

# La Grange North Carolina Chamber of Commerce

## Special Projects ADMINISTRATIVE PROFESSIONAL AWARD

*The La Grange North Carolina Chamber of Commerce shall recognize and honor an Administrative Professional for their accomplishments in La Grange and the contiguous communities. This award is not restricted to an individual who performs clerical duties because most individuals working in an office setting (bank, hospital, Pharmacy) have no secretary or clerical staff and these individuals are required to perform these duties themselves.*

The La Grange North Carolina Chamber of Commerce shall send a nomination form to each Chamber member requesting they nominate an individual (their own employee or other deserving persons) for this honor. The individual making the nomination and the nominee **DO NOT** have to be a member of the La Grange North Carolina Chamber of Commerce. The nominee must be employed by a business that has a zip code of 28551 or the nominee must reside in Lenoir County with a zip code of 28551. The restrictions on the 28551 zip code will be suspended when a former citizen of La Grange is the President or Executive Director of a company **THAT IS NOT** within the 28551 zip code and is currently making exceptional contributions to the progress of La Grange and the contiguous communities.

Each nomination that is received will be opened and duplicated in three copies and an evaluation form stapled on the top of each nomination. The Chamber President shall:

- Appoint three anonymous citizens (these appointees may be Chamber members or non-Chamber members) to review the nominations and rate each nomination using the evaluation form that is attached to each nomination, see attachment 2 for sample of the evaluation form.
- Any individual that submitted a nomination is ineligible to review and evaluate the nominations.

When the evaluation forms have been completed and returned to the Chamber President, he/she will total the rating of each nominee and determine the winner. Confidentiality will be maintained until the winner is announced at the Awards Banquet.

***Note:***

***A tie vote will require the Judges to re-evaluate their scores to eliminate the tie vote.***

The nominations and the evaluation forms on each nominees shall be filed with the Chamber records after the Awards Banquet. The custodian of these records must maintain confidentiality.

This policy and procedure shall be reviewed annually in October.

**APPROVED:** 5/14/2008

**AMENDMENT 1:** 03/12/2009

**AMENDMENT 2:** 03/12/2009

**Amendment 1**

Revision establishes guidelines to follow when competition results in a tie vote.

**Amendment 2**

The amendment restricts the place of employment to zip code 28551 or nominee must reside in Lenoir County with a zip code of 28551, with one exception (see paragraph 1).

# La Grange North Carolina Chamber of Commerce

**Nomination Form  
for the  
La Grange North Carolina Chamber of Commerce  
Administrative Professional Award**

The La Grange North Carolina Chamber of Commerce will hold an annual Awards Banquet in April and the Administrative Professional winner shall be announced at this time. This banquet will coincide with the national Administrative Professional event which is observed in April.

**Nominee Information**

Organization: \_\_\_\_\_  
Nominee Name: \_\_\_\_\_  
Nominee Title: \_\_\_\_\_  
Nominee Phone Number: \_\_\_\_\_  
Nominee Email: \_\_\_\_\_

Please describe the unique qualities you feel are important to your nominee's performance; i.e., dependability, productivity and professionalism.

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Has your nominee been involved in self-improvement or any educational programs? If yes, please describe involvement.

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Describe your nominee's involvement in community service, professional organizations, churches or civic activity.

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Please provide a short narrative why your nominee should be chosen the La Grange North Carolina Chamber of Commerce Administrative Professional for the year 2009.

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**Contact information about the person submitting the nomination**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Contact Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Please submit your nomination by (to be filled in by the Executive Director). Return your nomination to the La Grange North Carolina Chamber of Commerce, PO Box 56, La Grange, NC 28551. Please direct inquiries to President of the Chamber at 566-4020.

# La Grange North Carolina Chamber of Commerce

## Evaluation Form for Administrative Professional Award

### Instructions for Completing the Evaluation

After reviewing each nomination please circle the number that is applicable to each of the statements. One is the lowest and ten the highest.

Please describe the unique qualities you feel are important to your nominee's performance; i.e., dependability, productivity and professionalism.

1    2    3    4    5    6    7    8    9    10

Has your nominee been involved in self-improvements or any educational programs? If yes, please describe below.

1    2    3    4    5    6    7    8    9    10

Describe your nominee's involvement in community service; professional organizations, church or civic activity.

1    2    3    4    5    6    7    8    9    10

Please provide a short narrative why your nominee should be chosen the La Grange North Carolina Administrative Professional for CY \*\*\*\*.

1    2    3    4    5    6    7    8    9    10

When you have completed the nominations please total the numbers that have been circled. **GRAND TOTAL**\_\_\_\_\_.