

Executive Committee Handbook



February 2013

TABLE OF CONTENTS

Introduction

IIMC - The Organization You Represent	4
Executive Director and Staff	4
The Executive Committee	5
Invitation Filings.....	5
Your Speech	5
General Information	6
Budget and Planning Committee	6

President's Role

Board of Directors Meetings	7
Conference Activities/Responsibilities.....	7
Travel & Invitations General.....	8
Invitations	9
Association Visits	10
Region Visits	10
International Travel	10
Region X Affiliations	10
Region XI Affiliations	11
Miscellaneous	11

President Elect

Responsibilities.....	12
First Board Meeting.....	12
Committee Orientation	12
Committee Responsibilities	12

Vice-President

Committee Responsibilities	14
----------------------------------	----

Immediate Past President

Responsibilities.....	15
-----------------------	----

Municipal Clerks Education Foundation -- MCEF	15
--	-----------

Introduction

The following handbook depicts the Executive Committee's individual and collective responsibilities regarding their roles in the Organization. This handbook is not meant to cover every detail, but provide an overview of the salient points in being IIMC's elected principals, representing and guiding the Organization via its strategic plan, Board approved budget, and sound leadership. Always count on IIMC's staff to provide you with answers and guidance.

NOTE: If you have any questions whatsoever regarding IIMC, contact the Executive Director.

IIMC -- The Organization You Represent

IIMC has more than 9,500 members worldwide with the following breakdown– 95% US based; 4% Canada based; and 1% in various other countries. IIMC is affiliated with more than 45 Universities and Colleges that house the Institute Programs; and has reciprocal agreements with several national organizations.

IIMC enjoys the IRS designation of a 501C6 not for profit organization – meaning that the majority of our funds are acquired through membership dues. Retaining the designation is a high priority and entails adhering to specific spending, IRS rules and regulations and other guidelines that pertain to our Certification programs. IRS designations are difficult to get and every caution should be exercised to maintain the 501C6 designation.

Executive Director and Staff

The IIMC Board of Directors hires the Executive Director. The Executive Director works collaboratively with the President, but reports to the Board. The Executive Director is responsible for hiring and managing staff. Management encourages the Executive Committee and Board to work directly with staff. This process allows for building rapport and confidence, provides synergy on IIMC programs and gives you insight as to how the internal process works. Specific assignments or projects need to include the ED. Please contact the Executive Director if there is a conflict with staff.

The Executive Director is responsible for carrying out the will of the Board and for supporting, enabling and enhancing the duties and responsibilities of the Executive Committee. Every work product should meet high standards, and the Executive Director is responsible to work with the staff toward that end.

Executive Director and Staff – Travel

The Executive Director usually travels and represents IIMC at the Society of Local Council Clerks Conference- SLCC (October); the National League of Cities – NLC (November/December); All site visits; Association Conferences when needed and as the Board assigns. IIMC Staff travels as assigned by the Executive Director.

Committee Responsibilities - Staff

The Executive Director will assign a staff liaison to each committee. Because IIMC has more committees than it does staff, each staff may have more than one committee assignment. The role of the IIMC Staff Liaison is to facilitate the work of the committee; not to do its work, nor limit or expand its goals. Only the President can authorize changes to committee goals.

The Executive Committee

The Executive Committee is comprised of the President, President Elect, Vice President and Immediate Past President. The Executive Committee is not a decision making body. The President Chairs the Committee and the Executive Director is Secretary. The EC is part of the Budget and Planning Committee. The EC members, except for the Immediate Past President, also serve on the MCEF Board of Directors.

The President and Executive Director, with input from the EC, set the Agenda for the Executive Committee's meetings. Executive Committee meetings are held twice annually: 1) late summer (August) following the Budget and Planning Committee meeting; 2) Early winter (February). These meetings are held at IIMC Headquarters and allow staff to participate in both meetings. Dates will be selected as early as possible to give committee members adequate advance notice.

