



Nomination for 2011-2012 Administrator/Supervisor of the Year Award

- The nominee must be a staff member of a member agency.
- The nominee must be in a supervisory/administrative position and have a minimum of two years experience in the position.
- The nominee must be aware of and accept the nomination.
- The nominee is recognized as demonstrating the traits listed below and is outstanding in one of the contribution categories listed below.

Professionalism, Leadership Skills and Expertise

- The nominee should display professionalism in attitude and conduct towards colleagues, consumers, and in the community. It is expected that the nominee is familiar with and follows a code of ethics applicable to his/her area of expertise.
- The nominee is recognized as a leader by his/her colleagues and possesses outstanding management and technical skills in his/her area of expertise.

Contributions to the Organization, Program Success and/or Community

A person may be nominated for special and unique contributions in one of the four areas below:

- Development and/or implementation of creative and innovative recommendations which assist the organization to improve the provision of mental health, rehabilitation and/or substance abuse services.
- Community involvement while representing the organization in his/her area of expertise and promoting mental health, rehabilitation and/or substance abuse services through training, education or volunteering in human service projects.
- Contribution in his/her area of expertise, e.g., publications in professional journals, texts, etc.
- Other noteworthy contributions toward the enhancement of mental health, rehabilitation and/or substance abuse services as specified by the nominator.

**FCCMH 2011-2012 Administrator/Supervisor of the Year Nomination Form
Page Two**

Nominee: _____

Agency: _____

Address: _____

Phone: _____ E-mail: _____

Submitted by: _____

Title: _____

Phone: _____ E-mail: _____

Please be as specific as possible in describing the nominee’s contributions. Accomplishments are limited to within the last three years and the nomination narrative should be no more than 100 words per section. You may submit a separate page listing the required information below. Also, please complete the nomination so part of it may be used for the citation during the presentation ceremony.

Professionalism, Leadership Skills and Expertise

Contributions to the Organization, Program Success and/or Community

President & CEO/Executive Director Signature: _____

Nominations must be returned by **August 1, 2011** to: Florida Council for Community Mental Health, 316 East Park Avenue, Tallahassee, Florida 32301, Attn: Supervisor/Administrator of the Year Award or Faxed to (850) 224-8837 or E-mailed to Kendra@fccmh.org