

International Institute of Municipal Clerks

2017/2018 Budget & Planning Committee Roster

Term: May 21, 2017 through May 20, 2018

PURPOSE:

To provide sound financial advice to the IIMC Executive Committee and the Board of Directors.

2017/2018 Goals & Objectives

1. Develop and identify areas for improvement in the annual balanced budget, to be submitted to the Board of Directors for approval.
2. Develop a five-year capital items projected needs list.
3. Monitor quarterly expense and revenue reports from the Executive Director and bring areas of concern to the attention of the Board of Directors, ensuring the adopted budget is adhered to.
4. Review the expenses and revenues associated with the Annual Conference and report on profit/loss.
5. Review and report to the Board of Directors issues raised in the Auditor's Management Letter and Report.

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International Institute of Municipal Clerks

2017/2018 Conference Committee Roster

Term: May 21, 2017 through May 20, 2018

PURPOSE:

To review and recommend conference education topics, speakers, sessions, and general session speakers; and work with staff in reviewing the overall conference design and how to improve upon existing formats.

2017/2018 Goals & Objectives

1. Evaluate and review the content and suitability of the proposed educational sessions of the Annual Conference collaborating with IIMC's Education Department to ensure that the varying levels of education, experience, and job responsibilities of all IIMC members are being met. Forward any recommendations for improvements to the Education Department.
2. Recommend Annual Conference education topics and presenters to the Education Department by July 1, 2016.
3. Work with the Executive Director to review future conference submissions and provide information to the Board of Directors.

Alice J. Attwood, MMC**Chair**

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International Institute of Municipal Clerks

2017/2018 Education and Professional Development Committee Roster

Term: May 21, 2017 through May 20, 2018

PURPOSE:

To ensure IIMC provides excellence in professional education and development programs by serving in a supporting role to the Education Department; and work cooperatively with IIMC in suggesting programs and outreach areas of education for municipal clerks.

2017/2018 Goals & Objectives

1. Identify education resources for existing education and professional development opportunities to be reviewed by the Education Department.
2. Review applications filed for new Institutes.
3. As needed, work with the Education Department to ensure all aspects and development of current and new Municipal Clerk education programs, courses, etc., are consistent with IIMC's education guidelines.

Colleen J. Nicol, MMC

Chair

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International Institute of Municipal Clerks

2017/2018 Election Committee Roster

Term: May 21, 2017 through May 23, 2018

PURPOSE:

To conduct and supervise all elections and other necessary voting by IIMC members.

2017/2018 Goals & Objectives

1. Oversee Vice President and Region Director elections and procedures.
2. Review wording of publication/notice to members regarding Constitutional amendments to be presented at the Annual Business Meeting prior to publication to ensure compliance with the Constitution.
3. Conduct election for Constitutional Amendments at the ABM, provide voting tabulation and direct Election officers.
4. Approve all elections results to be disseminated to the membership.
5. Review and recommend update to the Elections Manual to ensure alignment with policies and IIMC's Constitution.
6. Confirm Vice President and Region Director(s) election ballot results.

Claudene Anthony, CMC

Chair

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International Institute of Municipal Clerks

2017/2018 International Relations Committee Roster

Term: May 21, 2017 through May 20, 2018

PURPOSE:

To facilitate the exchange of information, knowledge, and experience between IIMC members and promote affiliations in Regions X and XI.

2017/2018 Goals & Objectives

1. Manage and run the booth annually at the IIMC Annual Conference which promotes international Programs and provides a focal point for international members.
2. Work with Region X and XI representatives, the International Development Consultant, and the Education Department to define options for future Study Abroad programs and International programs.
3. Develop communication vehicles, such as a list serve, for Region X and XI members to determine short and long term needs in these regions.
4. Market Regions X and XI to members in Regions 1 through IX.
5. Create News Digest profiles featuring Region X and XI members.

Brenda Kay Young, MMC

Chair

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International Institute of Municipal Clerks

2017/2018 Legislative Committee Roster

Term: May 21, 2017 through May 20, 2018

PURPOSE:

1) Identify trends in state/provincial/national legislation impacting the Municipal Clerk profession, 2) provide links to state/provincial/national legislative resources, 3) work with the Research and Resource Committee to make information on state/provincial/national legislative resources available on the IIMC resource page, 4) monitor and review federal legislation pertinent to the profession, and 5) when appropriate provide relevant written reports regarding the same.

2017/2018 Goals & Objectives

1. Submit communications to the membership through the Executive Director on legislative issues of significant importance to Municipal Clerks for publication through the News Digest, E-Blasts, Twitter, or other means.
2. Collect information on state/provincial/national legislative resources to be made available on the IIMC resource page.
3. Make recommendations to the Board of Directors on emerging issues where IIMC may benefit from legislative lobbying.

