

MONTANA MUNICIPAL CLERKS, TREASURERS AND FINANCE OFFICERS ASSOCIATION
**MMCT & FOA LIFETIME ACHIEVEMENT AWARD
GUIDELINES**

THE PURPOSE of this award is to identify and recognize a member of the Montana Municipal Clerks, Treasurers and Finance Officers Association who has made significant contributions to the objectives of the Municipal Clerks/Treasurers own community. Qualities to look for are length of service, good relationship with and mentoring of fellow clerks/treasurers, interest in education, furthering of the Association, attendance at national and regional conferences, community service and furthering of the profession

Any member of the MMCT & FOA or a municipal official is encouraged to nominate a candidate for recognition for MMCT & FOA Lifetime Achievement Award for the current year. Letter of Nomination must be received no later than Friday of the 3rd week in April each year. Mail nomination information to Lanie Gospodarek, Finance Director, P.O. Box 1570, West Yellowstone, MT 59758 or email to lgospodarek@townofwestyellowstone.com. The finalist will be recognized at the Montana Municipal Clerks, Treasurers and Finance Officers Semi-Annual Meeting in the Spring.

ELIGIBILITY for nomination is determined by the following criteria:

1. Nominee must be a current member and a member in good standing of the Montana Municipal Clerks, Treasurers & Finance Officers Association for at least five (5) years. Member in good-standing means a fully paid member
2. Nominee must currently hold the position of municipal or deputy clerk/treasurer, clerk/treasurer or finance officer.
3. Nominee exhibits leadership, demonstrates professional integrity and/or provides mentoring to others
4. Nominees must have obtained certification for the designation of Certified Municipal Clerk (CMC), Master Municipal Clerk (MMC), Certified Municipal Finance Officer (CMFO), Certified Montana Municipal Clerk (CMMC), Certified Montana Municipal Finance Officer (CMMFO) or Certified Montana Clerk/Treasurer (CMCT) from either the International Institute of Municipal Clerks (IIMC), Association of Public Treasures United States and Canada (APTUS&C) or the Government Finance Officers Association (GFOA) or the Montana Municipal Clerks, Treasurers and Finance Officers Association (MMCT & FOA).
5. Nominees must be active in the Montana Municipal Clerks, Treasurers and Finance Officers Association, i.e. attendance at semi-annual conferences, participation in committee work etc.

PROCEDURES

1. Letters of nomination should be submitted by mail or email no later than the third Friday of April each year.
2. There is no limit to the number of times an individual may be nominated for this award, however, the successful candidate may be the recipient of the award one time.
3. A member of the Achievement Award Committee should not nominate an individual.
4. Nominations will be reviewed by all members of the Achievement Award Committee and the committee will verify the above qualifications. The final selection will be made from the qualifying nominees. There may be a year or years in which there is no outstanding nominee and no award given.
5. The names of nominees will remain confidential.
6. Nomination letters should include a short biography of the nominee.
7. The award will be a plaque of the MMCT & FOA having an inscription of the title of the award, the year and the name of the recipient.
8. A congratulatory letter will be sent from the President of MMCT & FOA to the Board/Council/Commission of the successful nominee, asking that they adopt a resolution recognizing the achievement of their employee.
9. Following the awarding of the plaque, the committee will notify:
 - Local media in the recipient's area
 - Post the information on the MMCT & FOA website
 - The Montana League of Cities and Towns
 - The associations with which the recipient has designation/s such as IIMC, APT, GFOA, MMCT & FOA

