

ONLINE LEARNING OPPORTUNITIES

The primary goal of IIMC is to actively promote the continuing education and professional development of Municipal Clerks through extensive education programs, certification, publications, networking, Annual Conferences and research.

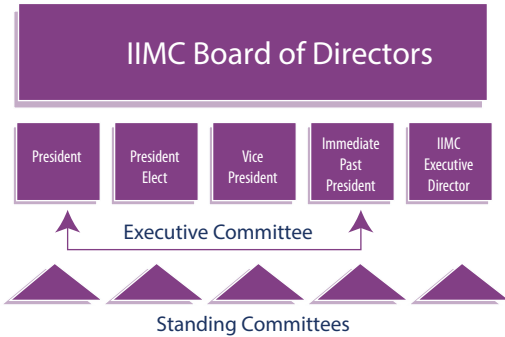
IIMC offers Online Learning opportunities designed as an additional means to provide completing certification requirements for the Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) designations.



For more information, go to www.iimc.com.

IIMC ORGANIZATIONAL STRUCTURE

IIMC is governed by a 26-member Board of Directors with 22 Directors from IIMC’s 11 regions. The Board sets policy and provides organizational governance.



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 objectives ranging from Education and Professional Development to 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.

TYPES OF MEMBERSHIP

Membership Classes:

- 1) Full Member
- 2) Additional Full Member
- 3) Associate Member
- 4) Honorary Member
- 5) 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 Governmental 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 Governmental Body represented by a Full Member.

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

4) Honorary Member: Past Presidents upon retirement or upon assumption of positions with Legislative Governmental Bodies other than Municipal Clerk; Persons so designated by the Board of Directors who have made significant and exemplary contributions to IIMC and the profession.

5) Retired Member: Full, Additional Full or Associate Member upon retirement.

For complete details, contact IIMC’s Membership Department by calling 909.944.4162.

IIMC EDUCATION FOUNDATION



Established in 1984, the IIMC Foundation raises funds needed to support IIMC in its mission to educate Municipal Clerks and keep them proficient in the services they provide for their community.

Since its inception, the Foundation has awarded more than \$1 million dollars toward scholarships and educational programs for IIMC members.

The Foundation has accepted the challenge of raising funds to help IIMC continue expanding educational offerings for members worldwide. Each year, the Foundation awards individual scholarships to Clerks attending IIMC’s Institutes; conference grants; online education scholarships; and region grants. The Foundation’s Board of committed volunteers also raises funds to support IIMC’s priority education projects and fund IIMC’s Annual Conference speakers and other education programs.

To learn more, apply for a scholarship or get involved, visit www.iimcfoundation.com.

ANNUAL CONFERENCE (May)

IIMC’s Annual Conferences provide a unique and valuable educational experience for the participants ranging from intermediate to advanced level academic subjects facilitated by well qualified presenters. The Conference offers several Advanced Academy Sessions; Athenian Leadership Dialogues, keynote speakers for General Sessions, and a variety of Concurrent Education Sessions. The Conference also facilitates an environment for networking and exchange of ideas through its All Conference Event, an Exhibit Hall and Silent Auction.



INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS



The Premier Organization for Municipal Clerks Since 1947



The International Institute of Municipal Clerks
8331 Utica Avenue, Suite 200
Rancho Cucamonga, CA 91730
Tele: 909.944.4162
Fax: 909.944.8545
800.251.1639
E-mail: hq@iimc.com
www.iimc.com

WHO WE ARE

Founded in 1947, the International Institute of Municipal Clerks is the leading and largest professional nonprofit association serving the needs of Municipal Clerks worldwide. With approximately 15,000 members, IIMC represents municipalities of less than 500 to more than 10 million.

Diverse perspectives in IIMC Membership and Leadership are critical to the Organization’s ongoing success. IIMC views its members’ diverse backgrounds and interests as assets and is committed to promoting inclusive environments where members from across the Municipal Clerk profession feel valued, respected and welcomed. IIMC does not discriminate based on profession, race, gender, religion, age, sexual orientation, nationality, disability, appearance, geographic location or professional level. IIMC is committed to having Board members that are representative of the diverse make-up of its membership.

NETWORKING

Connect with approximately 15,000 colleagues worldwide in municipalities from Alaska to the United Kingdom and from Vermont to South Africa.



PUBLICATIONS

Online Monthly E-zine *News Digest* – IIMC’s online monthly magazine is filled with domestic and international special features and articles on leadership, management, education, and professional and personal development. It also publishes a calendar of events and other information to keep you abreast of current issues facing your profession.



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 reference 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

- Parliamentary Procedures
- Records Management
- Grant Writing
- Social Media Record Keeping

Clerk’s Role In Local Government

- Role Call: The Professional Clerk
- Language of Local Government
- Robert’s Rules of Order
- Mina’s Guide to Minute Taking
- Maintaining the Democratic Imperative
- DVD: The Municipal Clerk: Partners In Democracy

Information Exchange

- IIMC Web Site
- Electronic discussion groups
- Clerk Listserv experts in various functions
- Compensation Information
- Online surveys
- Salary Surveys

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.

EDUCATION

IIMC’s primary purpose is to provide education and professional development programs and opportunities for its members. IIMC recognizes that education and professional development are important to every member and that educational needs are diverse throughout the world. IIMC offers extensive educational programs and courses through a variety of methods, including University and College based Institutes, State/Provincial/National Associations, Online courses, publications, webinars and Annual Conferences. IIMC values its affiliations with Municipal Clerk Associations and sponsoring educational institutions. IIMC provides members with certifications, earned through participation in educational programs and involvement in a variety of professional development activities. The educational programs and certifications offered through IIMC empower its members to achieve academic and professional success. IIMC offers two distinct educational designations: The Certified Municipal Clerk and the Master Municipal Clerk.

CERTIFIED MUNICIPAL CLERK (CMC)

The CMC designation 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 45 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 MMC program, one must have earned the CMC designation. The MMC is an advanced continuing education program that prepares participants to perform more complex municipal duties. The program has an extensive and rigorous educational component, and a professional and social contribution component.

MMC applicants 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.

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 personal access to staff and a variety of opportunities and programs including:

- Networking & Volunteering
- Research & Resource Center
- Publications
- Education & Professional Development
- Professional Support
- University-based Institutes
- Online Learning Opportunities
- Municipal Clerks Week
- Annual Conferences
- Athenian Leadership Society Dialogues
- Study Abroad Programs
- International Symposiums
- Mentor/Mentee Program
- Affinity Programs

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.

WWW.IIMC.COM

