

2010 City Clerk/Finance Officer of the Year Nominations Sought

The City Clerk and Municipal Finance Officers Association of Kansas (CCMFOA) is currently seeking nominations for the 2010 Mildred Vance City Clerk/Finance Officer of the Year award. This prestigious award is presented each year to a nominated city clerk or finance officer who has made significant contributions to the state association, the profession, and to their city.

To be eligible for the award, nominees must: (1) be a current Kansas city clerk or finance officer who has held the position for at least three years; (2) be a member of CCMFOA for at least three years; and (3) have attained the status of Certified Municipal Clerk (CMC) or have received the GFOA Certificate of Achievement in Financial Reporting. Nominations may be submitted by fellow city clerks, mayors, councilmembers, city managers/administrators, or fellow employees.

This award was named in honor of Mildred Vance, former auditor and City Clerk/Municipal Finance Officer of Parsons, Kansas, who served her community from 1948 to 1988. Mildred was instrumental in developing and promoting professional education programs for city clerks and finance officers at the state and national levels, and was one of the first 100 clerks to receive a CMC award in 1972. Mildred was later accepted into the Academy for Advanced Education and served as a director to the International Institute of Municipal Clerks (IIMC). She strongly believed that city clerks and finance officers should contribute to their communities, and she unselfishly gave her time and talents in church, community and civic activities.

The recipient of the award will be announced at the annual CCMFOA Spring Conference in Wichita in March 2010. The award will be presented at the annual League of Kansas Municipalities Conference in October 2010.

If you know or work with a city clerk or finance officer who is deserving of recognition and meets the above criteria, please contact Cheri R. Peine, City Clerk, Oswego, KS for a nomination form. Fax: (620) 795-4873; Phone: (620) 795-4433; [Email: cpeine@oswegoks.com](mailto:cpeine@oswegoks.com). Applications are due January 1, 2010.

POLICY FOR AWARD OF MILDRED VANCE CITY CLERK AND MUNICIPAL FINANCE OFFICER OF THE YEAR AWARD

ELIGIBILITY

The nominee must be a City Clerk or Finance Officer for a municipality in the State of Kansas, serving at least three years, and have been a member of the Association for three years. The City Clerk/Finance Officer must have attained the status of Certified Municipal Clerk or have received the GFOA Certification of Achievement in Financial Reporting to be eligible for this award.

NOMINATIONS

Nominations may be submitted by a fellow City Clerk or Finance Officer, councilmember, city manager/administrator, or fellow employee. The nomination form (Attachment A) should be completed and sent to the Chairperson of the award's Selection Committee by January 1st preceding the Association's Spring Conference.

SELECTION

A Selection Committee of five impartial judges will review all nominations and selections will be on a point system. The Selection Committee will consist of the two prior year recipients, the Missouri Clerk/Finance Officer Association President, the Illinois Clerks Association President, and a League of Kansas Municipalities representative as assigned by the Executive Director of the League. The preceding year's recipient of the Mildred Vance City Clerk/Finance Officer of the Year Award shall automatically serve as Chairperson. If any judge is unable to complete his /her service, a replacement must be selected and appointed by the President of the Association.

JUDGING STANDARDS WILL INCLUDE	POINTS
Summary of why nominee should be selected to receive award	10
Service and contributions to the Association, including serving as an Officer, director, or committee member	25
Contributions to profession	10
Contributions to own community or municipal government	10
Professional development/education/training	10
General information (honors, awards, education, civic membership)	10
TOTAL POSSIBLE POINTS	75

**CITY CLERKS AND MUNICIPAL FINANCE OFFICERS OF KANSAS
MILDRED VANCE CITY CLERK/FINANCE OFFICER OF THE YEAR AWARD**

NOMINEE BIOGRAPHICAL INFORMATION

Name of Nominee _____

Title _____ Date Appointed _____

Office address _____

City _____ ZIP CODE _____

Spouse's Name (if applicable) _____

Children's names and ages (if applicable) _____

Nominator's Information

Name _____

Office Address _____

City _____ Zip code _____

Phone Number () _____ Best time to call _____

Publicity Information

Please list names and addresses of newspapers, radio stations, public officials, etc. to whom the announcement of this nomination and/or award should be sent. (Attach additional pages if necessary)

**CITY CLERKS AND MUNICIPAL FINANCE OFFICERS OF KANSAS
MILDRED VANCE CITY CLERK/FINANCE OFFICER OF THE YEAR AWARD
Nomination Form**

1. Summary of reason for nomination.

In 500 words or less, please describe why you believe this nominee should be selected to receive the Mildred Vance City Clerk, Finance Officer of the Year Award.

7. CERTIFICATION

I hereby announce to the best of my knowledge and belief the foregoing information to be true and correct and I offer this person as a nominee for the Mildred Vance City Clerk / Finance of the Year Award.

Date_____

Signature of Nominator

8. ENDORSEMENT (By Mayor, Councilmember, or Commissioner)

(name)

(title)

concur with the nomination above and endorse the candidate and agree with the contents of this nomination application. (Attach additional information if you desire)

Date_____