

NHAEOP

New Hampshire Association of Educational Office Professionals
www.nhaeop.org



New Hampshire Association of Educational Office Professionals *Office Professional of the Year*

The New Hampshire Association of Educational Office Professionals is proud to present its annual Office Professional of the Year Award program. NHAEOP is pleased to have this opportunity to continue the tradition of recognizing an excellent office professional who extends him/herself beyond basic required duties by displaying initiative and creativity, demonstrates exceptional skill and dedication on the job, earns respect and admiration of colleagues and the community, and displays exemplary leadership abilities through active participation in district and community activities. He/she must exhibit excellent interpersonal skills, and utilize in-service and/or other training to consistently improve and develop skills in communicating with community members, families, coworkers, and other professionals.

A selection committee reviews the complete and timely submitted nomination packets to identify the Office Professional of the Year. The selected nominee will be notified upon the completion of the review process and honored at the annual NHAEOP conference being held at the North Conway Grand Hotel, North Conway. More information will be given the recipient at a later date.

Applications must be postmarked on or before April 1st. Applications submitted after that date will not be considered.

Please forward application packets to: Gretchen Roussin, CEOE, NHAEOP President, 73 Tall Pines Road, Farmington, NH 03835. If you have any questions, please contact Gretchen Roussin at roussin.g@sau54.org or 603-755-1402.

New Hampshire Association of Educational Office Professionals

Nomination Form For NHAEOP Office Professional of the Year

Please read carefully and follow the guidelines

Nomination form must be postmarked by April 4 and mailed to:

**Gretchen Roussin,
73 Tall Pines Road
Farmington, NH 03835.**

1. Candidates can be nominated by a current NHAEOP member or by an administrator that works with the NHAEOP nominee.
2. Candidates may be nominated individually or as a representative from an individual school district.
3. The application and a maximum of three (3) letters of recommendation must be submitted. Applications or accompanying materials will not be returned.
4. All candidates and the sponsoring individual association/school district will be notified immediately after the committee's decision.
5. The recipient will be honored at the annual NHAEOP Conference in May.

Eligibility

1. Candidate must currently be employed in New Hampshire as an educational office professional (i.e., secretary, clerk, accountant, bookkeeper, registrar, etc.) in an educational institution agency, public or private school, college or university, for a minimum of five (5) years.
2. Candidate must be a current member of the New Hampshire Association of Educational Office Professionals.
3. Current Executive Board and Committee Chairs of the NHAEOP are not eligible.

Criteria for Judging

- 25% - Recommendation from sponsoring individual association/school district
- 25% - Three letters of recommendation
- 20% - Membership/leadership/involvement in professional and non-professional associations
- 20% - Interest shown in the development of professional efficiency
- 10% - Personal contributions and achievements in fields outside of education

Note: If you have any questions, please contact Gretchen Roussin, 603-755-1402

