



**Administrative Professional  
Recognition Program**

**2011 Nomination Packet**

# **Illinois Fire Chiefs Association Administrative Professional of the Year**

## **INTRODUCTION**

The Illinois Fire Chiefs Association (IFCA) hereby establishes the status of Administrative Professional of the Year as an honorary title for Administrative Professionals within the Illinois Fire Service. This award is reserved for those individuals serving as Administrative Assistants, Executive Secretaries, Secretaries or support staff employed by a Fire Department or Fire Protection District in the state of Illinois.

## **IFCA POLICY AND PROCEDURE**

The IFCA embraces the concept of Administrative Professional of the Year and offers useful guidelines. The establishment of the status of Administrative Professional of the Year is recommended as a method of recognizing outstanding contributions to the fire service. The IFCA shall establish a procedure for selecting Administrative Professional of the Year

## **MINIMUM ELIGIBILITY REQUIREMENTS**

- Current position of Administrative Assistant, Executive Secretary, Secretary, or support staff of a Fire Department or Fire Protection District
- At least 5 years of service within the Fire Service
- Letter of recommendation from immediate supervisor and Chief of the Department/District

The following are areas that should be considered as part of the nomination:

- Member of the Illinois Fire Service Administrative Professionals Association (IFSAP)
- Completion of the Executive Support Personnel Certification Program
- Illinois State Certification in Executive Support
- Education and or Certifications
- State/national contributions
- Contributions to fire service (including membership/participation in fire service organizations – i.e. Illinois Fire Safety Alliance, M.A.B.A.S., Illinois Fire Inspectors, Illinois Fire Protection Districts, Northern Illinois Alliance, or other similar type organizations)
- Contributions to the community
- Organizational contributions (national, state, or local)
- Other (provide detailed descriptions)
- The nominee's current resume' must be included as part of the nomination packet

## **SELECTION PROCESS**

Individuals who are eligible for nomination and selection as Administrative Professional of the Year shall have a nomination form submitted along with the following:

- Nomination letter and application highlighting achievements and service to the fire service and community
- Supporting documents (i.e. copies of certificates, Executive Support Program, educational achievements/degrees, etc.)
- Recommendation letters from supervisors, colleagues, and Chief of the Department/District
- Current resume detailing the candidates involvement in the fire service

## **CRITERIA FOR THE AWARD**

Awarding Administrative Professional of the Year will recognize outstanding contributions to the Illinois Fire Service. The IFCA Administrative Professional of the Year Committee will consist of five active Fire Chiefs, one of which will be the seated IFCA President, and two members of the IFSAP, one of which will be the seated IFSAP President. Considering the candidates application and supporting documentation, the Committee will evaluate each of the following:

- Educational achievement related to the profession
- Professional development and involvement in professional fire service organizations
- Service to the profession and community serving in leadership roles or positions within organizations, the Fire Department/District, and or the nominees residing area

The Committee will weigh each of these components of a person's career in order to determine the extent to which the person has made a significant and sustained contribution to the fire service. Some nominees may be recognized for excellence in one area, others may make outstanding contributions in diverse activities. The Committee will look for a record of achievement that establishes the candidate as an Administrative Professional of extraordinary distinction.

The nominee chosen Administrative Professional of the Year and the Chief of the Department will be notified in writing by the seated IFCA President. The formal award presentation will be done at the annual IFSAP Holiday Luncheon by the IFCA President (or Vice President).

**Illinois Fire Chiefs Association  
 Administrative Professional of the Year Nomination Form  
 Deadline: Postmarked by November 15, 2011**

Nominee:						
Department:						
Immediate Supervisor:						
Chief of the Department:						
Type of Department: <i>Check One Only</i>	Paid	<input type="checkbox"/>	Combination	<input type="checkbox"/>	Volunteer	<input type="checkbox"/>
Address:						
City		State			Zip:	
Phone:			Fax:			
Years in Fire Service:			Years in Current Position:			

**Education\*** (include copies of Certifications, Executive Support Personnel Certification, and or Educational Degrees)

**Professional Development and Involvement in Professional Fire Service Organizations\*** (include any supportive documentation)

**Public-Private Service or Community Contributions\*** (include any supportive documentation)

\*Attach additional pages as may be necessary

**NOMINATION SUBMITTED BY:**

Name/Rank:		
Department/Organization:		
Address:		
City:	State:	Zip:
Home Phone:	Business Phone:	

Include a letter highlighting achievements and service to the fire service and community and recommendation letters from immediate supervisor, colleagues, and Chief of the Department/District.

Administrative Professional of the Year Nomination Form must be postmarked by **November 15, 2011**. NO Facsimiles or E-mail accepted. Mail completed application and documentation to:

Chief Joseph C. Holomy  
Effingham Fire Department  
505 W. Fayette Avenue  
Effingham, Illinois 62401

**Attention:** Administrative Professional of the Year Committee

If you have any questions, you may contact Chief Holomy at 217-342-5334 or e-mail [holomyj@ci.effingham.il.us](mailto:holomyj@ci.effingham.il.us)