Kimberley A. Rau, MMC

Chair

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International Institute of Municipal Clerks

2017/2018 Membership and Mentoring Committee Roster

Term: May 21, 2017 through May 20, 2018

PURPOSE:

To promote IIMC, communicate with new members and bring together experienced members with less-experienced members for the benefit of both the individuals and the profession.

2017/2018 Goals & Objectives

1. Work with the Member Services Department, focusing on contacting new members each month to welcome them to IIMC and suggest to them how to get the most out of their IIMC membership (including mentoring). Direct them to IIMC Staff with questions. Be prepared to provide the new member with IIMC's phone and fax.
2. Provide members to "staff" a "Welcome First Timers" table at the Annual Conference to share information to maximize the benefits of their conference attendance and promote the Mentoring Program.
3. Showcase the Mentoring Program and its importance through at least 1 article in the News Digest.
4. Work with the Immediate Past President at the Annual Conference First Time Delegates Session to welcome the First Timers, promote the Mentoring Program and provide an opportunity for retired clerks, mentors and mentees to be introduced.
5. Develop an outreach plan for recruiting mentors and mentees.
6. Develop guidelines and process for structured mentoring agreements.

Marita Rhude, MMC

Chair

Clerk/Treasurer

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International Institute of Municipal Clerks

2017/2018 Policy Review Committee Roster

Term: May 21, 2017 through May 20, 2018

PURPOSE:

To monitor and provide policy guidance to ensure purpose, consistency, accuracy, and fair application. To review policies, positions, and perspectives regularly and recommend appropriate revisions to the IIMC Board of Directors.

2017/2018 Goals & Objectives

1. Review current Policy Manual and recommend revisions to ensure policies reflect current Board practices
2. Develop new policies as requested by the Board of Directors.
3. Review policy proposals submitted by other Committees and the Board of Directors.
4. Perform annual review of the minutes of the Board of Directors meeting to ensure policy changes are codified.
5. Provide policy articles of interest for inclusion in the News Digest.

Nancy A. Vincent, MMC

Chair

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International Institute of Municipal Clerks

2017/2018 Public Relations & Marketing Committee Roster

Term: May 21, 2017 through May 20, 2018

PURPOSE:

To market and promote IIMC and its ideals with the dual aims of raising the status and image of local government professionals and attracting new members from all regions.

2017/2018 Goals & Objectives

1. Develop crisis communications plan.
2. Submit at least 1 article for the News Digest in the area of best practices, management and leadership.
3. Develop marketing plan for Program Excellence in Governance Award, recognizing innovation and best practices.
4. Develop existing materials and new marketing ideas for Municipal Clerk's Week.
5. Develop new marketing ideas to promote the value of IIMC's certification programs and professional resources.

Anthony J. Mejia, MMC

Chair

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International Institute of Municipal Clerks

2017/2018 Records Management Committee Roster

Term: May 21, 2017 through May 20, 2018

PURPOSE:

To develop informational resources to assist members with their records management needs.

2017/2018 Goals & Objectives

1. Work with Research & Resource Committee on developing a Technical Bulletin on Benchmarking.
2. Recommend records management educational sessions for the Annual Conference.
3. Prepare a minimum of two articles regarding best practices for records management.
4. Identify at least 2 issues and create content for the online Resource Centre of ordinances, policies and best practices.

Sandra McKinley, CMC

Chair

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International Institute of Municipal Clerks

2017/2018 Research & Resource Committee Roster

Term: May 21, 2017 through May 20, 2018

PURPOSE:

To assist in surveying the membership on various issues as necessary; and to ensure that members are provided with quick and accurate answers to inquiries through membership network and resource library.

2017/2018 Goals & Objectives

1. Work with the Records Management Committee on developing a Technical Bulletin on Benchmarking.
2. Review in-house publications (Role Call and Language of Local Government)
3. Assist in developing and disseminating surveys and questionnaires as requested by the Board of Directors, Committees, and staff.
4. Respond to member questions submitted to the IIMC website and staff.
5. Continue to expand content and resource links for the IIMC resource library.

Lanaii Y. Benne, MMC

Chair

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Deadlines:

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| July 21, 2017 | Identify and submit to Headquarters budget justification requested (if any) necessary to accomplish the Committee's goals and objectives. All requested will be reviewed by the Budget and Planning Committee. |
| October 2, 2017 | File a Report with Headquarters for inclusion with agenda materials for the November IIMC Board of Directors Mid-Year Meeting. |
| April 6, 2018 | File the final report with Headquarters for inclusion with the Annual Report. |