municipality.
- Be recognized as an individual who demonstrates integrity, professionalism and leadership, and has earned the respect and confidence of their peers.
- Demonstrate a commitment to professional development, including obtaining relevant certifications.
- 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 participation in or service to professionally related organizations outside of the VMCTA, such as VLCT, NEACTC, NEMCI&A, IIMC, VTGFOA, NEGFOA, or GFOA.
- A significant professional accomplishment over the nominee's career.



VERMONT MUNICIPAL CLERKS' AND TREASURERS' ASSOCIATION

VMCTA Lifetime Achievement Award Nomination Form

Deadline: All materials must be received by August 1.

Nominee Name: _____

Municipality: _____

Year became a Municipal Clerk, Treasurer or Assistant: _____

Is the nominee a Certified Vermont Clerk or Certified Vermont Treasurer? Yes No

Is the nominee an active VMCTA member in good standing? Yes No

Is the nominee a past award recipient? 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 awarded the VMCTA Lifetime Achievement Award.

- **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.

- **Integrity and Leadership**

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

- **Continuing Education**

Describe the nominee’s dedication throughout their municipal career and their commitment to continuing education, including any certifications obtained.

Optional Sections (Recommended Criteria)

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

- **Professional Organizations**

Describe the nominee’s participation in or service to professionally related organizations (e.g., VLCT, VTGFOA, NEGFOA, or GFOA).

- **Significant Accomplishments**

Describe any notable professional accomplishments achieved by the nominee over their career.

Nomination prepared and submitted by:

Name: _____

Title: _____

Municipality: _____

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: _____