



## ***MESSAGE FROM THE EXECUTIVE DIRECTOR***

Welcome to the Executive Committee-

Congratulations on your election to the Executive Committee of the International Institute of Municipal Clerks. You have reached a pinnacle in your quest toward IIMC leadership by demonstrating to our peers an important commitment to IIMC. Your leadership on the Executive Committee will comprise three years of service on the Board of Directors, extensive involvement on IIMC committees, while applying the expertise and knowledge you have personally gained from your own experience, education, and public service which are manifested in your role and responsibilities. Service on the Executive Committee will provide challenges and opportunities to leverage your leadership abilities, demonstrate your character and courage in the adamant pursuit of reaching new heights on behalf of the Organization

After serving as Region Director and having a firm grasp on the priorities of the Organization and its members, you might wonder why you need this Handbook. Serving on the Board is critical learning opportunity and leadership experience; however, serving as an Executive Committee member, requires strategic leadership and proactive measures in carrying out varied responsibilities. Each Executive Committee position provides essential experience and preparation leading up to the Presidency.

This Handbook depicts the Executive Committee's individual and collective responsibilities regarding their roles in the Organization. It is not intended to serve as a comprehensive guide; however, it offers an important overview of the salient points in serving in the capacity of IIMC's elected principals, representing and guiding the Organization via its strategic plan, Board-approved budget, and sound leadership.

Please know you can always count on IIMC's staff to provide you with answers and guidance.  
***If you have any questions whatsoever regarding IIMC and your specific role, contact me directly.***

Thank you for your service to IIMC.

Chris Shalby  
IIMC Executive Director  
June 2018

**IIMC EXECUTIVE COMMITTEE HANDBOOK  
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## The Organization You Represent

### Our Mission

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

### Leading Professional Association Since 1947

Founded in 1947, the International Institute of Municipal Clerks is the leading professional association serving the needs of Municipal Clerks, Secretaries, Treasurers, Recorders and other associations from cities and towns worldwide.

### Inspiring Advancement & Development

IIMC's primary goal is to actively promote the continuing education and professional development of Municipal Clerks through extensive education programs, certification, publications, networking, annual conferences and research. As an educational catalyst, IIMC inspires Clerks to expand and advance beyond their present levels of development.

IIMC engages in municipal research administration, enhances critical professional skill development and fosters a spirit of mutual assistance and good fellowship among Municipal Clerks around the globe.

### Membership

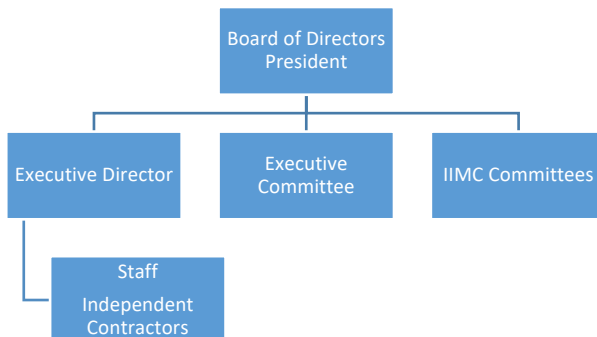
IIMC has more than 14,000 members worldwide – 75% US based; 2% Canada based; and 23% in various other countries. IIMC is affiliated with more than 46 Universities and Colleges that house the Institute programs. IIMC also maintains reciprocal agreements with several national organizations.

### Not for Profit Organization

IIMC enjoys the IRS designation of a 501C6 not for profit organization – meaning that the majority of funds are acquired through membership dues. Retaining this 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 acquire, and every caution must be exercised to maintain the 501C6 designation.

### Board of Directors

IIMC is governed by a 26-member Board of Directors.



## Regions X and XI Affiliate Associations

### REGION X – Canada

IIMC is affiliated with the following Region X associations, and reciprocal invitations to annual conferences are extended as noted below:

#### **AMCTO**

AMCTO invites IIMC’s President and Executive Director to attend its Annual Conference (usually in June) with complimentary registration and accommodations.

