

**Secretary of the Year Award - Northeast District
Guidelines**

The Secretary of the Year Award is to be presented annually, dependent upon the District Association budget, to a member of the Northeast District Secretaries Association as a means of recognizing her outstanding performance. It is presented by the North Carolina Cooperative Extension Secretaries Association - Northeast District and is based on 1) participation in, 2) contributions to, and 3) cooperation with the Association. Any Extension personnel is eligible to nominate an Association member; however, the Nominee should be someone who has exhibited outstanding loyalty and dedication to the Association. The Nominee must be a paid member of the Association and have at least 5 years of Extension Service.

1. Guidelines and Nomination Forms will be e-mailed to all counties in the district the second week of January each year by the Secretary of the Year Award Committee Chairperson. These forms may also be available on the association webpage.
2. Completed Nomination Forms must be received (e-mail or snail mail) by the Secretary of the Year Award Committee Chairperson by March 1st of each year to be eligible for the award.
3. The Secretary of the Year Award Committee will review and discuss the nominations and select the recipient from the nominations received by the deadline. Nominations and subsequent discussions will be held confidential by the committee.
4. The Committee will coordinate with the District Association Treasurer to order a plaque accordingly and prepare to present the award at the Spring Meeting.
5. The Selection Committee will be the Professional Improvement Committee with the Executive Board assisting in the event of a nomination of a member of the committee. When a committee member and/or Board Member is nominated, the nominated individual will be excused from the selection process and remaining members of the committee/board will select recipient.
6. Winner will receive a monetary award of \$75 and a plaque (total budgeted amount of \$100 + tax) with previous recipients being eligible every 5 years.

Reminder: Nominations may be made after January 1 of each year with the deadline being March 1st.

Mail nominations and support letters to Secretary of The Year Committee Chairperson:

Robbie Bridgers
Professional Improvement Comm. Chair
PO Box 606
Jackson, NC 27845

or by e-mail: robbie_bridgers@ncsu.edu

or by fax: 252-534-1827

Secretary of the Year Award

Northeast District

Nomination Form

The Secretary of the Year Award is to be presented annually, dependent on the District budget, to a member of the Northeast District Secretaries Association as a means of recognizing her outstanding performance. It is presented by the North Carolina Cooperative Extension Secretaries Association - Northeast District and is based on: 1) participation, 2) contributions, and 3) cooperation with the Association. Any Extension personnel is eligible to nominate an Association member; however, the nominee should be someone who has exhibited outstanding loyalty and dedication to the Association. The Nominee must have 5 years of service in Extension and must be a paid member of the Association.

Return completed form to Secretary of the Year Award Committee Chairperson by March 1st.

NOMINATION INFORMATION

Nominee _____

Department/County _____

Nominated By _____

Department/County _____ Phone _____

Please give a detailed statement below (use additional pages if needed) as to why you feel this member should be selected Northeast District Secretary of the Year. (All nominations are kept confidential.)