

## AWARDS COMMITTEE

**PURPOSE:** The Awards Committee is responsible for selecting, from the applications received, recipients of the following awards:

- CMCA Clerk of the Year
- Outstanding Contribution to CMCA by a Municipal Clerk
- Outstanding Contribution to CMCA by a Person other than a Municipal Clerk
- Outstanding Contribution to a Municipality by a Clerk

Additionally, the Awards Committee is responsible for recommending to the Board, if applicable, those members who may be eligible for special merit or recognition in a category not listed above, and for identifying those members who are leaving the profession with at least 10 years of active service and are thus eligible for a retirement award.

### **RESPONSIBILITIES:**

1. Solicit nominations for awards and other recognition. (NOTE: The Awards Committee has the right to recommend that a specific award **not** be given. The committee may also select recipients for awards other than those listed above.)
2. Obtain plaques and other items of recognition and work with President to coordinate corresponding presentation(s).
3. Arrange for awards presentation at Annual Conference and at the recipient's council/board meeting.
4. Issue certificates to clerks nominated, but not selected, for Clerk of the Year.
5. Obtain plaque and flowers for outgoing President.
6. Review, at least biennially, the policies, procedures, guidelines, and regulations governing the activities of the committee and recommend updates and changes to them to the Executive Board.
7. Send flowers to members who have lost an immediate family member, or have been seriously ill; send cards to members for special occasions, or when they have experienced the loss of a non-immediate family member, had minor illnesses, or as otherwise necessary; or as directed by the CMCA President.
8. Acts as Public Relations Officer – write and distribute news releases on behalf of CMCA.

## AWARDS COMMITTEE (cont)

**NUMBER OF COMMITTEE MEMBERS:** Three. (This number serves only as a guideline for the committee chair. The chair may appoint any number of members necessary to carry out the responsibilities of the committee.)

**REPORTS REQUIRED:** Written reports are created for the business meetings held at the Colorado Municipal League Conference and at the CMC Institute. If no significant events have occurred between the dates of these meetings, the same report may be submitted at each. A final written report, including all activities for the year, is created for the business meeting held at the Annual Conference. Reports for all CMCA meetings should be sent, in duplicate, to the Secretary prior to the meeting. The original of all reports will be preserved by the Historian.

Awards criteria, announcements, and nominations received should also be transferred to the Historian.

### **SPECIFIC ACTIVITIES:**

1. Solicit nominations through a press releases (a) published in the June and July issues of the Communiqué, and (b) sent to the Colorado Municipal League for inclusion in its June newsletter.
2. Send solicitation letters to mayors or managers of all Colorado municipalities no later than September 1.
3. Contact the company making up the awards no later than October 15 with information regarding the plaques to be awarded.
4. Notify mayor/manager that clerk will receive award. Invite them to attend awards ceremony at Annual Conference.
5. Create press releases for distribution to local media.
6. Create article for CML newsletter regarding the awards presented at the Annual Conference.
7. Following the awards presentation at Annual Conference, send nominees of all awards a letter announcing their nomination.
8. Work with President to schedule presentation of the Clerk of the Year award at recipient's council/board meeting.
9. Use the Communiqué in summer months to have clerks begin thinking about Special Merit and Outstanding Contributions Awards.

10. Use the Communiqué to remind members to contact you if someone needs cards/flowers.
11. Create a running list of previous recipients of: 1) Outstanding Contributions; and 2) Special Merit. The Historian may be able to help with this.

**BUDGET**: Refer to current budget for committee allocation amount.

### **ATTACHMENTS**:

Nomination form;

Recommended Point Criteria;

Sample articles for CML newsletter and Communique soliciting nominations;

Sample letters sent to mayors and city managers soliciting nominations;

Sample letter to mayors/managers of chosen Clerk of the Year recipient;

Sample awards announcement press releases for Communique, & CML and local newspapers;

Sample certificate to those nominated, but not selected, as Clerk of the Year.

**SAMPLE**  
**COLORADO MUNICIPAL CLERKS ASSOCIATION**  
**CLERK OF THE YEAR**  
**NOMINATION FORM**  
(please print or type clearly)

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

Municipality: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Is Nominee currently a member of the Colorado Municipal Clerks Association (CMCA)?

