



HISTORY

Founded in 1947, the International Institute of Municipal Clerks is the leading professional nonprofit association serving the needs of Municipal Clerks from cities and towns throughout the world.

IIMC provides continuous and innovative education programs and creates resource opportunities to ensure and elevate the Municipal Clerk's role as part of the municipal management team. With more than 10,000 individual members, IIMC is the largest organization of Municipal Clerks, representing municipalities of less than 2,500 to more than 10 million people.

BENEFITS OF MEMBERSHIP

IIMC sponsors education programs, engages in research, and fosters a spirit of mutual assistance and good fellowship among Clerks everywhere. Members have access to a variety of opportunities and programs including:

- Education
- Certification Program
- Master Municipal Clerk Academy
- Networking
- Research & Information Center
- Publications
- Professional Support
- Online Learning Institute
- Annual Conference
- Athenian Leadership Society Dialogues

IIMC helps you find solutions to everyday problems, enhances critical professional skills and improves your performance at work.

Join IIMC now -- the only source exclusively dedicated to the advancement of Municipal Clerks.



NETWORKING

- Connect with more than 10,000 colleagues world wide from Alaska to South Africa.
- Participate in IIMC Regional Meetings.
- Attend Annual Conferences for specialized continuing education, problem-solving and networking.
- Attend an IIMC Institute. The contacts you make are a source of support.
- Join an IIMC Committee.
- Become a member of the Board of Directors.

RESEARCH & INFORMATION CENTER

IIMC's Resource and Information Center offers you the latest in Municipal Clerks research, referrals, and materials to assist you in your job. It includes a library of sample ordinances, manuals, and technical and management publications. Publications on the Clerk's role in municipal government and electronic information exchange opportunities are also available.

Technical Bulletins

- Consent Agendas
- Parliamentary Procedure
- Basic Records Management
- City Council Rules and Procedures

Clerk's Role In Local Government

- *Role Call: The Professional Clerk*
- *Language of Local Government*
- Video: *The Municipal Clerk: Partners In Democracy*

Information Exchange

- IIMC Web Site
- Electronic discussion groups
- Referrals to Clerk experts in various functions
- On-line surveys

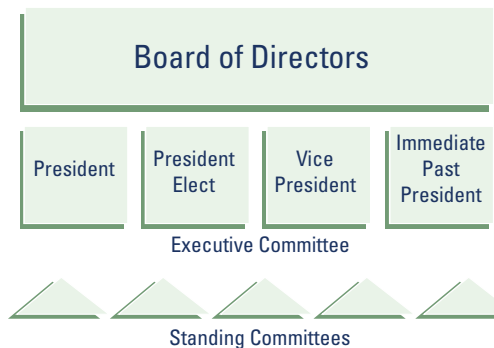
PUBLICATIONS

News Digest -- IIMC's monthly magazine is filled with special features, management, educational, and personal development articles. It also publishes a Resource Center News column, a calendar of events and other information to keep you abreast of current issues facing your profession.

PROFESSIONAL SUPPORT

- Sponsors the Annual Municipal Clerks Week by informing the public and local governments on the importance of the Municipal Clerk's Office.
- Networks with national and international Associations for Municipal Officials.
- Distributes news releases on members receiving their CMCs or MMCs.

IIMC ORGANIZATIONAL STRUCTURE



A 26-member Board of Directors governs IIMC. The Board sets policy and provides organizational leadership and guidance. A four-person Executive Committee represents the Board. The Vice President is elected by all Members through a membership wide ballot. Other Board members are elected in their own Regions prior to the Annual Conference.



*Professionalism in
Local Government
Through Education*

IIMC HEADQUARTERS

8331 Utica Avenue, Suite 200
Rancho Cucamonga, CA 91730

909/944-4162 • FAX 909/944-8545
Message Center 800/251-1639

E-mail hq@iimc.com • www.iimc.com

@2007 International Institute of Municipal Clerks

EDUCATION

IIMC offers continuing education and professional development of Municipal Clerks through extensive education programs, certification, recertification, and research. To achieve its educational goals, IIMC has formed strategic alliances with 46 fine institutions of higher learning. Each of these institutions works in tandem with IIMC and the local Clerks. The unique triangular design (i.e. the university sponsorship, resources and input provided by the local clerks, and the resources of IIMC) of each IIMC approved Institute has contributed to the success and longevity of the alliance and the quality of education delivered to the local IIMC members for many decades. IIMC offers three distinct educational programs: the Certified Municipal Clerk designation; the Master Municipal Clerk designation, and the CMC Recertification program.

