

## Nominations Invited for The Annual Institute Director Award of Excellence

IIMC is pleased to invite nominations for the Annual Institute Director Award of Excellence. The Award acknowledges unique and exceptional contributions of current or retired Institute Directors over time in promoting quality education for Municipal Clerks.

Nominations for the Award must be postmarked no later than March 15. The Award will be announced and presented at the IIMC Annual Conference.

### NOMINATION

Nominations will be invited from State/Provincial/National Municipal Clerk Associations, colleagues with whom the nominee works or did work on the Clerks' behalf, IIMC Committee or task force members with whom the nominee served, Institute Director peers and others with direct knowledge of the nominee's unique contributions to the profession. Family members may not submit nominations.

Please contact Director of Professional Development, Dr. Beatrice Rodriguez at [bea@iimc.com](mailto:bea@iimc.com) if you have any questions about the Award or application procedures.

### AWARD POLICY

- 1) The Institute Director Award of Excellence shall be presented to one Institute Director who has contributed to the educational needs of Municipal Clerks, the advancement of the profession, and whose performances have supported IIMC's educational goals
- 3) Individuals may be nominated if they are in the process of terminating or have concluded their Institute Director position (i.e.- current, past, or retired Institute Directors), if their nomination is otherwise consistent with stated Award Policy and Criteria.

Please include support detailing the unique or extraordinary individual efforts undertaken by the nominee on behalf of Municipal Clerks, their professional development, and IIMC.

### AWARD POLICY

- 5) IIMC will notify all nominees that they have been nominated for the Award, when the selection will be made, and when and where the Award will be presented.
- 6) The President or those designated by the President shall determine the form of the Award.
- 7) The current IIMC President shall present the Award at IIMC's Annual Conference. In the President's absence, Immediate Past President, the current President's designee or a designee of the recipient shall present the Award.

8) In the recipient's absence, the President shall announce the Award recipient during the Conference and make arrangements for later presentation to the recipient.

9) It is not required that the Award be given each year.

#### AWARD CRITERIA

1) A nominee must be, or have been, an Institute Director for a minimum of five (5) years. The Institute Director may be a past, present or retired Institute Director.

2) Three nominators are required for each nominee. Two nominators must be IIMC members in good standing. Nominators must have direct knowledge of the nominee's work as an Institute Director, as well as the nominee's unique accomplishments as described in the materials submitted. A letter of endorsement from each nominator must accompany the Nomination Form.

3) Nominators can be:

- i. Municipal Clerks,
- ii. Institute Director colleagues,
- iii. sponsoring college or university personnel,
- iv. IIMC Committee with whom the nominee has served,
- v. and other personnel affiliated with Municipal Clerks or IIMC who have direct knowledge of the nominee's performance as an Institute Director.

4) Two letters of endorsement are required: a) a letter from the president of the State/ Provincial/National Municipal Clerks Association served by the Institute Director, and from an official of the sponsoring university or college. These must accompany the Nomination Form.

5) A copy of the nominee's resume or bio and other information requested by the nominators.

7) The complete nomination package, including the Nomination Form and all support materials, must be mailed in one package and must be postmarked no later than MARCH 15 of the Award year. Applications postmarked after that date will not be considered. All materials must be contained in one complete package. Any and all materials mailed separately to or piecemeal from the mailing of this complete and final nomination package will not be considered during the review and selection process. Do not fax the Application package.

8) Preference will be given to Institute Directors who have kept their programs in compliance with IIMC's Education Guidelines.

9) An Award recipient may receive the Award once in any five (5) year period, and is eligible to be nominated for the Award again after the five-year period has passed.

10) Directors not selected for the Award may be nominated in any subsequent year.