



OMCTFOA MEMBER OF THE YEAR AWARD NOMINATION FORM

The purpose of the OMCTFOA Member of the Year Award is to identify and recognize a member who has made a significant contribution to the objectives of OMCTFOA, the municipal clerks, treasurers, or finance officials profession, and to the improvement of municipal government. The nominee must be a current member of the Oklahoma Municipal Clerks, Treasurers, and Finance Officials Association.

Nominee: _____

Title: _____

Municipality: _____

1. List Nominee's service and/or contribution to OMCTFOA including offices held, committee membership, appointments, or special projects related to OMCTFOA. (Attach separate sheet if desired.)

2. List accomplishments made by the Nominee to enhance his/her professional development, education, and training, including but not limited to, attainment of Certified Municipal Clerk (CMC), Master Municipal Clerk (MMC) Certified Public Finance Administrator (CPFA), Advanced Certified Public Finance Administrator (ACPFA), Certified Public Finance Officer (CPFO) designation(s), or Certified Public Accountant (CPA). List attendance at the OMCTFOA Annual Conference, the Municipal Clerks and Treasurers Institute/Academy, the Oklahoma Municipal League Annual Conference, other training sessions, workshops, adult education classes, or college course work that has improved his/her professional development. (Attach separate sheet if desired.)

3. List contributions made by the Nominee to the municipal government profession including, but not limited to, teaching at training sessions, service on state-wide task forces, articles published, legislation developed, individual service to other professional associations such as the International Institute of Municipal Clerks, the Association of Public Treasurers of the United States and Canada, and/or the Government Finance Officers Association. (Attach separate sheet if desired.)

4. List activities and volunteer contributions made by the Nominee to his/her community or surrounding area that has improved or enhanced the quality of life. (Attach separate sheet if desired.)

5. List other honors, awards, achievements, and/or recognitions received by the Nominee. (Attach separate sheet if desired.)

6. In 500 words or less, describe why the Nominee should be selected to receive the OMCTFOA Member of the Year Award. (Attach separate sheet if desired.)

CERTIFICATION

I hereby certify that to the best of my knowledge and belief the foregoing information is true and correct, and I offer _____ as a Nominee for the OMCTFOA Member of the Year Award.

Nomination prepared and submitted by:

Signature: _____

Date: _____

Name: _____

Title: _____

Municipality: _____

Address: _____

Nomination Deadline: August 1st

Return nomination form and all supporting documentation to:

OMCTFOA President
c/o OMAG
3650 S. Boulevard
Edmond, OK 73013-5581



OMCTFOA MEMBER OF THE YEAR AWARD NOMINATION

Nominee's Biographical Information

Name of Nominee: _____

Title: _____ Date Appointed/Elected: _____

Previous Positions/Dates: _____

Office Address: _____ City: _____ Zip Code: _____

Home Address: _____ City: _____ Zip Code: _____

Spouse's Name (if applicable): _____

Children's Name and Ages (if applicable): _____

Additional personal information, if desired: _____

OMCTFOA member since: _____

The OMCTFOA Member of the Year Award will be made public at the Oklahoma Municipal League's Annual Conference Business Meeting and Awards Breakfast AND at the OMCTFOA Annual Conference.

Publicity Information:

List name and addresses of newspaper(s), radio station(s), public officials, etc. to whom the announcement of selection of the OMCTFOA Member of the Year Award should be sent.



OMCTFOA MEMBER OF THE YEAR AWARD NOMINATION JUDGING CRITERIA AND POINT SYSTEM

Points:

Items on the nomination application will be based on a 0 to 5 point rating system.

1. Service and contributions to OMCTFOA (committee member, committee chair, or officer)
2. Professional development, education, training
3. Contributions to profession of municipal clerk, treasurer, or finance official
4. Contributions to community
5. Honors, awards, achievements, civic membership
6. Summary of why Nominee should be selected to receive the award

A maximum of 5 points may be awarded in each category using the following rating system:

None	=	0
Proficient	=	1
Average	=	2
Above average	=	3
Outstanding	=	4
Superior	=	5

The following must be submitted or the application will not be considered:

1. Completed OMCTFOA Member of the Year Award Nomination Application Form
2. Completed Biographical Information
3. Completed Publicity Information

OMCTFOA MEMBER OF THE YEAR AWARD
(Point Rating Form for use by the Award Selection Committee)

Nominee: _____

Total Points Awarded: _____

Title: _____

Municipality: _____

1. List Nominee's service and/or contribution to OMCTFOA including offices held, committee membership, appointments, or special projects related to OMCTFOA.

_____ Points (5 Point Maximum)

2. List accomplishments made by the Nominee to enhance his/her professional development, education, and training, including but not limited to, attainment of Certified Municipal Clerk (CMC), Master Municipal Clerk (MMC) Certified Public Finance Administrator (CPFA), Advanced Certified Public Finance Administrator (ACPFA), Certified Public Finance Officer (CPFO) designation(s), or Certified Public Accountant (CPA). List attendance at the OMCTFOA Annual Conference, the Municipal Clerks and Treasurers Institute/Academy, the Oklahoma Municipal League Annual Conference, other training sessions, workshops, adult education classes, or college course work that has improved his/her professional development.

