



Clerk of the Year 2021 Award Nomination Form

79th ISBA Annual Convention | November 17-19, 2021 | Boise Centre

ISBA would like to recognize an amazing board clerk who goes above and beyond with his or her duties. The nominee should be someone who provides outstanding service, direction to the Board, and contributions to the Board and their district or charter.

The deadline for submitting this nomination form is **October 1, 2021**.

Please email the completed form to payton@idsba.org or fax it to (208) 854-1480.

1 NOMINEE INFORMATION

Name

District/Charter Name

2 NOMINATOR INFORMATION

Name

Mailing Address

Day Phone

Email

3 TELL US MORE

(On another sheet of paper please provide information on the following topics:)

1. Does your Clerk keep the Board on track? Please provide an example.
2. Does your Clerk keep the Board out of trouble? Please provide an example.
3. Is the Clerk the Board's record keeper?
4. Does the Clerk go above and beyond their duties? Please provide an example.
5. Does the Clerk help the Board stay within the lines? Please provide an example.
6. Does the Clerk help the Board comply with open meeting law?
7. What is the Clerk's relationship with the:
 - Board
 - Superintendent/Administrator
8. Please provide a sample meeting agenda.
9. Please provide sample meeting minutes.
10. Please provide no more than three letters of recommendation.



QUESTIONS?

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