The purpose of the Executive Committee meeting is to discuss IIMC issues, receive Executive Director briefings, review department reports and provide an overall update on the Organization.

Additionally, after adjournment of the Winter meeting, the President Elect and Vice President meet with the Executive Director to select upcoming committee members and Board liaisons and to establish committee goals and objectives.

Invitation Filings

Invitations for travel are usually sent to the President and filed at HQ. If another member of the Executive Committee receives an invitation to an IIMC event, that invitation should be passed to the President and the Executive Director for consideration.

NOTE: All invitation, regardless of who receives them, must be filed at Headquarters. Prior to leaving, it is necessary to obtain detailed information regarding the following:

- The date, times and location where the conference and meetings will be held;
- Whether you'll be met at the airport or train station and taken to the hotel and if not, suggestions as the best ground travel options;
- What expenses will be paid by the host organization

Your Speech

Write a "generic" speech that can be changed to fit each event/visit is timesaving. IIMC has "talking points" that ensure you cover the basic information. IIMC can also provide you with current numbers of members, CMCs, MMCs, and any special information regarding the visit. If the Region Director(s) are attending they likely will be reporting on the board meeting and other IIMC issues. It's important not to steal their thunder, or duplicate reports so you should touch base with them beforehand.

General Information

IIMC provides gifts for you to give to the incoming and outgoing, or the current state, province or national association president. Keep a supply of gifts on hand. Pick them up when you go to headquarters. The items are small and pack easily in your luggage or carry on. List which items you gave to whom in your IIMC expense report and check the IIMC list of previous gifts to each association/institute officer.

Plan what you will give according to the list of gifts previously given to the leaders (IIMC HQ has that information). Gifts are always wrapped or put in gift bags.

Be prepared to receive requests, complaints, concerns, and questions; make a point of following up with staff to ensure information gets back to those who requested it.

Take your camera and have your picture taken with the members as well as the officers and submit to IIMC's Communications Coordinator to include in social media and the News Digest. Remember that association meetings are times for members to spend time with each other and deepen their friendships, share their own issues and problems and to let their hair down.

Check your hotel bill to verify that the charges were posted correctly and IIMC wasn't billed for your room, unless that was agreed to beforehand.

Take membership information with you. Always mention the IIMC website and encourage members to frequent it. Report on your visit in your next board communiqué.

Budget and Planning Committee

The Budget and Planning Committee is comprised of the following: IIMC's Executive Committee and three non-Board members who serve as Chair and Incoming Chairs. This committee meets in late summer (August) at Headquarters. Staff revises the current year's budget, prepares the upcoming year's budget and provides miscellaneous reports affecting the budget, staff and programs. These documents will be distributed to the Committee several weeks in advance of the meeting. IIMC's budget adheres to strict Policies and financial practices and processes that supports and furthers the Organization's mission, vision and goals adopted by the Board. Every expenditure, plan and program is to be in line with the guiding documents.

President's Role

The President is the Organization's official spokesperson and figurehead. IIMC's members have vested their trust in this position and the Organization looks to you to carry out the duties of office that enhance the Organization and the Municipal Clerk profession. The President's role is multi-faceted with numerous duties and responsibilities including but not limited to the following:

- Chairs all Board and EC meetings, Annual Business meeting and Opening Ceremony;
- Travels on behalf of IIMC (travel is based on policy and Board approved budget);
- Signs all affiliation agreements;
- Maintains regular contact with the Board and Executive Director;
- Communicates to the membership via the President's Message in the monthly News Digest;
- Establishes all Agendas for Executive Committee and Board meetings.
- Serves as voting member on the Budget and Planning Committee and MCEF Board of Directors

NOTE: The IIMC Chain of Office needs to be worn during the IIMC Conference and with all travels.

