

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.

With more than 9,500 members, IIMC is the largest organization of Municipal Clerks, representing municipalities of less than 2,500 to more than 10 million people.



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

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.

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.

TYPES OF MEMBERSHIP

- Full Member
- Additional Full Member
- Associate Member
- Corporate Member
- Honorary Member
- Retired Member

Full Member: Municipal Clerks, City Secretaries, Recorders, Legislative Administrators, Director of Services, 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:

- general management;
- meeting administration;
- financial management;
- stewardship of by-laws, articles of incorporation, ordinances, resolutions and other legal instruments;
- custody of the official seal and execution of official documents;
- records management;
- human resources;
- elections administration.

Additional Full Member: Individuals meeting the Full Member criteria who serve a Legislative Government Body represented by a Full Member. A city must have one Full Member before they would be eligible to have Additional Full Members.

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.

Corporate Member: Corporations, associations or other business entities or individuals desiring to assist IIMC in the accomplishment of its Mission and Purpose.

Honorary Member: Persons so designated by the Board of Directors who have made significant and exemplary contributions to IIMC and the profession.

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

RESOURCE & 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

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

Clerk's Role In Local Government

- Role Call: The Professional Clerk
- Language of Local Government
- Maintaining the Democratic Imperative
- DVD: The Municipal Clerk: Partners In Democracy

Information Exchange

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

ONLINE LEARNING INSTITUTE

The IIMC Online Learning Institute is designed as an alternative means of providing parts of the education component required for the Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) designations.

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

PERSONAL 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.

NETWORKING

- Connect with approximately 9,500 colleagues worldwide in municipalities 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.

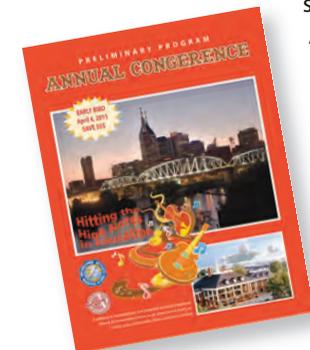
COMMITTEES

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 to policy to professional development. Committee contributions provide a cadre of direct benefits to the membership.

ANNUAL CONFERENCE

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. 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 and exchange of ideas, an Exhibit Hall and Silent Auction.



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, IIMC-approved Institutes, State/Provincial/National Associations, International study and exchange programs, on-line courses, publications, networking opportunities 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 programs: the Certified Municipal Clerk designation and the Master Municipal Clerk designation.

PUBLICATIONS



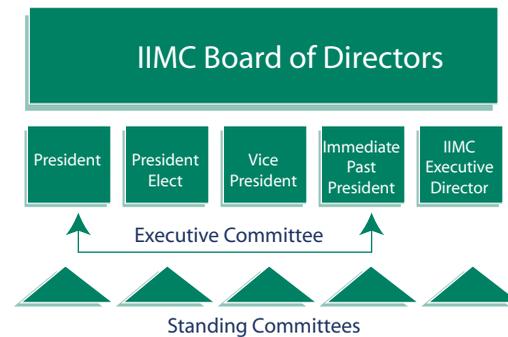
On-Line Monthly *News Digest* — IIMC's on-line monthly magazine is filled with special features and articles on leadership, management, education, and personal development. It also publishes a calendar of events and other information to keep you abreast of current issues facing your profession. IIMC also offers a variety of technical bulletins and other materials.

CERTIFIED MUNICIPAL CLERK (CMC)

The CMC designation program is designed to enhance the job performance of the Clerk. 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 47 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.



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.

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

MISSION STATEMENT

The International Institute of Municipal Clerks (IIMC) is a professional, non-profit association that promotes continuing education and certification through university and college based institutes and provides networking solutions, services and benefits to its members worldwide.

IIMC promotes life-long learning, skill development and public service and fosters a spirit of mutual assistance and goodwill among Municipal Clerks around the globe. It continually works to advance leading practices in professional and personal development, creates opportunities for its diverse membership to engage in training and development activities and programs, and supports education programs that enrich the knowledge, practical abilities, and professionalism and leadership skills of its members.

**For complete membership details, contact
IIMC's Membership Department by
calling 909/944-4162 or
www.iimc.com**

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