

2010 Heywood Wiley Manager of the Year

The person selected as ALM Manager of the Year should exemplify the traits of an ideal manager. ALM policy, N-16, which is listed a separate sheet, outlines the criteria and selection process for choosing the 2010 Heywood Wiley Manager of the Year.

To ensure the nominee's eligibility, this form must be postmarked no later than **March 12, 2010**.
Portfolios are due **March 26, 2010**.

We recommended that this form be sent via certified mail. Please send completed forms to:

ALM Office
2161 Lexington Road, Suite 2
Richmond, KY 40475
800-669-0863 Fax: 859-624-3580

Candidate Information:

Please type or print clearly

ALM Member #: _____ Date: _____

Nominee's Name: Mr. Mrs. Ms. _____

Chapter Affiliation: _____ RLLD CLLM RESD CLM

Home Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

E-mail: _____

Current Employment Information

Firm Name: _____

Business Street Address: _____

City: _____ State: _____ Zip: _____

Facility Type: _____ Beds Served: _____

Nominee's Job Title: _____

Supervisor's Name and Title: _____

Length of Present Employment: _____ Work Phone _____

Nominee's Signature: _____ Date: _____

Nominator's Signature: _____ Date: _____

N-16 ALM Heywood Wiley Manager of the Year

- A. ALM shall honor one regular member annually with the designation of Heywood Wiley Manager of the Year.
 - B. Criteria for selection shall include the following:
 - 1. Completion of ALM Heywood Wiley Manager of the Year Form.
 - 2. Evidence of participation in continuing education programs in the past 18 months.
 - 3. Current resume.
 - 4. Letter's of recommendation (minimum of two.) Letters may be from: employers, customers (either internal or external), allied tradesperson, civic groups, local chapters, supervisors.
 - 5. Copies of published articles (Optional).
 - C. All information shall be submitted to the national office 90 days prior to the national conference.
 - D. Candidates for ALM Manager of the Year and their administrative person shall receive a letter of acknowledgment and congratulations.
 - E. ALM Manager of the Year shall be chosen through the following guidelines approved by the Board of Directors:
 - 1. An independent committee comprised of a health care administrator, a university educator (not affiliated with ALLC), and an accountant will be selected prior to the Annual Business Meeting by the Executive Director, with the approval of the President to review all Heywood Wiley Manager of the Year candidates and select three finalist.
 - 2. The Committee will use the past 18 months criteria provided by the candidates to make their selections. The criteria to be considered are: performance on the job; demonstrated level of professionalism through written articles and papers; attendance at seminars and involvement in and support of, association activities, both local and national.
 - 3. The Committee will prepare a fact sheet (standardized resume) with demographics and essential criteria of each of the three finalist.
 - 4. The fact sheet, without the names of each of the three finalists, will be distributed at the appropriate time during the annual business meeting.
 - 5. Each regular member present shall be given a ballot and be entitled to one vote.
 - 6. After the ballots are collected, the names of the three finalists will be revealed.
 - 7. The presiding officer will select two or more associate members to tabulate the ballots. The results will be verified by the Executive Director. The results of the tabulation shall be sealed in an envelope and kept confidential until the award is presented at the awards banquet.
 - F. All candidates for ALM Heywood Wiley Manager of the Year will be awarded certification of recognition.
 - G. The award for ALM Manager of the Year will be presented at the ALM annual banquet by the presiding officer and previous year winner if present.
 - H. The ALM Manager of the Year will receive:
 - 1. A plaque honoring them as Heywood Wiley Manager of the Year.
 - 2. One year free membership for the year immediately following the award.
 - 3. Pen and pencil set.
 - 4. Will be featured in the ALM Journal.
 - 5. Will have their name placed on the permanent plaque in the national office.
 - 6. If in attendance at the next year's award banquet, will assist the presiding officer in presenting that year's award.
 - I. Failure to follow the criteria outlined will result in disqualification.
-