



Maine Municipal Association

60 COMMUNITY DRIVE
AUGUSTA, MAINE 04330-9486
(207) 623-8428
www.memun.org

TO: Key Municipal Officials of Member Cities, Towns & Plantations

FROM: Theresa Chavarie, Executive Associate

DATE: July 14, 2005

RE: Ethel Kelley Memorial Award – Call for Nominations

This is the 20th year the Maine Municipal Association has made the Ethel Kelley Memorial Award in the name of dedication to the cause of good local government. Ethel Kelley devoted 45 years of service to the Maine Municipal Association, from its founding in 1936, until her death in 1981. Some have described her as the “cement” that held the organization together during WWII. During those years, she served in many capacities. She held every title and did virtually every job in the organization. Ethel Kelley died in 1981 and the memorial award in her name was established in 1986.

Eligibility – Any elected or appointed official, employee, or volunteer, who consistently has made significant contributions to local government over a period of years, will be eligible for nomination for the award. That person need not ever have previously been formally recognized for their contributions.

Criteria – A committee of three MMA Past Presidents, will judge nominees using the following criteria:

- Selfless concern for people. Always willing to give assistance and support to others;
- Demonstrated capability and willingness to hold an organization together;
- Has conscientiously served local government for at least 20 years;
- Dedication to the cause of good local government;
- Has not received full recognition for their service; and
- Is currently serving or retiring this calendar year.

Nominating Process – Nominations may be made by a elected and appointed officials of the member municipality. Nomination forms should be accompanied by signed, supporting letters (not to exceed five), which describe the nominee's exceptional contributions to local government within the above listed criteria. Persons nominated for this award in 2004 may be re-nominated in 2005 by means of a single letter of re-nomination. The enclosed Nomination Form should be completed and returned to: Ethel Kelley Memorial Award Committee, Maine Municipal Association, 60 Community Drive, Augusta, Maine 04330.

Deadline – Nominations must be received by Friday, September 9, 2005.

Presentation of Award – The 20th Annual Ethel Kelley Memorial Award will be presented at the Annual Banquet during the 69th Annual MMA Convention at the Augusta Civic Center on Thursday, October 6, 2005. A table will be reserved for family and friends of the recipient.

Additional Information – For additional information, please contact me at the Maine Municipal Association, (800) 452-8786 or in the Augusta area at 623-8428, or by e-mail at tchavarie@memun.org. Thank you.

**Nomination Form
2005**

**Ethel Kelley Memorial Award
(Please complete applicable sections)**

Nominee's Name: _____

Municipality Served: _____

Nominee's Present Position: _____

Length of Service in Present Position: _____

Previous Positions (if applicable): _____

Total length of local government service: _____

Membership in professional associations: _____

Community service, recognition: _____

Signed by:

Name: _____

Title: _____

Municipality: _____ Date: _____

Name: _____

Title: _____

Municipality: _____ Date: _____

Name: _____

Title: _____

Municipality: _____ Date: _____

Please complete and return with **supporting letters**. The supporting letters are critical to your success. Care should be taken to describe in detail why your nominee should receive the award. Give examples of their efforts. Send letter, not to exceed five in number by September 9, 2005.

**Ethel Kelley Memorial Award Committee
Maine Municipal Association
60 Community Drive
Augusta, ME 04330**