CERTIFIED MUNICIPAL CLERK (CMC)

The CMC program is designed to enhance the job performance of the Clerk in small and large municipalities. To earn the CMC designation, a Municipal Clerk must attend extensive education programs. The designation also requires pertinent experience in a municipality. The program prepares the participants to meet the challenges of the complex role of the Municipal Clerks by providing them with quality education in partnership with 46 institutions of higher learning. The program has been in existence since 1970 and has helped thousands of Clerks in various municipalities.

MASTER MUNICIPAL CLERK (MMC)

To qualify for entrance into the Master Municipal Academy (MMCA), which prepares participants for achieving the MMC status, one must have earned the CMC designation.

The MMCA is an advanced continuing education program that prepares participants to perform more complex municipal duties. The program has an extensive and rigorous educational component, a professional and social contribution component, and a commitment to lifelong learning. The Academy members must demonstrate that they have actively

pursued educational and professional activities and have remained informed of current socio-political, cultural, and economic issues that affect local governments and municipalities.

CMC RECERTIFICATION

The CMC Recertification program enables the CMC holders to keep current professionally by pursuing their education beyond the attainment of the CMC designation. The courses are at a high level than those of the CMC program. All CMC holders who wish to retain their CMC designation, and who do not plan to pursue an MMC designation must enter into the CMC Recertification program. Once certified, a CMC holder shall apply for recertification every four years, unless an application is made for admission into the MMCA program prior to his/her four (4) year CMC anniversary date. Those CMC holders who actively and consistently are pursuing an MMC designation and earn 12 or more points per year may retain their CMC without having to recertify, otherwise, they shall recertify in a timely manner.

IIMC ONLINE LEARNING INSTITUTE



IIMC's Online Learning Institute offers an educational alternative by which quality education is provided to those IIMC members who do not have an easy access to an on-land Institute and desire to earn a CMC designation, an MMC designation, or recertify. The IIMC Online Learning Institute utilizes the electronic collaboration technology as a pedagogical tool for delivering the academic components of the CMC, the MMCA, and the Recertification programs. The IIMC Online Learning Institute intends to create an online learning community that would serve any IIMC member who has no easy access to an on-land Institute. This Institute will further fulfill the noble mission of IIMC worldwide.

ANNUAL CONFERENCE

IIMC's Annual Conferences provide a unique and valuable educational experience for the participants ranging from nuts and bolts to advanced level academic subjects facilitated by well-qualified presenters from different parts of the country and the world. For one week each May, the Conference offers several Advanced Academy Sessions; key speakers for General Sessions, and a variety of Concurrent Education Sessions. The Conference also facilitates an environment for networking, an Exhibit Hall and Silent Auction.

TYPES OF MEMBERSHIP

A. Membership Classes:

- 1) Full Member
- 2) Additional Full Member
- 3) Associate Member
- 4) Corporate Member
- 5) Honorary Member
- 6) Retired Member

1) Full Member: Municipal Clerks, City Secretaries, Recorders, Legislative Administrators, Directors of Corporate, Business, or Administrative Services, and/or those with similar titles who serve Legislative Government Bodies in administrative capacities with management responsibilities and duties including four of the following:

- a. general management;
- b. meeting administration;
- c. financial management;
- d. stewardship of by-laws, articles of incorporation, ordinances, resolutions and other legal instruments;
- e. custody of the official seal and execution of official documents;
- f. records management;
- g. human resources;
- h. elections administration.

2) Additional Full Member: Individuals meeting the Full Member criteria who serve a Legislative Government Body represented by a Full Member.

3) Associate Member: Individuals in transition between Legislative Government Body positions or persons employed by a Legislative Government Body who do not meet Full Member criteria.

4) Corporate Member: Corporations, associations or other business entities or individuals.

5) Honorary Member: Past Presidents upon retirement and persons so designated by the Board of Directors.

6) Retired Member: Full or Additional Full Member and Associate Member upon retirement.

For complete membership details, contact IIMC's Membership Department by calling 909/944-4162.

COMMITTEES

Hundreds of dedicated IIMC members volunteer their services and skills on one of IIMC's many Committees. Committee members recommend policies and work on programs ranging from election legislation updates to the dissemination of information on new technological advances affecting the Clerk's office. Committee contributions provide a cadre of direct benefits to the membership.



MUNICIPAL CLERKS EDUCATION FOUNDATION (MCEF)

MCEF is a nonprofit corporation established in 1984 by six former IIMC Presidents. MCEF is a diverse team of volunteers who are passionately committed to raising endowed dollars whose earnings help IIMC pursue its educational objectives.

Governed by a 16-member Board of Directors, MCEF annually awards some 60 individual scholarships to Municipal Clerks attending IIMC's 46 Institutes. It also raises funds to support IIMC's priority education projects, funds IIMC's Annual Conference guest speakers and education programs. MCEF solicits corporate and foundation grants for special education projects, and encourages estate planning, plan giving and memorial gifts to support the growth of the profession.