****

**Excellence in Leadership Awards**

**2017 Nomination Form**

**EXCELLENCE IN MANAGEMENT**

“**Exemplary leaders know if they want to gain commitment and achieve the highest standards, they must be models of the behavior they expect of others**.”   
― [James M. Kouzes](http://www.goodreads.com/author/show/827.James_M_Kouzes), [*The Leadership Challenge: How to Make Extraordinary Things Happen in Organizations*](http://www.goodreads.com/work/quotes/1756095)

**Completed Nominations Forms due by close of business October 2nd, 2017.**

The Seattle Management Association (SMA) “Excellence in Management Awards Program” recognizes significant accomplishments and contributions of public employees in 6 categories: Public Service, Community Service, Planning and Project Management, Race and Social Justice, Environmental Stewardship and our newly identified category Unsung Hero/Hidden Gem. Nominations will be accepted for individuals and teams in each category.

Please describe how your nominee has exemplified one or more of the five practices:

1. Model the Way – Clarify Values, Set the Example
2. Inspire a Shared Vision – Envision the Future, Enlist Others
3. Challenge the Process – Search for Opportunities, Experiment and Take Risks
4. Enable Others to Act – Foster Collaboration, Strengthen Others
5. Encourage the Heart – Recognize Contributions, Celebrate the Values and Victories

Return this form to: **SMA Awards Committee – Mail Stop: SMT-55-00 or email your nomination to:** [**sma@seattle.gov**](mailto:sma@seattle.gov)

Award winners will be recognized at an awards program on Thursday, November 2nd, 4:00 p.m. at the Club Sur 2901 1st Avenue South, Seattle, WA.

If you have any questions, please email sma@seattle.gov.

Thank you for participating.

1. **Identify the Nominator**

**Provide the contact information for the individual(s) submitting an SMA Awards Nomination.**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Nominator |  | Phone: |  |
| Division |  | E-Mail |  |
| Department |  | SMA Member |  |
| Have you ever been nominated for an SMA award? | | |  |

1. **The Award Categories**

**Leadership in Public Service Award**

This award recognizes an individual or team who consistently promotes and delivers excellence and integrity in public leadership and exemplifies the values and vision of their department. The nominee should be a person or team whose innovation or new ideas enhance the quality of service delivery in some way or whose work significantly impacted the efficiency and excellence by which a public service is provided. The nominee should demonstrate long range, effective strategic planning; develop and motivate staff or other participants involved in completing the work; and serve with the public good in mind. This category is distinguished from the Community Service Award in that it is focused internal to the City rather than external.

**Leadership in Community Service Award**

This award recognizes an individual or team who has shown extraordinary dedication to positively impact and contribute to the community in which we work and live. The commitment can be demonstrated through service and volunteer activities, fundraising efforts, or by providing leadership to a charitable organization or community cause. The nominee should inspire and strengthen the community by promoting awareness and encouraging investment that results in a positive change in the community. This category is distinguished from the Public Service Award in that it is focused external to the City rather than internal.

**Leadership in Planning and Project Management Award**

This award recognizes an individual or team who has demonstrated outstanding leadership in planning, developing and/or establishing a broadly impactful project or planned course of action(s) for self and others. The nominee should successfully include and collaborate with stakeholders, encourage and recognize alternative voices, and provide inspiring leadership throughout the planning and implementation of the project.

**Leadership in Race and Social Justice Award**

This award recognizes an individual or team who has shown exceptional leadership in eliminating institutional systems, practices, and policies that serve as barriers to race and social justice; transforming civic engagement processes for greater equity and inclusion; promoting opportunity and access for all individuals, and/or providing education on racial and social justice issues. The nominee should communicate a vision of an equitable City and challenge institutions and organizations that unwittingly continue barriers to social justice.

**Leadership in Environmental Stewardship**

This award recognizes an individual or team who has demonstrated a commitment to environmental stewardship by planning, developing and/or implementing a program or project which directly improve and enhance the environmental quality of the community and promoting awareness and education of environmental issues in our community. The nominee should communicate a vision of an environmentally responsible City and enlist and encourage others to make significant changes that will improve the environment.

**Unsung Hero / Hidden Gem**

This award recognizes an individual or team who makes a substantive contribution to their job/work. The nominee(s) don’t seek recognition or praise but goes quietly about their work with dedication…

Please note: The award selection committee reserves the right to reassign nominee award categories to more closely align with stated nomination criteria.

1. **Identify the Nominee(s)**

|  |  |  |  |
| --- | --- | --- | --- |
| Nominee(s) |  | Phone: |  |
| Division |  | Nominee E-Mail |  |
| Department |  | SMA Member |  |
| Manager/Supervisor |  | Mgr./Sup  E-Mail |  |

**Provide information about the nominee(s) in the category selected. If a team is being nominated, please provide the name of the person who will serve as the team contact and attach a complete list of team members to the application form. Please use additional pages if more space for explanation is required.**

|  |  |  |
| --- | --- | --- |
| Please check one (individual/team): |  |  |

Please check one leadership category:

|  |  |
| --- | --- |
|  | Public Service |
|  | Community Service |
|  | Planning and Project Management |
|  | Race and Social Justice |
|  | Environmental Stewardship |
|  | Unsung Hero / Hidden Gem |

1. **Nomination Summary**

Provide a summary of the nomination you are submitting. Identify the nominee, their accomplishment or contribution and your rationale for submitting this for an award. This paragraph will be shared with membership and used in the selection of the Members Choice Award. Please limit your summary to 250 words.

1. **Nomination Details**

For the Award Category, you identified please provide additional information below applicable to the category you believe best aligns with the work or accomplishment. Provide details describing why you believe the team or individual should be considered for recognition. (Use as much space as is needed or attach additional pages.)

|  |
| --- |
| **Category:** Click here for selection. |
| Please describe in detail how the nominee exemplifies one or more of the five practices of exemplary leadership:   * Model the Way – Clarify Values, Set the Example * Inspire a Shared Vision – Envision the Future, Enlist Others * Challenge the Process – Search for Opportunities, Experiment and Take Risks * Enable Others to Act – Foster Collaboration, Strengthen Others * Encourage the Heart – Recognize Contributions, Celebrate the Values and Victories   And, how the nominee exemplifies the best of leadership in the specific category for which they are being nominated. |
|  |