_____ Points (5 Point Maximum)

3. List contributions made by the Nominee to the municipal government profession including, but not limited to, teaching at training sessions, service on state-wide task forces, articles published, legislation developed and/or individual service to other professional associations such as the International Institute of Municipal Clerks, the Association of Public Treasurers of the United States and Canada, and/or the Government Finance Officers Association.

_____ Points (5 Point Maximum)

4. List activities and volunteer contributions made by the Nominee to his/her community or surrounding area that has improved or enhanced the quality of life.

_____ Points (5 Point Maximum)

5. List other honors, awards, achievements, and/or recognitions received by the Nominee.

_____ Points (5 Point Maximum)

6. In 500 words or less, describe why the Nominee should be selected to receive the OMCTFOA Member of the Year Award.

_____ Points (5 Point Maximum)

OMCTFOA MEMBER OF THE YEAR

AWARD SELECTION COMMITTEE

General Responsibilities:

1. The Award Selection Committee shall be charged with evaluating nominations for the OMCTFOA Member of the Year Award. The Committee shall ensure nominations meet all criteria as established. The selection of the award recipient by the Committee shall be final.
2. The Committee membership shall consist of five members appointed by the OMCTFOA President. Members shall include one member from the OMCTFOA Executive Committee or general membership, one member from the OAPT US&C Board or general membership, one member from the GFOAO Board or general membership, the Clerks and Treasurers Institute/Academy Director, and the preceding year OMCTFOA Member of the Year recipient. The preceding year OMCTFOA Member of the Year recipient will serve as Committee Chair.
3. The Committee Chair shall make nomination applications, award selection guidelines, and the current year deadline date available to the membership. The deadline date will be selected to allow sufficient notice to the membership and to the award committee for review and selection.
4. The Committee Chair will verify eligibility of the nominees against the approved selection criteria, as set by the OMCTFOA Executive Committee, before copies of the nominations are forwarded to the Committee for ranking. A compilation of points awarded to each nominee by each committee member will be prepared by the Chair. A tabulation of each nominee's total points will be provided to Committee members. In case of a tie, the Chair will reevaluate the applications and call for a tie-breaking vote from the Committee. The Committee shall keep all scoring tabulations confidential.
5. The OMCTFOA Member of the Year will be recognized by the OMCTFOA President at the OML Annual Conference Business Meeting and Awards Breakfast. Biographical information for the top three ranked nominees will be forwarded to appropriate OML staff to meet OML Conference publication requirements. Advance notification of the recipient's award, with the request for confidentiality, may be made to the person making the nomination, the nominee's family, mayor, and/or city manager.
6. The OMCTFOA Member of the Year recipient will also be recognized at the OMCTFOA Annual Conference and will receive a complimentary conference registration for the year the award is presented.
7. The Award Selection Committee will order a plaque and certificate for presentation to the recipient. The Committee will prepare information for the award presentations at the OML Conference and the OMCTFOA Conference. A press release will be prepared and forwarded to the recipient's local newspaper.
8. Expenses related to the selection and award process will be forwarded to the OMCTFOA Treasurer for presentation to the Executive Committee with a request for payment.
9. The Award Selection Committee will present a report to the OMCTFOA Executive Committee at the direction of the President.

OMCTFOA MEMBER OF THE YEAR
(Compilation of Points Worksheet)

	NOMINEE 1	NOMINEE 2	NOMINEE 3
Committee Member #1	1: _____ 2: _____ 3: _____ 4: _____ 5: _____ 6: _____ TOTAL: _____	1: _____ 2: _____ 3: _____ 4: _____ 5: _____ 6: _____ TOTAL: _____	1: _____ 2: _____ 3: _____ 4: _____ 5: _____ 6: _____ TOTAL: _____
Committee Member #2	1: _____ 2: _____ 3: _____ 4: _____ 5: _____ 6: _____ TOTAL: _____	1: _____ 2: _____ 3: _____ 4: _____ 5: _____ 6: _____ TOTAL: _____	1: _____ 2: _____ 3: _____ 4: _____ 5: _____ 6: _____ TOTAL: _____
Committee Member #3	1: _____ 2: _____ 3: _____ 4: _____ 5: _____ 6: _____ TOTAL: _____	1: _____ 2: _____ 3: _____ 4: _____ 5: _____ 6: _____ TOTAL: _____	1: _____ 2: _____ 3: _____ 4: _____ 5: _____ 6: _____ TOTAL: _____
Committee Member #4	1: _____ 2: _____ 3: _____ 4: _____ 5: _____ 6: _____ TOTAL: _____	1: _____ 2: _____ 3: _____ 4: _____ 5: _____ 6: _____ TOTAL: _____	1: _____ 2: _____ 3: _____ 4: _____ 5: _____ 6: _____ TOTAL: _____
Committee Member #5	1: _____ 2: _____ 3: _____ 4: _____ 5: _____ 6: _____ TOTAL: _____	1: _____ 2: _____ 3: _____ 4: _____ 5: _____ 6: _____ TOTAL: _____	1: _____ 2: _____ 3: _____ 4: _____ 5: _____ 6: _____ TOTAL: _____
Total Nominee Points:	_____	_____	_____
Average Nominee Points:	_____	_____	_____