Board of Directors Meetings

The IIMC Board meets three times annually. The first meeting is on the final day of the Annual Conference. At this meeting, the gavel is officially passed on to the new President and a brief Agenda detailing upcoming IIMC news, Executive Committee /staff travels, projects, programs and other miscellaneous items are discussed. The Second Board meeting is the mid-year meeting held in the fall at a time and location selected by the President with the Executive Director. The Third Meeting is held at the beginning of the Annual Conference. The Executive Director prepares the agenda with input from the President. Once the President approves the Agenda, it is then distributed to the Board for input prior to finalizing the Agenda. All Board meetings have a set agenda.

President's Conference Activities/Responsibilities

As President and outside of the Board meeting, you will actively participate in many events during the conference including:

- Hosting the President's private reception for the IIMC and MCEF Boards;
- Hosting Golden Gavel Lunch with Past President (golden gavel pin) and Executive Committee;
- Host the Regions X and XI VIP/IIMC Board dinner with the gift exchange;
- Present IIMC Awards at the Opening Ceremony;
- Convene the first General Session;
- Convene and Chair the Annual Business meeting;
- Choose your Emcee for the Annual Banquet;
- Miscellaneous.

The Executive Director will provide a comprehensive schedule of the week's activities in which you are expected to participate. Conference questions, protocol, miscellaneous, please contact the Executive Director.

- **IIMC & MCEF Board meetings:** These Boards meet before the Annual Conference. The IIMC Board also meets the final day of the Annual Conference (*see below).
- **First Time Attendees Orientation:** Facilitator IIMC's Immediate Past President
- **Committee Orientation:** Facilitated by President Elect and Vice President
- **President's Private Reception:** IIMC Board, MCEF Board, IIMC staff
- **Opening Reception:** Held in exhibit hall
- **Region X and XI/Board Dinner:** This is held in a location determined by IIMC and can either be on-site or off-site, depending on costs and availability. It is a formal dinner with a gift exchange involving IIMC's President and President's of the National Organizations. IIMC's Board of Directors and their guest or spouse are to attend this function. IIMC will work with the President to choose the appropriate gift for the exchange.
- **MCEF Donor Reception:** This is by invitation.
- **Opening Ceremony:** You are required to speak and call the conference to order during the Opening Ceremony. You will also present the following awards: Quill; Institute Directors; and others as needed. IIMC staff will prepare a script for the awards presentation.
- **General Sessions:** You and EC members will be asked to serve as Conveners during the General Sessions. IIMC staff will prepare scripts for you.
- **Annual VIP Reception:** Held prior to the Annual Banquet, this reception provides another opportunity to greet your VIP Guests and Spouses, the Incoming Board, the MCEF Board and Staff.
- **Annual Banquet:** The banquet belongs to the outgoing President. As part of the ceremony, IIMC hires entertainment to lead the procession for the Board and their guest to the head table. During this event, EC members and others can present the outgoing President with gifts. The outgoing President selects the banquet emcee and works with the Executive Director on any special presentations, speakers, etc.

Travel & Invitations General – President (Policy 2.60 – Visits – Presidential)

Presidential travel is an integral aspect of IIMC's domestic and national outreach. The IIMC membership base is comprised of members from state, provincial, regional and national associations. Each has its own association and most of them meet annually and many will invite the IIMC President or an IIMC representative to attend. IIMC's policy is to rotate visits as much as possible so that we're not visiting the same associations annually. Domestic travel does not need Board approval and as long as the budget allows, there are no issues in planning travels. There is no requirement that IIMC needs to accept every invitation.

***NOTE:** IIMC does its best to use as much as possible American Express points toward travel costs, both for domestic and international flights. IIMC pays for EC travel. **Please see Policy 2.60 – Visits - Presidential** for further information. The Executive Committee budget is approved so that approximately 50% of the funds are used in the remaining calendar year and another 50% of the funds are used in the upcoming year. This ensures that each President receives a fair allotment toward travel. If you have questions, please discuss with the Executive Director.

Invitations

IIMC's President (working with the Executive Director and the *Board approved budget) is the decision maker as to which invitations to accept, which to decline and who will travel. Some invitations will come directly to you, as President; others may be sent to IIMC and the Executive Director; and some may be sent to the Immediate Past President who will pass the invitation on to you and IIMC.