#### **LGMA**

LGMA invites IIMC’s President to attend its Annual Conference (usually in October) with complimentary registration and accommodations.

#### **AMA, Alberta**

AMA invites IIMC’s President to attend its Annual Conference (usually in April) with complimentary registration and accommodations.

#### **PMA, New Foundland/Labrador**

PMA invites IIMC’s President to attend its Annual Conference (usually in October/November) with complimentary registration and accommodations.

### REGION XI - Outside North America

IIMC enters Declaration Affiliation Agreements and Memorandums of Understanding (MOU) with several 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 following organizations are IIMC’s most active Region XI affiliates:

**ADSO** – United Kingdom

**SLCC** – United Kingdom

**ATAM** – Portugal

**UDITE** – Europe

**IAM** – Israel

**SOLAR** – Scotland, UK

**ECG** – Belgium

**IMASA** – South Africa

**VVG** – The Netherlands

**NAMCB** – Bulgaria



Association of  
Democratic Services  
Officers



VERENIGING  
VAN GRIFFIERS



SOLAR

# IIMC Staff Overview

## Executive Director

The IIMC Board of Directors is responsible for hiring the Executive Director. The Executive Director works collaboratively with the President and reports to the Board of Directors. The Executive Director is responsible for hiring and managing IIMC 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 provides the Executive Committee with insight on internal organizational processes. Specific assignments or projects directed to staff do need to include the Executive Director. If conflicts should arise with staff, the Executive Director should be contacted as soon as possible.

The Executive Director is responsible for carrying out the direction of the Board and for supporting, facilitating and managing the duties and responsibilities of the Executive Committee. Every work product should meet high standards, and the Executive Director is responsible for working with IIMC staff toward that end.

## Executive Director Contract and Evaluation

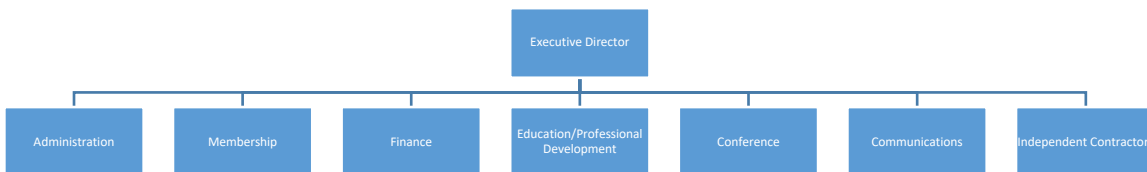
The Executive Director is employed by a three-year contract. Provisions of the contract including terms of employment, duties, base salary, miscellaneous compensation, vacation and sick leave, miscellaneous time off, performance and termination, renewal of contract, health insurance, retirement, business expenses, cell phone/Ipad, severability. IIMC Board of Directors can review the Executive Director’s contract at any time during their term in office.

## Evaluation

The Board evaluates the Executive Director annually at the IIMC midyear Board meeting. The President-Elect is responsible for creating and disseminating the evaluation form to each Board member, culling the results, discussing the result with the Executive Director and, finally, reviewing and discussing the overall evaluation during an executive session at the midyear Board meeting.

The President maintains custody of the Executive Director’s personnel file (a duplicate is maintained at Headquarters) and turns it over to the President Elect each year at the Annual Conference. The file includes the Executive Director’s yearly evaluations, current contract, etc.

## IIMC Staff Organizational Structure



## **Executive Committee, Budget & Planning Committee, IIMC Committees**

### **Executive Committee**

The Executive Committee is comprised of the following officers:

- President
- President Elect
- Vice President
- Immediate Past President

The President presides as Chair of the Executive Committee, and the Executive Director serves as Secretary and Treasurer for the Board. All Executive Committee members serve on the Budget and Planning Committee. *The Executive Committee is not a decision-making body.*

### **Executive Committee Meetings**

The President and Executive Director, with input from the Executive Committee, set the Agenda for the Executive Committee meetings. The purpose of the Executive Committee meetings is to discuss IIMC issues, receive Executive Director briefings, review department reports, and receive overall updates on the Organization. IIMC staff participates in the Executive Committee meetings.

