

NOMINATION FORM--TO BE RECEIVED BY MAY 1, 2011

LONE STAR CHAPTER
MUNICIPAL CLERK OF THE YEAR

-----PLEASE TYPE-----

Nominee's Contact Information

Nominee's Full Name _____

Current Municipality _____ Appointment Date _____

Business Phone _____ E-mail Address _____

Mailing Address _____

Years of Service (include all municipalities)

Number of Years as Municipal Clerk _____ From _____ To _____

Number of Years as a Deputy/Assistant _____ From _____ To _____

TMCA Membership/Certification

Number Years Member of TMCA, Inc. _____ From _____ To _____

(minimum of 5 years to qualify)

Date of Certification _____ Date(s) of Recertification ____/____/____/____

Texas Municipal Clerks Association, Inc.

Board Member (Position): _____ From _____ To _____

Board Member (Position): _____ From _____ To _____

Board Member (Position): _____ From _____ To _____

Advisory Management Committee Member¹ From _____ To _____

Advisory Management Committee Chair² From _____ To _____

Certification Committee Member From _____ To _____

Certification Committee Chair From _____ To _____

Other TMCA Committee Service³

Committee _____ From _____ To _____

Committee _____ From _____ To _____

Committee _____ From _____ To _____

TMCA Committee Chair Service²

Committee _____ From _____ To _____

Committee _____ From _____ To _____

Lone Star Chapter Service

Officer (Position): _____ From _____ To _____

Nominee: _____

Officer (Position): _____ From _____ To _____

Officer (Position): _____ From _____ To _____

Chapter Committee Service

Committee _____ From _____ To _____

Committee _____ From _____ To _____

Committee _____ From _____ To _____

Committee Chair Service

Committee _____ From _____ To _____

Committee _____ From _____ To _____

Special Projects⁴

TMCA, Inc.

_____ Year _____

_____ Year _____

Local Chapter

_____ Year _____

_____ Year _____

_____ Year _____

IIMC

_____ Year _____

Other (eg. TML or other service specifically related to the municipal clerk profession)

_____ Year _____

IIMC Service

CMC (Date) _____ MMCA (Date) _____

Officer/Director _____ From _____ To _____

Officer/Director _____ From _____ To _____

Committee Service _____ From _____ To _____

Committee Service _____ From _____ To _____

Committee Chair _____ From _____ To _____

Nominee: _____

Nominee: I attest that all facts in this form are true and correct and give my permission for the facts to be used for publication. With agreement to accept the Lone Star Chapter Municipal Clerk of the Year award, I understand that, barring extreme circumstances, a nominee must be present at the June Chapter meeting.

Nominee Signature _____ Date _____

Please forward the completed form and summary by May 1 to:

Name and address of chair

Carole Ehrlich, TRMC, CMC
300 Country Club Road, Building 100
Wylie, Texas 75098

¹ Advisory Management Committee – This service should only be scored if the individual is no longer a member of the Executive Board.

² Committee Chairs – If an individual is the chair of a committee, he/she will be credited with the assigned points for committee chair and will not receive points for both committee service and chair service.

³ Other TMCA Committee Service – Service as a TMCA Board Liaison does not qualify for points under committee service. Liaisons already receive points for their service as a board member.

⁴ Special Projects – This could include professional articles published in the TMCA newsletter, *Texas Town and City* magazine, IIMC newsletter; authorship in the *Texas Municipal Clerks Handbook*; planning and coordinating local chapter seminars, IIMC conferences; service on TML committees due to TMCA's affiliate status with TML, etc. Special projects should not include any service not specifically related to the City Secretary/Municipal Clerk profession.