



## **Administrative Professional Recognition Program**

**2024 Nomination Packet**

# Illinois Fire Chiefs Association Administrative Professional of the Year

## INTRODUCTION

The Illinois Fire Chiefs Association (IFCA) has established 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 Illinois Fire Service**. The IFCA shall establish a procedure for selecting Administrative Professional of the Year.

## ELIGIBILITY REQUIREMENTS and CRITERIA FOR THE AWARD

- Current position of Administrative Assistant, Executive Secretary, Secretary, or support staff of a Fire Department or Fire Protection District
- Member of the Illinois Fire Service Administrative Professionals Association (IFSAP)
- Five years of service within the Fire Service
- **Nomination letter** and application highlighting achievements and service to the fire service and community.
- **Recommendation letters** from supervisors, colleagues, peers, and Chief of the Department/District
- Supporting documents (i.e. copies of certificates, Executive Support Program, educational achievements/degrees, etc.)

Items (**recommended**) to include in the nominating packet to assist the committee in their evaluation of the nominated candidate:

- 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 or interaction with the community
- Organizational contributions (national, state, or local)
- Other (provide detailed descriptions)
- The nominee's current resume detailing the candidate's involvement in the fire service.

The IFCA Administrative Professional of the Year Committee will consist of four representatives from the IFCA Board and two representatives from the IFSAP membership. The IFCA members will be the IFCA President, IFCA First Vice President, IFCA Second Vice President and a member of the IFCA board, or members appointed by the IFCA President. The IFSAP members will be the current IFSAP President, or designee, and a recipient from a previous year appointed by the IFSAP President.

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 Illinois Fire Service. The Committee will look for a record of achievement in one or many areas that establishes the candidate as an Administrative Professional of extraordinary distinction.

All nominees will receive a letter notifying them they were nominated. The nominee chosen as Administrative Professional of the Year and the Chief of the Department will be notified by the Chairman of the Administrative Professional of the Year Committee. The formal award will be presented at the Annual IFSAP Awards Luncheon by the IFCA President.

The committee will consider awards in three categories of the fire departments or districts – Paid Department, Combination Department and Volunteer Department. The committee may award the Administrative Professional of the Year in each of these categories annually, however the committee is not required to provide an award in each category.

**Illinois Fire Chiefs Association  
 Administrative Professional of the Year Nomination Form  
 Deadline: Received by November 8, 2024**

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 including a current resume)

**Community Contributions as related to the Fire Service\*** (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 received by **November 8, 2024**. NO Facsimiles accepted. Email completed application & documentation to Executive Director John Buckley at [execdir@illinoisfirechiefs.org](mailto:execdir@illinoisfirechiefs.org). Application can also be mailed to:

Illinois Fire Chiefs Association  
PO Box 7  
Skokie IL 60076

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

**Once again, the application must be received by 5pm on 11/8/2024.**

If you have any questions, please contact:

Chief Brian Lambel IFCA-VP at: [lambelb@wilmette.com](mailto:lambelb@wilmette.com)

John Buckley – IFCA Executive Director at: [execdir@illinoisfirechiefs.org](mailto:execdir@illinoisfirechiefs.org) .