Executive Committee meetings are held biannually at IIMC's Headquarters in Rancho Cucamonga, CA:

- Late summer (August/September) following the Budget and Planning Committee meeting
- Early winter (February)

Specific dates are selected as early as possible to provide committee members adequate notice.

### **Budget and Planning Committee**

The Budget and Planning Committee is comprised of the following:

- IIMC's Executive Committee
- Three (3) non-Board members who serve as Chair and Incoming Chairs

The Budget and Planning Committee meets in late summer (August/September).

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 are distributed to the Committee several weeks in advance of the meeting. IIMC's budget adheres to strict policies and financial practices and processes that support and further the Organization's mission, vision, and goals adopted by the Board. Every expenditure, plan, and program must align with guiding documents.



### **IIMC Committees**

During the winter meeting, the President Elect and the other Executive Committee members meet with the Executive Director to appoint upcoming committee members and to establish the goals and objectives of each committee for the year. The President Elect selects the Board liaisons for each committee prior to finalizing the committee rosters.

### **IIMC Committee Staff Liaisons**

The Executive Director assigns an IIMC Staff Liaison to each committee. Staff may be assigned more than one committee considering the number of committees. The Staff Liaison role includes facilitating the goals and objectives of the committee. The President may authorize changes to committee goals and identify ways in which staff liaisons can support the additional tasks, etc.

Staff Liaisons do not perform the work of the committee nor limit or expand its goals.

### **Strategic Plan**

IIMC adopted a three-year Strategic Plan and Initiatives. The Plan is comprised of six Key Result Areas. They are:

1. Membership
2. Finance
3. Communications/Social Media/Marketing
4. Board Development
5. Education – Professional Development
6. Diversity/Inclusivity

The Strategic Plan is reviewed annually at the IIMC midyear Board Meeting. Every three years, the Board reviews the Plan to determine new areas, revisions and long-term planning.

## Executive Committee -- Key Roles & Responsibilities

### President

#### *Overview*

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

- Presides over the Opening Ceremony of the Annual Conference;
- Travels on behalf of IIMC (travel is based on policy and the Board approved budget);
- With the Executive Director, the President has the option to attend the site visit for the upcoming Annual Conference which is usually scheduled July or August, one-year prior;
- 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; and
- Serves as a voting member on the Budget and Planning Committee and IIMC Foundation Board of Directors.

#### *Board & Executive Committee Chair*

The IIMC Board meets three times annually. All Board meetings have a set agenda, and the President serves as Chair for all the following Board and Executive Committee meetings:

- The **first** meeting is on the final day of the Annual Conference. At this meeting, the gavel is officially passed from the outgoing President to the new President. A brief Agenda is in order addressing upcoming IIMC news, upcoming Executive Committee and staff travel, projects, programs and other miscellaneous discussion items;
- The **second** Board meeting is the mid-year meeting held in the Fall at a time and location selected by the President with input from the Executive Director; and
- The **third** meeting is held at the beginning of the Annual Conference.

The Executive Director prepares the agenda with the President's input. Once the President approves the Agenda, it is distributed to the Board for input prior to finalizing it.

#### **Communication with Board of Directors**

Communication with the Board is imperative to maintain a healthy Organization. The Executive Director provides a weekly Friday Letter to the Board detailing all activities regarding the Organization from education programs to conference updates to an EC travel calendar, and more. IIMC conducts on an as needed basis Board teleconferences to review any urgent or timely matters that need the Board's attention between Board meetings.

## **President Elect**

### *Overview*

The President Elect is the Incoming President. Specific responsibilities of the President Elect include but are not limited to the following:

- Represents the President at state, provincial, region or national meetings as necessary;
- Oversees and coordinates the Executive Director's annual evaluation;
- Convenes one of the General Sessions at the Annual Conference;
- Presents the outgoing President with the gavel plaque and President's ring at the Annual Banquet;
- Appoints members to Committees and creates goals and objectives; and
- Serves as voting member on the Budget and Planning Committee and the IIMC Foundation Board of Directors.