Yes \_\_\_\_\_ No \_\_\_\_\_

Is Nominee currently a member of the International Institute of Municipal Clerks (IIMC)?

Yes \_\_\_\_\_ No \_\_\_\_\_

Has Nominee been awarded the IIMC Certified Municipal Clerk (CMC) designation? (maximum 5 pts)\*

Yes \_\_\_\_\_ No \_\_\_\_\_

Has Nominee attained the IIMC Academy for Advanced Education (AAE) designation? (maximum 5 pts)\*

Yes \_\_\_\_\_ No \_\_\_\_\_

Has Nominee attained the IIMC Master Municipal Clerk (MMC) designation? (maximum 5 pts)\*

Yes \_\_\_\_\_ No \_\_\_\_\_

Describe in detail the Nominee's active, extensive, and continued participation in activities that have furthered the goals of the Colorado Municipal Clerks Association (15 points):

Describe in detail the Nominee's participation in professional associations (e.g. International Institute of Municipal Clerks (IIMC), Association of Records Managers and Administrators (ARMA), Colorado Government Finance Officers Association (CGFOA), Colorado Association of Parliamentarians (COA), Colorado Public Personnel Association (CPPA), etc.): (maximum 10 points)\*

Describe in detail the Nominee's outstanding contributions to the municipality: (maximum 20 points)\*

List offices held or committees served on by Nominee (IIMC or CMCA): (maximum 15 points)\*

List Nominee's participation as a presenter at a CMCA or IIMC recognized conference, seminar or other educational program: (maximum 10 points)\*

Describe participation by Nominee demonstrating commitment to continuing education (personal and professional development): (maximum 15 points)\*

Additional Comments:

Nominated by: \_\_\_\_\_ Date: \_\_\_\_\_

\* Each category is evaluated according to established criteria and may receive a maximum number of points. The highest total score possible being 100 points. In the parenthesis is the maximum allowable points for that question.

**Attach additional pages as needed**

**CLERK OF THE YEAR  
RECOMMENDED POINT CRITERIA**

1. Clerk must be a member of CMCA to qualify --- no points awarded for this
2. CMC certification -- 5 points
3. AAE certification -- 5 points
4. MMC induction/designation -- 5 points
5. Participation in activities furthering the goals of CMCA -- maximum of 15 points
6. Participation in professional associations -- maximum of 10 points
7. Outstanding contributions to a municipality -- maximum of 20 points
8. IIMC or CMCA offices held or committees served on -- maximum of 15 points
9. Participation as presenter at a CMCA/IIMC conference, seminar or other educational program -- maximum of 10 points
10. Commitment to continuing education -- maximum of 15 points.

## **SAMPLE ARTICLES SOLICITING NOMINATIONS**

**(to be sent to CML)**

Colorado Municipal Clerk of the Year Nominations Sought:

As you know the diversity of the Clerk's role in municipal government keeps us challenged as well as extremely busy. Though we are called to serve our residents in many different ways, we must also be aware of the changes being effected to the rules and regulations governing our procedures at both the state and local levels. Because of the support we receive from the people that work in the state and local offices, CMCA has established an annual award, acknowledging the contributions of an individual who has made a noticeable impact on our organization. What we need from you is nominations for people that you think fit this description. Please direct your correspondence to:

**(to be sent to Communique – 1<sup>st</sup> submittal)**

### **CMCA AWARDS COMMITTEE SEEKING NOMINATIONS**

Every year CMCA honors the contributions of individuals who have made a noticeable impact on our organization with an award. This year, the following two (2) awards will be made at the Annual Conference.

- *Outstanding Contribution to CMCA by a Clerk or Deputy Clerk*
- *Special Merit Award for Contribution to CMCA by a non-Clerk (i.e. CML, State or Local Agencies, etc.)*

Nominations for these awards must be received by (date) and should be submitted to

Clerk of the Year nomination forms will be mailed to Mayors, and Managers and Administrators in August.

(to be sent to Communique – 2nd submittal)

***COLORADO MUNICIPAL CLERKS ASSOCIATION***  
**AWARDS PROGRAM**

The CMCA Awards Committee is soliciting nominations for Awards to be presented at the Annual Conference in (location).

