



New Mexico Music Educators Association Administrator of the Year Award

An award and presentation to be made annually to an outstanding school administrator, who has demonstrated support for and commitment to high-quality Music Education programs in their school. The influence of such administrators is a major factor in improving music education in the school system across the state. **One** school administrator may be selected to receive this award each year. Administrators receiving this award will be notified by NMMEA and a presentation honoring them will take place at the annual general membership meeting at the NMMEA All-State Business Awards Luncheon.

Selection by the NMMEA Committee will be based on the following criteria:

- The school or school district under the administrator's supervision must have an exemplary music program, with a majority of the music staff holding NMMEA and NAFME membership;
- The administrator must have served in the administrative position in the school or district for no less than three years;
- The administrator must be an active advocate for music education in the school and community;
- A financial commitment to music programs must be demonstrated in the school or school district;
- The administrator must show strong leadership, good school management, and good rapport with teachers, parents, students, and other school administrators.

Nominators must submit the following for each nominee:

- Completed Administrator of the Year Application verified and signed by the nominator and nominee;
- Nominee's professional resume;
- Provide accurate and current contact information including address, phone numbers, and email address for both home and work in both application and resume;
- Exactly three letters of support, including one from the music education faculty of the administrator's school or district (**all letters of recommendation must be signed by respective writers**);
- A picture of the administrator suitable for publicity purposes.

Procedures for Nomination of Administrator of the Year Award:

- District NMMEA organizations at a regular meeting of its membership may nominate any current school or school district administrator, from any NMMEA district, for consideration of the award. Also for consideration, the nominee must continue to work as an administrator at the same school or school district at the time of award.
- The state committee for final selection will select **one** recipient per calendar year for this award.
- Each District NMMEA President will appoint a three member committee from that district's membership to gather potential names of nominees, gather applications, screen completed resumes, letters of support, and recommend that district's nominations. This being said, NMMEA respects the individual process for which each NMMEA District determines its nominees for NMMEA Achievement Awards and the process for determining nominees may be individually determined by each District NMMEA as set forth in its district bylaws and guidelines, or at the discretion of the District NMMEA President.
- Submission guidelines are detailed in the "Guidelines for Submission of Individual Achievement Awards" document. The document is available at www.nmmea.com
- The NMMEA Past President, chairperson of the selection committee, will receive all verified requisite nomination materials from each District NMMEA President and will forward all received materials to members of the state committee for final selection.
- The state committee for final selection is composed of the six NMMEA division vice-presidents and the immediate NMMEA Past President, who will serve as selection committee chairperson. The state committee for final selection will review all materials, discuss nominees, and vote upon the nominees for each of the NMMEA Achievement Awards. The committee will make the final selection and announce the name of the recipient to the NMMEA Board of Directors at its summer meeting.
- The NMMEA Past President and the six NMMEA division vice-presidents are NOT allowed to be nominees for any NMMEA Achievement Award during the award cycle for which they serve on the state committee for final selection, nor are they allowed to nominate individuals or school districts or write letters on behalf of nominated individuals or school districts.

The Award:

- A plaque engraved with the name of the award, year, and name of recipient.
- Publication of recipient's picture and appropriate recognition will be made in the fall issue of the *New Mexico Musician* and in the *Official Program and Information Handbook* for the NMMEA All-State Music Festival and In-Service Conference.
- Public recognition will be made by presenting the award to the recipient at the annual general membership meeting at the NMMEA All-State Business Awards Luncheon. Lunch for the recipient and one additional person will be at NMMEA expense.
- Publication of the recipient's name and award will be included in the *Official Program and Information Handbook* for the NMMEA All-State Music Festival and In-Service Conference for at least ten years.