### *Planning for Term as President*

The Executive Director will meet with the President Elect a few months (at the Executive Committee's winter meeting) prior to the transition to the office of President, providing an overview of the year ahead and to discuss leadership goals/objectives.

## **Vice President**

### *Overview*

The Vice President works together with the Executive Committee as a team, and the President may assign projects to individual Executive Committee officers as deemed necessary. Specific responsibilities of the Vice President include but are not limited to the following:

- Serves as Board liaison and official minute taker for the Budget and Planning Committee Meeting and for all Executive Committee Meetings;
- With the Executive Director, presents the Budget Vice Chair to the Board for their approval; Presents Budget and Planning Committee Report at the Mid-year and Annual Board Meetings;
- Serves as a voting member on the Budget and Planning Committee and the IIMC Foundation Board of Directors.

## **Immediate Past President**

### *Overview*

The Immediate Past President brings invaluable experience forward in support of the President and Executive Committee. The Immediate Past President serves as advisor to the President, a committee liaison, and travels on behalf of the President when requested.

Providing feedback to the Executive Director during transition and post conference is an important and constructive time to identify opportunities for leveraging experience, impact, and ensuring continuity.

## **IIMC Committee Appointments**

### **Executive Committee: Committee Goal Setting and Committee Appointments**

The Annual Goal Setting and Committee Appointment meeting will be held during the Winter Executive Committee meeting. It involves the full Executive Committee and the Executive Director. The purpose of the meeting is to appoint members to the IIMC Standing Committees and to update the goals and objectives for the coming year.

### **President Elect: Committee Member Appointments**

The Executive Director will provide a listing of IIMC members who have expressed interest in being appointed. The Executive Committee may also submit names for consideration. Staff will provide the President Elect 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 in preferential order. Generally, applicants are appointed to one of their three choices.

Staff offers important feedback considering their work with the committees as staff liaisons. Prospective appointees may be contacted by the Executive Committee before the Appointment Committee meets to determine their level of interest in serving, convey confidence in their abilities, and to discuss concerns and ideas for the committee.

IIMC members who apply late to serve on committees can do so if their application has been submitted to Headquarters no later than September 1. After that date, a member cannot be appointed to serve on a Committee for that year and will need to reapply for the following year.

Committee members serve 1-year terms and may remain on a committee for no longer than 6 consecutive years. *Please note:* It is up to the President to make that assignment depending on the Committee's size and structure.

### **Vice President: Appointment of Vice Chairs**

The appointments made by the Vice President for Committee Vice Chair will succeed to Chair when the Vice President becomes President. The Vice President and the President Elect will name the committee members.

### **President Elect: Assignment of Committee Board Liaisons**

The President Elect will assign Board liaisons for each committee. 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.

The Chairs and Vice Chairs should be advised and understand and agree that their Board Liaison has full voting rights and shall receive all information distributed to other committee members. The Chair should also be advised that the Board Liaison will present the mid-year and annual reports at the Board meetings.

### **Committee Goals & Objectives**

Following appointment, IIMC will distribute an email to each committee that will include the Committee's purpose, goals and objectives, member roster and established deadlines for Board reports.

### **Committee Meetings and Telecom**

Most work of the Committees will be carried out via e-mail, fax, teleconference and mail. To ensure 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 that ensures greater committee efficiency. Chairs should be encouraged to communicate regularly with their committee members, including Staff and Board Liaisons. Chairs are expected to maintain a committee process that is focused and on track.

### **Budget Committee Vice Chair**

#### **Vice President's Appointment**

The incoming Vice President is responsible for working together with the Executive Director on choosing their Vice Chair for the Budget Committee. This decision is vital and will require Board confirmation. This person will advance to Vice-Chair beginning with the transition to President Elect and will serve as Chair when assuming the office of President. The Executive Director will seek applications from former IIMC Board members and will provide the Vice President with names from which to choose.