**Clerk of the Year**

The recipient of the Clerk of the Year must be a Municipal Clerk and a member of CMCA. Nominations must be made by a member of CMCA or by a representative of the Clerk's Municipality, on the nomination form provided. Additional sheets limited to two (2) pages may be attached to the nomination form which lists the criteria to be eligible for this nomination

**Outstanding Contribution to CMCA by a Clerk or Deputy Clerk**

Nominations must be made by letter for recognition of a unique accomplishment in an area of special expertise that furthers the goals of CMCA (e.g. public relations, records management, legislative activities, elections, etc.) or for completion of a specific project or assignment during 2001.

**Special Merit Award**

Nominations must be made by letter for an outstanding contribution to CMCA by someone other than a Clerk or for outstanding contribution to a municipality by a Clerk or Deputy Clerk.

**Retirement Awards**

Retirement Awards will be presented to Clerks who have completed 10 years of service as a Clerk, Deputy Clerk, or in a related position with active membership in CMCA.

Nomination forms and letters should be submitted by (date) to:

**SAMPLE LETTER SENT TO MANAGERS SOLICITING NOMINATIONS**

DATE

**RE: Nominations for Municipal Clerk of the Year**

Dear «Manager», Manager/Administrator:

The Colorado Municipal Clerks Association (CMCA) is soliciting nominations for Clerk of the Year.

If your municipality's Clerk has provided outstanding service to your community and organization this year, please take a moment to complete the enclosed nomination form and return it with any supporting materials by (Date) to:

We appreciate your support and desire to recognize your Municipal Clerk. The Colorado Municipal Clerks Association will recognize the Municipal Clerk selected to receive this award at our Annual Conference in November.

Sincerely,

## **SAMPLE LETTER SENT TO MAYORS SOLICITING NOMINATIONS**

Date

**RE: Nominations for Municipal Clerk of the Year**

Dear «Mayor», Mayor:

The Colorado Municipal Clerks Association (CMCA) is soliciting nominations for Clerk of the Year.

If your municipality's Clerk has provided outstanding service to your community and organization this year, please take a moment to complete the enclosed nomination form and return it with any supporting materials by **(date)**:

We appreciate your support and desire to recognize your Municipal Clerk. The Colorado Municipal Clerks Association will recognize the Municipal Clerk selected to receive this award at our Annual Conference in (location).

Sincerely,

**SAMPLE AWARD ANNOUNCEMENT PRESS RELEASE**

CONTACT:

---

FOR IMMEDIATE RELEASE-

***COLORADO MUNICIPAL CLERKS RECOGNIZE  
WOODLAND PARK CITY CLERK***

***CINDY MORSE NAMED 2001 CLERK OF THE YEAR***

The Colorado Municipal Clerks Association recently named Woodland Park City Clerk Cindy Morse as 2001 Clerk of the Year. Morse has worked for the City of Woodland Park since 1981 and was sworn in as City Clerk in 1984.

According to the nomination, Morse was recognized by her peers for being a strong leader and role model in the Municipal Clerk profession as well as for being a dedicated servant of the City of Woodland Park and its citizens. Morse is an active member of the Colorado Municipal Clerks Association (CMCA) and the International Institute of Municipal Clerks (IIMC). She has received the IIMC Certified Municipal Clerk designation, and has attained the IIMC Academy for Advanced Education designation. She is currently working toward her Master Municipal Clerk certification. "Ms. Morse's contributions to CMCA and the Municipal Clerk profession have been numerous and constant. She is a role model to her statewide and international peers – always displaying poise, tact and good judgement," said Durango City Clerk and Past CMCA President Linda Yeager. "Cindy is not only a true leader, but also an accomplished worker. She has inspired progressive, innovative programs and instilled pride in the CMCA membership, as well as dignity in the profession."

Cindy manages the day-to-day activities of the Clerk's Office and consistently provides extraordinary and friendly service to the citizens throughout the community, region and state. "Cindy is an excellent Clerk and is truly outstanding in her field," said Woodland Park City Manager Mark Fitzgerald. Morse was presented with the Clerk of Year award on November 15 during the Colorado Municipal Clerks Association Annual Conference.