Invitations to attend are issued in a variety of ways and may arrive anywhere from 2-3 months ahead, to as late as the week before. The invitation may come to you or it may go to headquarters. Conference notifications are often incomplete.

NOTE: All invitation, regardless of who receives them, must be filed at Headquarters. Prior to leaving, it is necessary to obtain detailed information regarding the following:

- The date, times and location where the conference and meetings will be held;
- Whether you'll be met at the airport or train station and taken to the hotel and if not, suggestions as the best ground travel options;
- What expenses will be paid by the host organization

Attending everything to which you are invited is impossible because of scheduling conflicts, budget restrictions and other valid reasons. You have the following options:

Accepting the invite for yourself: Some states and provinces invite the President every year; and looking over past presidential visits will help you to ensure that IIMC is not revisiting the same associations/institutes annually, while others are being neglected. As much as possible, it is imperative that IIMC rotate these types of visits.

Send an Executive Committee Member: You may opt to ask an Executive Committee Member to fill in. The line of succession is the President Elect, then the Vice President, and then the Immediate Past President.

Ask a Region Director: A Region Director may fill in for you and is a good option when an EC member or IIMC Staffer cannot attend. Some of the Region Directors attend all the state or provincial conferences in their region, so they will be there anyway. IIMC does not pay for a Region Director to attend, unless a specific decision to cover expenses is made by the President and Executive Director.

Decline with regrets.

Confirm what they want you to do during your visit:

- When you will speak: Depending on when you're there, you'll likely give a brief speech at the annual banquet, or opening ceremonies (10 minutes or so).
- If you're to swear in new officers; whether they have the oath wording and oaths for each officer to sign or if you need to provide them. Some groups use the IIMC Officer oath, and some have their own oath.
- Whether you're to hand out CMC or MMC Pins, or be present onstage for that ceremony.

- Whether they want you to do anything else.
- Whether you're to present a workshop or hold a Q&A session and any special equipment you may need at anytime (laptop connection, overhead, microphone, lighted podium).

Attire during the visit. Some associations are "business dress" and others are informal. (It's a good idea to wear professional business to address the group.)

Gift presentations are an important part of your visit. For the most part, gifts are presented to the incoming and outgoing presidents. Please note the protocol for each organization is different. You may need to ask the host organization President or other officer as to the appropriate time for presenting gifts. This may be done during a dinner or banquet or at a meeting. Per Policy, all gifts must bear the IIMC brand. IIMC maintains a supply of branded gifts.

Associations

Most invitations will be for Association Conferences; some may include their Certification Institute at the same meeting, or you may be invited to a Certification Institute, only. Confirm the dates you will be there. State and provincial association conferences/institutes are varying lengths with some lasting a few days and others a week or more. While you'll be invited for the entire time, your schedule may allow you only to remain a couple of days. Generally the banquet is when you'll be asked to speak and you can schedule your visit around this event.

Region Visits

Accepting invitations to Region meetings is a good way to visit with members from several states at one gathering. Some regions have representatives from all or most states in that region. In addressing this body, the Region Directors may ask you to speak during the business meeting or at a social function. Remember they will be reporting on the IIMC Board Meeting, committee work and other issues, and try not to duplicate what they are supposed to do.

International Travel - (Policy 2.60 – Visits – Presidential)

As President of an International organization one of your primary responsibilities is in the area of international relations. This includes representing IIMC at conferences and congresses of national and multi-national organizations that are affiliated with IIMC. International travel does need Board preapproval. There is no requirement that IIMC needs to accept every invitation. Obtain information whether there is a formal dress occasion and what "formal dress" means in that country. If the conference language is other than English, a separate program may be provided for the International Delegation, which excludes the educational sessions.

Region X – Canada

IIMC affiliates with AMCTO, Ontario. As part of the 2013 agreement, IIMC will be invited to attend the AMCTO Conference (usually in June) with complimentary registration and accommodations.