#### **Budget Chair**

The Budget Chair presents the year-end financials during the Annual Business Meeting at the Conference.

## **Annual Conference Responsibilities Executive Committee**

The Executive Director provides a comprehensive schedule of special events and activities for the conference week in which the President and Executive Committee are expected to participate fully. Other opportunities may be presented, and the Executive Committee will be called upon to represent.

Conference questions, protocol, and miscellaneous conference items should be addressed directly with the Executive Director as needed.

### **President**

*Presiding Officer – Board Meeting Immediately Prior to Conference Opening & Final Conference Day*

- The *third* Board Meeting chaired by the *outgoing* President is held immediately *prior* to the Annual Conference. The Executive Director prepares the agenda with the President's input. Once the President approves the Agenda, it is distributed to the Board for input prior to finalizing it.
- On the *final* day of the Annual Conference, the Board Meeting is chaired by the incoming President. At this meeting, the gavel is officially passed to the incoming President from the outgoing President. The outgoing President remains at the head of the table and continues service on the Executive Committee as Immediate Past President for the upcoming year.

### *Events and Activities*

- Host the President's private reception for the IIMC and Foundation Boards
- Host the Golden Gavel Lunch joining Past Presidents (golden gavel pin) and the Executive Committee
- Host the Regions X and XI VIP/IIMC Board dinner and lead gift exchange
- Present IIMC Awards during the Opening Ceremony
- Convene the first General Session of the Annual Conference
- Convene and Chair the Annual Business meeting
- Select the Emcee and Invocator for the Annual Banquet
- Miscellaneous as needed

### **President Elect**

*Presiding Officer – Incoming Board of Directors Meeting on Final Conference Day*

The *first* Board meeting for the *incoming* President falls on the *final* day of the Annual Conference. At this meeting, the gavel will be officially passed from the outgoing President. A generally brief Agenda detailing upcoming IIMC news, upcoming Executive Committee and staff travel, projects, programs and other miscellaneous discussion items. The incoming President should be prepared to present opening comments and give a charge to the Board. The incoming President will develop the agenda with the Executive Director in advance of the Conference.

## **President Elect, Continued**

### *IIMC Committees Orientation Session during Conference - Committee Chair/Vice Chair/Board Liaisons*

- The President Elect chairs the first orientation session of Committees Chairs and Vice Chairs during conference. This session is generally held in a conference meeting room or other suitable available location on Sunday afternoon.
- Committee Chairs, Vice Chairs and Board Liaisons attend the orientation meeting, and the Vice President partners with the President Elect in this effort.
- During the orientation meeting, the President Elect highlights (per Policy) the working relationship of the staff liaisons, reviews the committee report and budget request forms, and reviews reporting deadlines and other technical issues.

Committees may also meet informally during conference week or following the orientation session facilitated by the President Elect and Vice President.

## **Vice President**

### *Overview*

As Vice President, your work with the Executive Committee is part of a team effort and the President may provide specific assignments. The Vice President also serves as a voting member on the IIMC Foundation Board of Directors.

## **Immediate Past President**

### *Overview*

As Immediate Past President, your experience and guidance to the President and the Executive Committee is invaluable. The Immediate Past President acts as advisor to the President. Specific conference responsibilities include:

- Facilitate the First-Time Attendee Orientation session
- Present the Golden Gavel Pin to the outgoing President at the Golden Gavel/Past President's Luncheon
- In the event the President cannot attend to conference duties, the Immediate Past President will assume those duties per policy.

### *Offer Feedback*

Providing feedback to the Executive Director post conference is a helpful and constructive opportunity to identify opportunities for leveraging experience and impact.

## ADDITIONAL CONFERENCE EVENT DETAILS

### *IIMC & IIMC Foundation Boards*

These two Boards meet before the Annual Conference. The IIMC Board also meets the final day of the Annual Conference (\*see below)

### *President's Private Reception*

Attended by: IIMC Board, IIMC Foundation Board, IIMC staff, and IIMC Past Presidents and Institute Directors in attendance.

