

**Excellence in Leadership Awards**

**2018 Nomination Form**

“**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**

**Friday, September 21st, 2018.**

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

**Considering Who to Nominate:**

We are looking for a wide variety of leadership examples in action from across City Departments, both small and large, and in recognition of teams and/or individuals.

You may utilize alignment with City Core Competencies to help describe the exemplary performance of the nominee:

* **Accountability & Action** – Holds oneself accountable for one’s work and demonstrates thoughtful initiative in actions and decisions made.
* **Communication** – Shares and exchanges information and ideas in a variety of ways to promote understanding.
* **Equity & Inclusion** – Furthers goals of the Race and Social Justice Initiative and the City's commitment to Workforce Equity.
* **Service** – Ensures that the needs of Customer’s (internal and external) are the driving force behind decisions, commitments and activities.
* **Teamwork** – Actively participates as a member of a team.

**Return this form to:**

**SMA Awards Committee –**

**800 5th Ave, #101-430, Seattle, WA 98104-3102**

**or email your nomination to:** [**sma@seattle.gov**](mailto:sma@seattle.gov)

Award winners will be recognized at an awards program on Thursday, November 1st, 4:30 p.m. at The Columbia Tower Club, 701 5th Avenue, 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(s) |  | Phone: |  |
| Division |  | E-Mail |  |
| Department |  | SMA Member |  |
| Have you ever been nominated for an SMA award? | | |  |

1. **The Award Categories**

**City Government 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 at the City 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 internally to the City rather than externally.

**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 City Government Service Award in that it is focused externally to the City rather than internally.

**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.

**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 perpetuate barriers to social justice.

**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 improves and enhances the environmental quality of the community by promoting awareness and education of environmental issues. 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.

**Emerging Leader**

This award recognizes an individual or team who has demonstrated qualities of exceptional leadership potential and makes an impact with their work above and beyond explicit job title and responsibility. This award is to align with the Emerging Leaders Program designed to train non-supervisor employees to be future City leaders.

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 needed.**

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

Please check one leadership category:

|  |  |
| --- | --- |
|  | City Government Service |
|  | Community Service |
|  | Planning and Project Management |
|  | Race and Social Justice |
|  | Environmental Stewardship |
|  | Emerging Leader |

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. 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. |
| You may utilize alignment with City Core Competencies to help describe the exemplary performance of the nominee:   * Accountability & Action – Holds oneself accountable for one’s work and demonstrates thoughtful initiative in actions and decisions made * Communication – Sharing and exchanging information and ideas in a variety of ways promoting understanding * Equity & Inclusion – Furthering goals of the Race and Social Justice Initiative and the City's commitment to Workforce Equity. * Service – Ensures that the needs of Customer’s (internal and external) are the driving force behind decisions, commitments and activities. * Teamwork – Actively participates as a member of a team   And, how the nominee exemplifies the best of leadership in the specific category for which they are being nominated. |
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