



Maine Welfare Directors Administrator/Director of the Year Award Criteria & Nomination Form

THE AWARD:

The **Administrator/Director of the Year Award** is sponsored annually by the Maine Welfare Directors Association (MWDA) to recognize professional and dedicated service by a municipal Administrator/Director to his/her community, and who promotes the causes of self-sufficiency and fiscal responsibility by administering an equitable, efficient and standardized General Assistance program.

NOMINATING PROCESS/PRESENTATION OF AWARD:

- 1) The MWDA Executive Committee will appoint an Awards Committee, which will consist of the previous five (5) recipients of the Administrator/Director of the Year Award. Until that five (5) year time frame has been met, the MWDA Executive Committee will choose the recipient. If a member of the MWDA Executive Committee is nominated, they will be removed from the Awards Committee.
- 2) The Committee shall solicit nominations from MWDA members. Deadline for nominations to be submitted is March 15, 2021. Nominations will be submitted on the attached nomination form.
- 3) The Committee shall not be limited to the nominations submitted when selecting an Administrator/Director to receive the award. Committee members may make individual nominations by the submission deadline.
- 4) The Committee shall not disclose the name of the recipient before the Awards Ceremony.
- 5) The Award will be presented during the MWDA annual meeting held during its Spring Training Seminar.

CRITERIA:

Nominees for this award shall meet the following criteria:

- 1) Nominee must hold the title of Administrator/Director for his/her municipality and be a current MWDA member.
- 2) Nominee must be a certified Administrator/Director of Maine, and in compliance with DHHS audits.
- 3) Nominee must have held the position of Administrator/Director for at least three (3) years.
- 4) Nominee provides service and contribution beyond just that of the municipality in which he/she serves by active participation in the State and/or County Administrator/Directors associations.
- 5) Nominee demonstrates a socially responsible approach toward his/her community and promotes the cause of collaborative partnerships to fill the gaps and eliminate duplication of services.
- 6) Nominee is recognized as an Administrator/Director who displays characteristics of integrity and leadership, and who has received the respect and confidence of his/her peers.
- 7) Nominee has not received the Administrator/Director of the Year Award previously.
- 8) Prior year submissions will be considered upon reconfirmation from the original nominator only if there are no qualified applicants.

ADDITIONAL INFORMATION:

For additional information, please contact the MWDA office at (800) 452-8786 or (207) 623-8428, or email: training@memun.org



MWDA-Administrator/Director of the Year NOMINATION FORM

Nominee's Name:	Nominee's Position:	Municipality:
Mailing Address:		
Telephone:	Email Address:	
Date of Original Certification as a Maine Administrator/Director (if known):	Date or Year Nominee began work as a Municipal Administrator/Director:	

Please answer questions below and attach additional sheets if necessary:

1. Please provide examples of the Nominee's service and contribution to the Administrator/Director's profession. Please outline participation in state and/or county Administrator/Director associations.

2. Please provide examples of the Nominee's dedication toward the community they serve and describe their efforts to promote the cause of good local government.

3. Please provide examples of the Nominee's leadership among his/her peers.

4. Please attach all supporting documentation (newspaper articles, letters, letters of recommendation, resume, etc.) with this nomination form and submit to: MWDA Administrator/Director of the Year Award, 60 Community Drive, Augusta, ME 04330 or email as one PDF document to: training@memun.org **DEADLINE for SUBMISSION: Monday, March 15, 2021**

Nomination prepared and submitted by: (Name) _____

Title: _____ **Municipality:** _____

Email Address: _____ **Tel.** _____

Mailing Address: _____

Signature: _____