IIMC also gets invitations to the LGMA Conference in British Columbia, Canada. This conference is usually in mid to late October and sometimes conflicts with the SLCC Conference and the IIMC mid-year meeting.

Region XI Affiliations

IIMC has Declaration Affiliation agreements and Memorandums of Understanding (MOU) with a number of national organizations. A Declaration with another association does not provide for reciprocal invitations. The MOU allows for an exchange of invites. Only the Board of Directors can approve Affiliations and MOUs. The major ones are mentioned herein. The organizations listed below are IIMC's most active Region XI affiliates. They are:

- ADSO – United Kingdom
- IAM – Israel
- IMASA – South Africa
- SLCC – United Kingdom
- SOLAR – Scotland, UK
- VVG – The Netherlands

IIMC has Declaration of Affiliations but does not travel to:

- ATAM – Portugal
- ECG – Belgium
- JOSZ – Hungary
- NAMCB – Bulgaria
- UDITE – Europe

Currency

Every country to which you will travel accepts major credit cards, has ATM's, and has currency exchange shops. It's always a good idea to change your currency to the other country's prior to departing just in case you're delayed or exchange booths are closed upon your arrival.

Miscellaneous

Before you go anywhere outside North America, you may want to visit the Center for Disease Control at www.cdc.gov/travel find the region to which you're going and get specific health information and advice.

CIA bulletins regarding various national safety issues usually can be found by searching the web for a particular country or region. An assessment of the risk as well as travel warnings and restrictions are included in these bulletins.

Anticipating differences from "the way we do things at home" is important as it will prepare you to expect and enjoy the uniqueness of each place. For example: In some countries, the meetings stay on schedule; while others may be off by 2 hours or so. You can arrive early if you go strictly by the time given so check with your host organizer or an officer for an estimate of actual beginning time.

President Elect

As President Elect, you are also known as the Incoming President. As President Elect, you are the Board liaison to the Budget and Planning Committee. With the ED, you have the option to attend the site visit to the upcoming Annual Conference – usually July or August, one year prior.

Other responsibilities during your term will include:

- Representing the President at state, provincial, region or national meetings if necessary;
- Overseeing and coordinate the Executive Director's annual evaluation;
- Convening one of the General Sessions at the Annual Conference;
- Presenting the outgoing President with the Gavel Plaque and President's ring; and
- Appointing members to Committees and create goals and objectives.
- Serves as voting member on the Budget and Planning Committee and MCEF Board of Directors

Conference Activities/Responsibilities

You will also participate in many Executive Committee events during the conference. The Executive Director will provide a comprehensive schedule of the week's activities in which you are expected to participate

Board Meeting/Final Conference Day: This is your official first board meeting. You may make opening comments and give a charge to the board. You will work out the agenda with the Executive Director beforehand. This is generally a brief meeting.

Committee Orientation Meeting: As President Elect, you will Chair the first orientation of your Committees Chairs and Vice Chairs. This is generally held in a suitable location on Sunday afternoon. Committee Chairs, Vice Chairs and Board Liaisons attend this meeting.

The President Elect explains the working relationship of the staff liaisons, reviews the report and budget request forms and deadlines and other technical issues.

Committee Responsibilities

Staff will provide you with members who have completed Committee applications, their preferences for appointment, and other information. The applicants will have listed their first, second and third choices and, generally, you will be able to give them one of the three. You are free to select members outside the applicant pool. Together you will name the members using input from the Executive Director and staff since they work closely with the members and are liaisons with the committees. You may contact the prospective appointees personally before the appointment committee meets to determine their level of interest in serving, to convey your faith in their abilities to do a good job, and to discuss concerns and ideas for the committee.

Committee members serve a 1-year term with a maximum term of 6-years on the same committee.

Because the first and only face-to-face meeting of the Committees is during the Annual Conference, The agenda must be carefully planned, publicized and assignments should be made to members before hand.

