

# Emergency Manager of the Year Award 2022

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The **Emergency Manager of the Year Award** recognizes an emergency management practitioner for outstanding contributions to the field of emergency management.

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## Eligibility

- An individual who is currently working or has retired no earlier than the prior year for local, state, tribal, military, federal government, non-Governmental Organization (NGO), or private sector as an employee, contractor, academic instructor, researcher, or volunteer working in the field of emergency management. Independent emergency management contractors / consultants are also eligible.
- If the nominee is currently working in the emergency management field, they must be a member of IAEM-USA in good standing as of the date nominated. If the nominee is retired, they must have been a member of IAEM-USA in good standing as of the last month of work.
- The nominee must have lived and delivered services in the United States. If the nominee has retired, the nominee's current location of residence is not a consideration.
- Self-nominations are **not** allowed for this award category.
- The recipient does not need to attend the IAEM Annual Conference to be selected although they are strongly encouraged to participate in the conference. The IAEM Awards Committee or judges are not informed about conference registration and do not consider it in decision-making.
- Local and active-duty military emergency managers may also be nominated for the *Clayton R. Christopher Memorial Award* and the *Uniformed Services Emergency Manager of the Year* awards respectively. If selected for either of these awards, another entry will be considered for the *Emergency Manager of the Year* award. Separate entries are required for each award.

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## Completing the Official Award Entry/Nomination

- **Method:** An entry **must** be submitted in English on the official IAEM awards portal available on the Membership Dashboard on the iaem.org website. Non-IAEM members who wish to submit an entry for this award must register as a Guest on the IAEM website to gain access to the awards portal. Non-members of IAEM must pay a \$75 entry fee. All entry details must be complete, or the entry will be disqualified. Please note some fields have word count limitations.
- **Supporting Materials:** One (1) Letter of Nomination (maximum 2 pages) and three (3) to five (5) Letters of Support (maximum 1 page) are required. Letters of Support may be from anyone who can validate the nominee's qualifications as required in the judging criteria. At least one of the supporting documents must verify job performance. It is recommended that two (2) Letters of Support are from community leaders who have first-hand knowledge of the nominee's work. The Letter of Nomination and Letters of Support must be on official letterhead and signed by the author. Submitted documents should be concise.

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## Judging Criteria

Documentation of the following criteria must be submitted via the awards portal including or within the Letter of Recommendation and support documents.

Category	Documentation	Weight
<b>Accomplishments</b>	Describe accomplishments achieved by the nominee to articulate why the nominee is award worthy. Accomplishments must convey a benefit and a measurable impact.	30%
<b>Job Performance</b>	Illustrate how the nominee has performed emergency management-related tasks in a superior capacity. Verification must be included in at least one or more of the supporting documents.	20%
<b>Innovative Programs</b>	Provide a minimum of three (3) examples of innovative programs implemented by the nominee that demonstrate leadership and initiative.	20%
<b>Experience</b>	Define the nominee's work and emergency management experience, include list of certifications, licenses, awards, and honors obtained by the nominee.	15%
<b>Community</b>	Describe nominee's non-work-related community contributions.	15%

## Judging Process

The award entries will be judged based on the compliance of content requirements explained above.

All award entries will be evaluated through an unbiased selection process.

Only written documentation via entries and uploads on the awards portal will be reviewed. Incomplete entries will not be considered.

Judges are assigned by the Awards & Recognition Committee Chair or designee. Judges who have a conflict-of-interest as defined in the *IAEM Code of Conduct* will be recused from judging that entry.

Judges will provide a recommendation for selection of one recipient of this award to the IAEM-USA Awards and Recognition Committee whose decisions are final. Any questions can be referred to the Awards and Recognition Committee Chair.

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## Announcement of Award Results

Once the USA Awards and Recognition Committee confirms the award recipient, IAEM Headquarters will notify the recipient, the nominator, and the recipient's IAEM Region President. Additionally, nominators of entries not selected will be notified.

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## Questions

If you have a question about this award or its criteria, please email: [awards@iaem.com](mailto:awards@iaem.com). Phone calls are not accepted. Email questions prior to the entry deadline. Late submissions will not be accepted.