



**Arizona City/County Management
Association Annual Catherine F.
Connolly Professional Excellence
Award Nomination Form**

This award was specifically designed to recognize members who contribute to the profession, their organization, and the Arizona City/County Management Association (ACMA), at an Assistant rather than at the CEO level. This award is conveyed annually to the successful recipient at ACMA's annual Winter Conference.

The Selection Committee will evaluate each nominee based on the individual's overall performance of their duties and not on any one particular area or on any one particular project.

To receive this award the nominee must:

- Hold a senior administrative position that is responsible for assisting the Chief Administrative Officer in carrying out various administrative duties and other responsibilities as directed by the City Administrator/Manager/Administrative Officer. Those duties may be, but are not limited to: departmental supervision, personnel administration, staff support to various boards and committees by the city, budgetary preparation and research as required, and coordination of various projects among department heads.
- Be an active member of the Arizona City/County Management Association.
- Have served in the capacity of an Assistant as defined in the first bullet point above for a minimum of 5 (five) years.

We urge you to give serious thought to your nomination, thank you for your participation. Please send your nomination by e-mail to: acma@azleague.org.

NOMINATIONS MUST BE RECEIVED BY THE END OF THE THIRD WEEK IN NOVEMBER.

Nomination submitted by:

_____ Name	_____ Title	_____ Organization
_____ Phone	_____ E-Mail Address	

Person you are nominating:

_____ Name	_____ Title	_____ Organization
_____ Phone	_____ E-Mail Address	

Please write up to one page on why this person should be nominated. Please touch on the following criteria in your summary.

- Nominee exhibits leadership traits in his/her organization and/or the community.
- Nominee accepts increasing responsibility and exhibits personal and professional growth through the implementation, management and coordination of policies, programs and projects.
- Nominee is active in professional/governmental organizations, committees, task forces, focus groups, etc. bringing credit to him/herself, his/her city and the profession through these activities.
- Nominee initiates activities designed to enhance or improve his/her organization's performance and service delivery capabilities.
- Nominee exhibits a commitment to professional development through educational achievement and/or academic attainment.
- Nominee is recognized by the Nominator and by the Selection Committee as an individual who personally exhibits and promotes through his/her conduct and activities professional ethical values and actions.

Please submit your summary on the next page.

**Nomination for the
Catherine F. Connolly Professional Excellence Award**

I hereby nominate _____ of _____ for the Catherine F. Connolly Professional Excellence Award based on the following reasons.