**SAMPLE AWARD ANNOUNCEMENT PRESS RELEASE  
FOR COMMUNIQUE AND CML NEWSLETTER**

**Colorado Municipal Clerk's Association Honors  
Award Recipients**

At the Colorado Governmental Finance Officers Association and Colorado Municipal Clerks Association (CGFOA/CMCA) Annual Conference held in \_\_\_\_\_ on \_\_\_\_\_, CMCA presented the following awards at its Annual Business Meeting:

**Clerk of the Year – Cindy Morse, CMC, City of Woodland Park**

Cindy was recognized as Clerk of the Year by CMCA for her commitment to continuing education, her leadership in the Colorado Municipal Clerk's Association and her overall dedication to the City of Woodland Park and CMCA.

**Outstanding Contribution to a Municipality by a Clerk – Nanette Fornof, CMC, Town of Milliken**

Nanette was recognized for her work on a model retention schedule for all municipal records. She was also recognized for assisting a neighbor municipality in rescuing their vital records when their City Hall was hit by a flash flood.

**Outstanding Contribution to CMCA by a Clerk – Kathryn Young, CMC, City of Colorado Springs.**

Kathryn was recognized for her hard work in establishing an Elections curriculum for the organization's On-The-Road Workshop training program.

**Outstanding Contribution to CMCA by a Person other than a Municipal Clerk – Molly Davis, CMC/CRM, Circuit Rider Records; Terry Ketelsen, Archivist, State of Colorado; Bob McCool, Aerial Design; and Cam Marshall, Marshall Information.**

Molly and Terry were recognized for their efforts in assisting Colorado Clerks to establish a Model Retention Schedule for municipal records.

Bob & Cam were recognized for their contributions and assistance in updating CMCA's Website and bringing it into working order.

**SAMPLE AWARD ANNOUNCEMENT LETTER TO MANAGER/MAYOR**

Date

Mark Fitzgerald, City Manager  
City of Woodland Park  
P.O. Box 9007  
Woodland Park, CO 80866

RE: COLORADO MUNICIPAL CLERK'S ASSOCIATION 2001 CLERK OF THE YEAR

Dear Mr. Fitzgerald:

On behalf of the Colorado Municipal Clerk's Association (CMCA), I am pleased to inform you that your City Clerk Cindy Morse has been selected to receive the prestigious **2001 Clerk of the Year** award.

Formal announcement and presentation of this award will be made at the CMCA Annual Annual Conference at the Village at Breckenridge Resort, on Thursday, November 15, 2001. You and your City Council are invited to attend the ceremony to help celebrate Cindy's recognition. Please feel free to bring any other guests that you feel are appropriate. The Business meeting will begin at 1:00 PM and the awards ceremony may begin as early as 1:45 PM. If you are able to attend to help celebrate Cindy's recognition, please let me know. I can be reached at (719) 687-5295. **This award is a surprise, so please keep it a secret!**

Additionally, CMCA would like to arrange to have an Executive Board member from our organization make this presentation to Cindy in front of the Woodland Park City Council. Please let me know when you think it would be appropriate to schedule this event.

CMCA's membership represents over 300 members and for Cindy Morse to be selected as Clerk of the Year by her peer organization is a very prestigious honor. I know that you are as proud of Cindy as we are at the Colorado Municipal Clerk's Association.

Sincerely,

Awards Committee Chair

cc: Mayor Prentis Porter & City Council

**SAMPLE AWARD NOMINATION CERTIFICATE**

---

---

# Certificate of Recognition

---

---

*presented to*

**Amy Phillips**

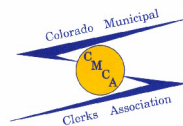
for demonstrating excellence in the Municipal Clerk Profession

**2001 Clerk of the Year Nominee**

**Colorado Municipal Clerks  
Association**

---

**Julie Jordan-Struble, President**



---

**November 15, 2001**

**Date**

This document was created with Win2PDF available at <http://www.win2pdf.com>.  
The unregistered version of Win2PDF is for evaluation or non-commercial use only.  
This page will not be added after purchasing Win2PDF.