

## IAEM-USA Guidelines for the 2019 Emergency Manager of the Year Award

This award, first offered by IAEM-USA in 2018, is separate and distinctly different from the Clayton R. Christopher Memorial Award, as it broadens eligibility beyond traditional local emergency management director/coordinator to allow any emergency management practitioner at any level (federal, state, tribal, academic, military, and private) the opportunity for recognition.

### Eligibility for the Award

**Any member of the International Association of Emergency Managers, USA Council, is eligible for the Emergency Manager of the Year Award, provided he or she is:**

- A practitioner of emergency management who is currently working in that position or has retired no earlier than the year 2018. \*Local emergency management directors/coordinators who may qualify for the Clayton R. Christopher Memorial Award may also be nominated for this competition. If an entry is selected for the Clayton R. Christopher Award, another entry will be selected for this award. (Separate entries required for each contest).
- A member of IAEM-USA in good standing (as verified by IAEM as of June 1, 2019)
- Nominees should reflect the IAEM core principals of RESPECT, COMMITMENT, and PROFESSIONALISM as described in IAEM's Code of Ethics.

### Basis for the Award

The award is presented to an IAEM-USA member in recognition of outstanding contributions to the overall field of emergency management. All nominations must contain written justification for the award and should focus on recent accomplishments and contributions because this is *not a lifetime achievement award*.

IAEM members may nominate anyone who applies (serves as a practitioner of) emergency management for local, state, tribal, military, or federal government as an employee, contractor, academic instructor or researcher, or volunteer. *Note: If active duty military, please also consider entering the competition for Uniformed Services Emergency Manager of the Year (see separate entry form). If selected for the Uniformed Services award, another entry will be considered for the Emergency Manager of the Year award.*

The nominee must work and deliver services within the United States. This includes the 50 states, the District of Columbia, and the territories of American Samoa, Commonwealth of Northern Mariana Islands, Guam, Puerto Rico, and U.S. Virgin Islands.

Nominees who work part time outside the United States can be considered, as long as the majority of time the nominee delivers services is within the U.S.

Nominations should be emailed to Karen Thompson at [Thompson@iaem.com](mailto:Thompson@iaem.com) by **Friday, May 31, 2019, 5:00 p.m. Eastern Daylight time**. The official entry form can be found on the IAEM-USA website at <https://www.iaem.org/Awards>.

**Please Note: Self-nominations are *not* accepted.** *While there are no minimum requirements (numbers of items) in an award entry, a complete entry (with all six suggested items) should give the judges a better idea of the qualifications of the person being nominated.*

## Content of Award Entry

- I. A nomination letter giving an overview of qualifications.  
*Generally the introductory letter will be from a co-worker or supervisor. It should be a general overview of the qualifications and accomplishments and no longer than two pages.*
- II. Narrative of accomplishments/projects that have benefited the community.  
*These narratives should be short overviews stating what problems were corrected, areas that were improved.  
(Report accomplishments on the official entry form)*
- III. Narrative of innovative programs developed by the candidate.  
*These narratives should outline any program accomplishments that were the result of innovative thinking, examples where the candidate didn't just follow the leader, and examples where the candidate displayed leadership and initiative. If a candidate received an award for an innovative practice, that does not disqualify the candidate from eligibility for consideration for this award.  
(Provide this narrative on the official entry form)*
- IV. Listing of experience, certifications, awards, training and education.  
*List related work and emergency management experience. List any related certifications or license.  
List related awards, honors or outstanding career accomplishments.  
List training/education highlights.  
An earned college-level degree is not required*
- V. Letters of recommendation from community leaders, professional colleagues, and/or service recipients.  
*These letters should highlight the positive impact that the candidate has had on the emergency management profession and the community or practice area served. Limit: up to 5 of these letters.*
- VI. Listing of areas of community involvement.  
*This section should outline any non-work related community involvement that the candidate has had.*

## Format for Award Entry

Section I: standard business letter format using 12-point font on one page with 1-inch margins.

Sections II and III: Use the Emergency Manager of the Year Award Entry Form, provided, to document accomplishments and innovations.

Section IV: one-page, 12-point font statement, labeled "Section IV: Experience, certifications, awards, training, and education."

Section V: Attach one-page letters on letterhead from the author, signed by the author up to the limit noted for each section.

Section VI: one-page, 12-point font statement, labeled “Section VI – Community Involvement”

Do not attach any additional materials not specified above.

### **How Award Entries Are Judged**

Emergency Manager of the Year Award entries will be judged through an unbiased selection process by judges appointed by the IAEM-USA Awards and Recognition Committee.

The judges will review entries to determine how closely the above-referenced criteria are explained in a thoughtful yet concise manner, and how the nomination complies with the format and content requirements explained above.

Only written documentation will be reviewed. (No video, photos, websites, or other media will be accepted.)

Judges provide a recommendation for selection to the IAEM-USA Awards and Recognition Committee, whose decisions are final.

**Please submit the completed award entry form and all supporting documents via email to Karen Thompson at [Thompson@iaem.com](mailto:Thompson@iaem.com) no later than Friday, May 31 2019, 5:00 p.m. Eastern time. Entries or documentation submitted after the deadline will not be accepted.**