



## **MOASPA HR Administrator and HR Office Professional of the Year Award Guidelines**

### **Purpose**

MOASPA is a state-wide organization that exists to provide support and resources, share best practices and create a powerful networking environment for its members.

The purpose of the MOASPA HR Administrator of the Year award is to honor MOASPA members who are school district leaders making positive contributions in the area of human resources locally, regionally and on a state level.

The purpose of the HR Office Professional of the Year award is to honor office professionals who make positive contributions in the area of human resources in their school district.

### **General Criteria (HR Administrator)**

- *Has been an active member of MOASPA and an HR leader for at least three (3) years*
- *Has made significant contributions to the betterment of their district and its constituents*
- *Has made significant contributions to the betterment human resources, district leadership and/or education, locally, regionally and in the State of Missouri*
- *Positively represents MOASPA*
- *Has never received this award before from MOASPA*

### **General Criteria (HR Office Professional)**

- *Is an HR office professional*
- *Is a part of a district who has an active member of the state MOASPA organization*
- *Has made significant contributions to the betterment of their district and its constituents*
- *Positively represents their school district and HR department*
- *Has never received this award before from MOASPA*

### **Nominations and Selections**

- *Nominations may be made by any acting member of MOASPA, or a MOASPA member school district employee*
- *Nomination shall be submitted no later than June 1*
- *Selection will be made by the conference awards committee based on criteria and consensus*

### **Presentation**

- *Winners will be honored in front of membership at the annual state conference and given an award by the president of the board*

### **Timeline**

January through June, 2024 – MOASPA members are encouraged to nominate someone fitting for one of these awards

[HR Administrator of the Year Nomination Form](#)

[HR Office Professional of the Year Nomination Form](#)

June 1, 2024 – Nominations are due; Once individuals are nominated, they will be contacted and asked to 1) accept the nomination and 2) fill out the nominee information form and submit by June 30, 2024

August 30, 2024 – Award winners will be announced at the conference – MOASPA 2024