

## The WCMA / WAMCAM MEMBER AWARDS PROGRAM

**“An award honoring and acknowledging outstanding achievement as a local government management professional in the State of Wisconsin.”**

### Guidelines

#### A. Purpose

The Member Awards Program Award serves to honor and acknowledge outstanding individual achievement in local government management in the State of Wisconsin. Individual achievement may be described as any one or combination of the following:

1. Recognizing significant positive and dignified career contributions to the profession of local government management and to the communities for which we serve.
2. Recognizing significant contributions by creating innovation, demonstrating dedication and/or implementing successful programs and services to the betterment of Wisconsin communities.
3. Profound service to the profession by enabling the advancement and growth of the local government management profession and/or WCMA / WAMCAM.
4. Recognizing efforts that facilitate the development of new talent and/or career development programs for local government employees interested in pursuing the profession of local government management.

#### B. Award Categories

1. Meritorious Service Award - This award shall be presented to a WCMA member who qualifies as a full WCMA member and whose service speaks to any or all of the four purposes identified in item A above.
2. Futures Award - This award shall be presented to a WAMCAM member who qualifies as a full or student WAMCAM member and whose service speaks to any or all of the four purposes identified in item A above.

#### C. Administration & Process

##### 1. Nominations

###### a. Who may nominate?

Nominations shall be actively sought from WCMA / WAMCAM members, local elected officials, and other local government professionals (i.e., department heads, supervised staff, etc.). The Awards Committee is also allowed to provide nominations. The Awards Committee shall utilize various publications and state associations to advertise the request for nominations, such as newsletter, website, regional meetings, e-mail broadcast, League of Wisconsin Municipalities, Wisconsin Towns

Association, Wisconsin Counties Association, Wisconsin Clerk's Association, Wisconsin Governmental Finance Officers Association, etc.

b. Minimum Award Eligibility Qualifications

In order to be eligible to receive an Award, the nominee must meet all of the following minimum criteria:

- Nominee is a member in good standing of WCMA or WAMCAM, as applicable to the Award Categories identified in item B above.
- Nominee has no pending ethical inquiries or ethical public censures.
- Nominee has not received the same Award within the past 10 years.

c. Nomination Form - See Attached

2. Schedule

- a. Mid-February - Awards Committee meets to prepare for upcoming nomination process.
- b. March 1<sup>st</sup> - Nominations Open & promoted at March Seminar
- c. April 10<sup>th</sup> - Nominations Closed
- d. April - Awards Committee meets to prepare recommendation to WCMA Board.
- e. May - WCMA Board receives recommendation from Awards Committee and considers approval of award recipients.
- f. June - Awards announced and presented at the evening banquet during the Annual Conference.

3. Awards Committee

The 8 regional coordinators shall serve as members of the Awards Committee, in addition to one WAMCAM member appointed by the WAMCAM President. The WCMA President shall appoint a chair from amongst the regional coordinators. The purpose of the committee is to promote the awards program, coordinate the nomination process, review nominations, provide award recommendations to the Executive Board, annually determine the physical nature of each award, and carry out detailed tasks related to administration of the awards program (i.e., press releases, etc.). If any member of the committee is nominated for an award, he or she shall be dismissed from the committee for that particular year.

4. Final Selection

The final selection of award recipient(s) shall be completed by the Executive Board prior to the June Annual Conference. In any given year, no more than one (1) award from each award category shall be presented. The Executive Board may make a determination, in the case of special circumstances, to allow multiple awards from a specific award category. However, such practice shall not be regular practice and should be carefully determined. If the nominations provide no justifiable award recipient(s) based on the review of the Awards

Committee and/or Executive Board, it is within reason for no awards to be granted.

5. Presentation

Presentation of the awards shall occur during the Annual Conference banquet event. The recipient(s) shall be provided a plaque or similar item to memorialize their award. A running list of all past and current award recipients shall be posted on the WCMA / WAMCAM website and published in the annual membership roster. A representative(s) of the Awards Committee and/or the Executive Board shall also present the award during a meeting of the recipients governing body.

D. Budget

The Executive Board shall be responsible for budgeting adequate funds for the purchase of the personalized award(s) and other supplies related to the awards program.

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**Nomination Form**

**AWARD CATEGORY (check one):**

- Meritorious Service Award
- Futures Award

**Nominee Information**

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

Title / Organization: \_\_\_\_\_

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

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Qualifications for Award Nomination**

Attach a narrative no longer than one page describing why the nominee is deserving of the award, based on the award purpose shown below.

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2. *Recognizing significant contributions by creating innovation, demonstrating dedication and/or implementing successful programs and services to the betterment of Wisconsin communities.*
3. *Profound service to the profession by enabling the advancement and growth of the local government management profession and/or WCMA / WAMCAM.*
4. *Recognizing efforts that facilitate the development of new talent and/or career development programs for local government employees interested in pursuing the profession of local government management.*

**Individual Submitting Nomination**

Name of Nominator: \_\_\_\_\_

Title / Organization: \_\_\_\_\_

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

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Nominator Signature: \_\_\_\_\_ Date: \_\_\_\_\_