Following their appointment IIMC will send an email to each committee which will include the following:

Committee goals and roster, along with date, time and room assigned for the committee meeting.

Having the Chairs attend the Annual Conference and preside at their committee meeting is preferable; but if this is not possible, the Vice Chair (or in the VC's absence, Committee's Board Liaison) must be prepared to conduct the meeting.

The President Elect assigns Board liaisons for the committees. Although the President Elect may ask for assignment preferences from the Board Members, the final decision on the appointments should be made based on where individual talents are most needed or where the Board member will serve best.

Be sure that the Chair and Vice Chair understand and agree that the Board Liaison has full voting rights and is to receive everything that is sent to the other committee members. Also, the Chair should be advised that the Board Liaison will present the mid year and annual reports at the Board meetings.

Most of the work of the committees will be carried out via e-mail, fax, teleconference and mail. So that all the goals are addressed, the Chair may divide the committee into subgroups and assign each subgroup one or more goals. This sets up a successful process and ensures that more will be accomplished. Encourage your Chairs to communicate regularly with their members always including the Board Liaison. Chairs are to keep the process focused and on track.

Be aware that at the meeting during the Conference, IIMC members who are not on committees may attend the meetings and ask to be appointed. You should notify the Chairs and have them refer these members to you. You can then decide how best to use their talents. If your committees are the size they need to be, you may wish to place the names on a waiting list to be used to fill vacancies during the year.

Vice-President

Congratulations on your election to the office of Vice President. Three years as a Board member, and your extensive involvement with committees, and the vast experience you gained from working on behalf of the Municipal Clerk profession, have put you at the crux of IIMC governance.

As Vice President, your work with the Executive Committee will be part of a team effort and the President will provide assignments. The Vice President will be the Board liaison and official minute taker for the *Budget and Planning Committee Meeting and for all Executive Committee Meetings. You will also serve as a voting member on the MCEF Board of Directors.

If you have determined a specific area for emphasis for your presidential year, discuss this with the Executive Director.

*NOTE: One of your first responsibilities upon becoming Vice President is to work with the Executive Director on choosing your Vice Chair for the Budget and Planning Committee. This decision is a vital one and will need Board confirmation. Your Vice Chair will become Chair of the Committee when you become President.

This person will advance to vice-chair in the year you are President Elect and will serve as chair during your year as President. Selecting your Chair is an important decision and one that should be discussed with the Executive Director. If you don't have someone in mind with a financial background, the ED will provide you with a few names from which to choose.

Committee Responsibilities

The Annual Goal Setting and Committee Appointment meeting will be held in the Winter EC meeting and it involves the President Elect, the Executive Director and you. The meeting's purpose is to appoint members to the IIMC Standing Committees and to set goals and objectives for the year. The appointment you make for Vice Chair on a Committee will succeed to Chair when you become President. You and the President Elect will name the committee members.

The Executive Director will provide a listing of IIMC members who want to be appointed; the President Elect, you, and Executive Director may also submit names for consideration.

Committee members serve 1-year terms and can remain on the committee if they choose to continue for no longer than 6 consecutive years.

Immediate Past President

As Immediate Past President, your experience to the President and the rest of the Executive Committee is invaluable. You act as advisor to the President, a committee liaison and travel on behalf of the President.

Your conference responsibilities include: Chair the First Timer Orientation session, and present the Golden Gavel Pin at the Luncheon.

Municipal Clerks Education Foundation – MCEF

MCEF is a 501C3 nonprofit organization. Their main purpose is to raise funds that are used toward providing scholarships, grants, and education programs for Municipal Clerks. IIMC's President, President Elect and Vice President are voting members of the MCEF Board. IIMC's Executive Director is a non-voting member of the Board. The MCEF Board of Directors meets twice annually: 1) At IIMC's mid-year meeting. This meeting is mandatory for the IIMC EC; 2) at the Annual Conference, where conflicting schedules prevent the IIMC EC from attending this meeting.