

## **PAUMCS ADMINISTRATIVE PROFESSIONAL OF THE YEAR Guidelines and Scoring Sheet**

The online form will be used to determine the Administrative Professional of the Year, (APOTY). The process of choosing the three finalists are 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 Atlanta Conference only)	5 points
National Business Meeting	5 points
National Officer	3 points
National Committee Chair	2 points
National Committee Member	2 points
GA Chapter Member	5 points
GA Chapter Officer	5 points
GA Chapter Committee Chair	5 points
GA Chapter Committee Member	5 points
GA Chapter Executive Committee Meetings (for each meeting attended)	3 points
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 each
District/Area Training Event	3 points each
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 Courses	5 points each
Public Speaking on behalf of PAUMCS	5 points each
Civic Organization Membership/Participation	2 points each
Civic Organization Leadership Role	2 points each

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