



# **Annual Professional Municipal Clerks Week**

## **FACT SHEET**

Sponsored by the International Institute of Municipal Clerks

*Professionalism In Local Government Through Education*

### **PURPOSE**

To recognize the vital and appreciated services performed by Municipal and Deputy Clerks in serving the changing needs of their communities.

### **HISTORY**

The annual Professional Municipal Clerks Week was initiated in 1969 by IIMC and is endorsed by all of its members throughout the United States, Australia, Belgium, Bermuda, Bulgaria, Canada, England, Italy, the Netherlands, New Zealand, South Africa, and Wales. In 1984 and in 1994, Presidents Ronald Reagan and Bill Clinton, respectively, signed a Proclamation officially declaring Professional Municipal Clerks Week the first full week of May and recognizing the essential role Municipal Clerks play in local government.

### **TYPICAL RESPONSIBILITIES OF THE MUNICIPAL AND DEPUTY CLERK:**

- Maintains the official council minutes, ordinance books and all records and documents.
- Indexes all official actions of council.
- Issues licenses and permits.
- Processes contracts and agreements.
- Keepers of community history and vital records.
- Receives, distributes and files correspondence from citizens and other governmental agencies.
- Administers elections, registration and voting.
- Acts as a key liaison between local government and its citizens.
- Handles significant financial responsibilities including preparation of tax rolls, special assessments and budgets.
- Provides central services such as personnel, purchasing, etc.

IIMC is a professional association of City, Village, Town, Township, Borough and County Clerks, Secretaries and Recorders. IIMC prepares its members to meet the challenges of the diverse role of the Municipal and Deputy Clerk by providing services and continuing professional development opportunities to benefit members and the government entities they serve.