



Dear City Manager/Administrator & City Clerk:

The Administrative Assistants of Kansas Cities (AAKC) are currently seeking nominations for the Nancy Crain Municipal Administrative Professional of the Year award. This award will be presented to a nominated Administrative Assistant who has made significant contributions to AAKC, the profession and their city.

In order to be eligible for the award, nominees must be a member of AAKC for five (5) years prior to date of nomination and currently employed in an administrative, secretarial, clerical or related position for at least 10 years with the same Kansas municipality. Nominations may be submitted by city manager/administrators, supervisors, mayors or other AAKC members.

If you know or work with an Administrative Assistant who is deserving of the recognition and meets the criteria, please fill out the attached nomination form and send it to Denise Duerksen, City Clerk, P.O. Box 426, Newton, KS 67114. Nomination forms may also be accessed on the website: [www.aakc.org](http://www.aakc.org). Applications are due by February 26. The selection committee will judge the nominations and announce the winner at the Spring AAKC Conference. The award will be presented at the Kansas League of Municipalities Fall Conference.

Sincerely,

Denise R. Duerksen, CMC  
City Clerk  
Chairperson, AAKC Professional Development Committee

attachment



## **Nancy Crain AAKC Municipal Administrative Professional of the Year Award**

### **ELIGIBILITY**

The nominee must be a member of AAKC for five (5) years prior to date of nomination and currently employed in an administrative, secretarial, clerical or related position for at least 10 years with the same Kansas municipality.

### **NOMINATIONS**

Nominations may be submitted by a city manager/administrator or supervisor. The nomination form should be complete and sent to the Chairperson of the Selection Committee by the end of February. The selection committee will judge the nominations and announce the winner at the Spring AAKC Conference. The award will be presented at the Kansas League of Municipalities Fall Conference.

### **SELECTION**

A Selection Committee will review all nominations. The Selection Committee will consist of: (2) active AAKC members (President or designee & one member); one representative from the Hugo Wall School of Public Administration (Wichita State University); one representative from the League of Kansas Municipalities. The selection committee will be under the direction of the Member Relations/Public Affairs committee chair.

*Note: Due date for article and photo of winner for the Kansas Government Journal is mid-August.*

### **JUDGING STANDARDS**

- Service and contributions to the AAKC Organization, including serving as an Officer, Chairperson or committee member
- Contributions to their profession
- Contributions to their community or municipal government
- Professional development/education/training
- Essay summary of why the nominee should receive the award

**NOMINATION FORM**

Name of nominee \_\_\_\_\_

Jurisdiction \_\_\_\_\_

Address of nominee \_\_\_\_\_

Current Position \_\_\_\_\_

Please check (√) all that apply and expound on each criteria:

Nominee has served and/or contributed to the AAKC organization as an officer, chair person, committee member or on special projects. (Please name the position(s))

Nominee has contributed to their profession and/or other professional associations. (Please specify associations, past and current)

Nominee has contributed to their community or municipal government. (Please describe in what way(s) they have contributed)

Nominee has made an effort to enhance their professional development; which may include CMA, CPS, etc., certificates, attendance of municipal seminars or conferences, college work or classes in the related field. (Please list certificates, credits, etc., earned or completed)

In a nomination letter, please describe why this nominee should be selected to receive the Nancy Crain AAKC Municipal Administrative Professional of the Year Award.

I hereby declare to the best of my knowledge and ability the foregoing information to be true and correct as I offer this person as a nominee for the Nancy Crain AAKC Municipal Administrative Professional of the Year Award.

\_\_\_\_\_  
Signature of Nominator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position & Jurisdiction

\_\_\_\_\_  
Phone number