### *Opening Reception*

This reception is held in the Conference Exhibit Hall – a meet and greet of sorts with vendors as well.

### *Region X and XI Board Dinner*

This is held in a location determined by IIMC and may be held on-site or off-site, depending on cost and available venues. This is a formal dinner with a gift exchange involving IIMC's President and Presidents of the National Organizations. IIMC's Board of Directors and their spouse/partner attend this function. IIMC will work with the President to choose the appropriate gift for the exchange.

### *IIMC Foundation Donor Reception*

This reception is attended by IIMC Foundation invitees.

### *Opening Ceremony*

The President is required to speak and call the conference to order during the Opening Ceremony.

***(Please Note: The President is responsible for writing his or her own Opening Ceremony address.)***

The President will also present the following awards: Quill; Institute Directors; and others as required. IIMC staff will prepare a script for the awards presentation.

### *General Sessions*

The President and Executive Committee members will be asked to serve as Conveners during the General Sessions. IIMC staff will prepare scripts accordingly.

### *Annual VIP Reception*

This reception is held prior to the Annual Banquet and provides another opportunity to greet VIP Guests and Spouses, the Incoming Board, the Foundation Board, IIMC Past Presidents and Staff.

### *Annual Banquet*

The banquet is hosted/focused on 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, Executive Committee members and others may present the outgoing President with gifts. The outgoing President selects the banquet emcee and invocator and works with the Executive Director on any special presentations, speakers, etc.



## Travel Invitations

### 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 are not visiting the same associations annually. Domestic travel does not need Board approval and depends on budget. **Region XI travel, not included in the budget, requires Board approval.** There is no requirement that IIMC needs to accept every invitation.

### Travel Costs

IIMC does its best to use as much as possible its corporate credit points toward travel costs, both for domestic and international flights. IIMC pays for Executive Committee travel pursuant to Policy 2.60, Visits-Presidential. 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 earmarked for the upcoming year. This ensures that each President receives a fair allotment toward travel. Any question regarding the travel policy and practices should be addressed with the Executive Director.

### Responding to Travel Invitations

IIMC's President, in coordination 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 represent IIMC during travel. Some invitations will come directly to the President, and others are sent to IIMC and the Executive Director. Some invitations are sent to the Immediate Past President who will pass the invitation on to the President and the Executive Director.

Invitations are issued in a variety of ways and may arrive anywhere from 2-3 months ahead or as late as one week before. Conference notifications are often incomplete. Please note all invitations, regardless of who receives them, must be filed at Headquarters. Prior to attending, please obtain pertinent details regarding:

- The date, times and location of where the conference and meetings will be held;
- Transportation details from the airport/train station/ground travel; and
- What specific expenses will be paid by the host organization.

Attending everything to which you are invited is not possible because of scheduling conflicts, budget restrictions and other valid reasons. The President has the following options:

### Accepting an Invitation

Some states and provinces invite the President annually. Reviewing past presidential visits will help 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.

### **Sending an Alternate Executive Committee Member**

The President may opt to ask another Executive Committee Member to fill in. The line of succession is the President Elect, the Vice President and the Immediate Past President.

### **Ask a Region Director**

A Region Director may fill in and is a good option when an Executive Committee member is unable to attend. Some Region Directors attend all the state or provincial conferences in their region; therefore, they will be there regardless. IIMC does not pay for a Region Director to attend, unless the President and Executive Director make a specific decision to cover expenses.

### **Preparing for a Visit and Confirming Expectations from Host**

In preparation for your visit, please communicate with the host as soon as possible to determine the following:

- At what point in the event schedule will you be expected to speak or address the attendees. Oftentimes, the President will likely give a brief speech at the annual banquet or opening ceremonies (10 minutes or less);
- If asked to swear in new officers, determine whether the oaths will be prepared in advance for each officer's signature or if you need to provide them. Some groups use the IIMC Officer oath, and some use their own;
- When handing out CMC or MMC pins, it is important to be present onstage for the ceremony; and
- Whether presenting a workshop or conducting an Information or Q&A session, be sure to identify any special equipment you may need (laptop connection, overhead, microphone, lighted podium, etc.).

