**Administrative Professional of the Year Award**

**Northeast District**

**Guidelines**

The Administrative Professional of the Year Award is to be presented annually, dependent upon the District Association budget, to a member of the Northeast District Administrative Professionals Association as a means of recognizing the nominee’s outstanding performance. It is presented by the North Carolina Cooperative Extension Administrative Professionals 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 Professional Improvement Committee Chairperson. These forms may also be available on the association webpage. Completed Nomination Forms must be received (e-mail or snail mail) by the Professional Improvement Committee Chairperson by March 1st of each year to be eligible for the award.
2. The Professional Improvement 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.
3. The Committee will coordinate with the District Association Treasurer to order a plaque accordingly and prepare to present the award at the Spring Meeting.
4. 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.
5. 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.

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

E-mail nominations and support letters to the Professional Development Committee Chair.