

**PAUMCS SECRETARY OF THE YEAR**  
**Guidelines for Scoring**

The On-Line Form will be used to determine the Secretary of the Year (SOTY). The process of choosing the three finalists is as follows:

1. Every person attending the Annual Meeting will be given the opportunity to complete the form online at <http://ga-paumcs.org/>. The answers automatically populate a Google Docs form calculating the points awarded in each area.
2. After receiving the information, the committee determines the top three scores from the following points list.

Point System:

Current Job Position for 10 years or more	3 points
Current Job Position for 20 years or more	5 points
National PAUMCS Member	3 points
National Conference Attendee	5 points
National Conference Volunteer (2015 only)	5 points
National Business Meeting	5 points
National Officer	3 points
National Committee Chair	2 points
National Committee Member	2 points
GA PAUMCS Chapter Member	5 points
GA Chapter Officer	5 points
GA Chapter Committee Chair	5 points
GA Chapter Committee Member	4 points
GA Chapter Executive Committee Meetings	3 points for each meeting attended
GA Chapter Annual Conference	10 points
GA Chapter Annual Business Meeting	5 points
GA Chapter Volunteer at Annual Conference Display	3 points
District/area meetings or activities	3 points for each activity
District/area training event	3 points for each event
PAUMCS Certification School (attended this year)	10 points
PAUMCS Certification School (attended previously)	5 points
PAUMCS Certification Maintained	5 points
Church Related Workshops	2 points each
Leadership Training Workshops	2 points each
Other Continuing Education Course	5 points each
Public Speaking for PAUMCS	5 points each
Civic Organization Membership	2 points each
Civic Organization Leadership	2 points each

3. The top three (3) scores will determine the three finalists with the highest score being named the SOTY. The finalist will be presented at the banquet and the SOTY named. The SOTY must be a member of the chapter in good standing and be present at the Business Meeting the year to receive the award.
4. The finalist must be a chapter member in good standing. Previous SOTY's are not eligible again for a period of five (5) years.