### **Attire**

Some associations are "business dress" and others are informal. It's a good idea to wear professional business attire to address the group.

### **Sharing IIMC's Message**

Preparing remarks that can be changed to suit each event and visit is a timesaver. IIMC does have "talking points" available that ensure you cover the basic information. IIMC can also provide you with current facts on member stats, CMCs, MMCs, and any special information regarding the visit. If Region Directors are attending, they will likely will be reporting on the IIMC Board meeting and other IIMC issues. It's important not to duplicate reports. It's helpful to touch base and coordinate beforehand.

### **Quick Tips**

- Make sure to take membership information with you;
- Always encourage members to frequent the IIMC website for current information and resources; and
- Report on your visit in your next Board communiqué.

### **IIMC Gift Presentation**

An important part of your visit includes an IIMC gift presentation to the incoming and outgoing presidents. Gift protocol for each organization varies. Confirm with the host organization the appropriate time for presenting gifts. This may be at a dinner, banquet or meeting. Per Policy, all gifts must bear IIMC's brand. IIMC maintains a supply of gifts.

### **Association Affiliation Invitations**

Most invitations will be for Association Conferences, and some may include their Certification Institute at the same meeting. It's possible you may be invited to a Certification Institute only. State and provincial association conferences and institutes vary in length. Some last a few days and others a week or more. While you may be invited to attend 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. Make sure to confirm the dates you will be there.

### **Region Invitations**

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 the Region Directors will be reporting on the IIMC Board Meeting, committee work and other issues. Try not to duplicate what they are communicating.

### **Executive Director Post Travel Follow-up**

Be prepared to receive requests, complaints, concerns, and questions, and make a point of following up with the Executive Director and staff to ensure information gets back to the individuals who made the request.

### **International Travel (Policy 2.60 – Visits – Presidential)**

As President of an International organization one of your primary responsibilities is international relations. This includes representing IIMC at conferences and congresses of national and multi-national organizations that are affiliated with IIMC. International travel requires Board pre-approval. There is no requirement that IIMC needs to accept every invitation.

### **Prior to Departure**

It is necessary to obtain detailed information regarding the following prior to your departure:

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

## **Travel Considerations for Travel Outside of North America**

### **Currency**

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

### **CDC – Center for Disease Control**

Before you go anywhere outside North America, you may want to visit the Center for Disease Control at [www.cdc.gov/travel](http://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 country or region. An assessment of the risk as well as travel warnings and restrictions are included in these bulletins.

### **Cultural Experience**

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. Check with your host organizer or an officer for an estimate of actual beginning time.

## **Protocols**

### **Chain of Office**

The IIMC Chain of Office should be worn during the IIMC Conference and during invitation events.

### **Gift Presentations and Log**

IIMC provides gifts for you to give to the incoming and outgoing, or the current state, province or national association president. It is best to maintain a supply of gifts on hand. They can be picked up when visiting headquarters. The items are small and pack easily in luggage or carry on. Log which items you gave to whom in your IIMC expense report and Gift Log. Check the IIMC list of previous gifts to each association/institute officer, and plan what you will present according to the list of gifts previously presented to the leaders (IIMC maintains that information). ***Gifts should always be wrapped or placed in gift bags by IIMC or presenters.***

### **Photograph Submittal**

It is recommended IIMC travelers take a camera and have pictures taken with the members as well as the officers and submit to IIMC's Communications Department and Executive Director to include in social media and the *News Digest*.

### **Social Events**

Remember that association meetings are times for delegate members to spend time with each other and deepen their friendships, share their issues, and to enjoy their colleagues' company.

## Travel Expenses

### Executive Committee

IIMC has Board approved travel policies that must be followed. Conference travel for the President and the EC is in **Policy 2.45 Expenses Conference**. Contact the Executive Director with questions.

### Reimbursable Expenses

IIMC will reimburse for all travel expenses, airfare (economy), accommodations, meals (as established by per diem), ground travel or mileage. Visit **Policy 2.45 Expenses Conference** and **Policy 2.50 Board Travel** for detailed information.

### Un-reimbursable Expenses

In general, IIMC will only reimburse expenses that are related to business travel – **Visit Policy 2.50 Board Travel** for detailed information. IIMC will not reimburse costs that exceed the approved per diem or personal expenses, such as sundries, or other miscellaneous purchases.

### Credit Card

EC members are issued an IIMC credit card for charging authorized IIMC travel expenses as described above. The credit card is strictly for IIMC business use and cannot be used for personal purchases. If you inadvertently use the card for a personal purchase, please inform the Executive Director or the Finance Department so they're aware of the purchase to create the proper invoice for you. **IIMC's Chapter 3.10 – IIMC Business Credit Card Usage** details the responsibilities of using the card during your term. **\*\*\*Each EC member must sign a release form prior to being issued the credit card.**

### Travel Claim Submittal

Travel Claims are expected to be submitted no later than 10 days using the expense form available from IIMC's Finance Department.

### Verification of Hotel Expenses

Check hotel bills to verify that the charges were posted correctly and IIMC was not inadvertently billed for rooms and meals, unless that was agreed to beforehand.

### Executive Director

The Executive Director generally travels and represents IIMC at the following:

- Society of Local Council Clerks Conference (SLCC) each year in October;
- Region XI Symposiums and AMCTO (Canada)
- National League of Cities (NLC) in November/December;
- Upcoming and current conference site visits;
- Bidding cities for future IIMC Conferences;
- Association conferences when needed and as the Board assigns; and
- Other Regions X and XI conferences as required.

### Staff

The Executive Director assigns IIMC staff travels.

## **IIMC Foundation**

The IIMC Foundation is a 501C3 nonprofit organization. The Foundation's primary purpose is to raise funds that are used to provide scholarships, grants, and education programs for Municipal Clerks.

IIMC Executive Committee members, except for the Immediate Past President, also serve on the IIMC Foundation Board of Directors.

### **Voting Members**

IIMC's President, President Elect and Vice President are voting members of the Foundation Board.

### **Executive Director**

IIMC's Executive Director and Professional Development Director are non-voting members of the Board. The Foundation Board of Directors meets twice annually:

- At IIMC's mid-year meeting. This meeting is mandatory for the IIMC EC;
- At the Annual Conference – schedule to be determined depending.

Opportunities and Expectations for impacting IIMC's mission through the Foundation:

- Unique Fundraising
- Messaging
- Partnering with Foundation President and Board
- Continuous Giving

## Helpful IIMC Resources

The following resources are available to you online or through the Executive Director:

### Speaking Points, *examples*:

- Membership Benefits
- Education/Certification
- Committees
- Affiliations
- IIMC Foundation

### Available PowerPoints, *examples available*:

- IIMC Overview
- CMC, MMC Certification Process

### IIMC Current Facts Sheet

- Membership by Region
- Demographics
- Affiliates
- Partnerships, etc.

### Protocol/Customs

- Regional Associations
- International Travel
- Affiliate Conferences
- Host Gifts
- Chain of Command

### Strategic Plan, Task Forces, Key Initiatives

- Progress and Status
- Speaking Points

### Key Points of Contact

- Chris Shalby – ED – [chriss@iimc.com](mailto:chriss@iimc.com)
- Denice Cox- Administration – [denice@iimc.com](mailto:denice@iimc.com)
- Maria Miranda—Administration – [maria@iimc.com](mailto:maria@iimc.com)
- Janet Pantaleon – Finance – [janetp@iimc.com](mailto:janetp@iimc.com)
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- Tammy Storrie – Membership – [tammy@iimc.com](mailto:tammy@iimc.com)
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