



Athenian Leadership Society Dialogue Policy

IIMC approved Institutes and State/Provincial/National Associations have full responsibility to procure an Athenian Dialogue. This responsibility includes hiring a facilitator and negotiating the contract, setting of fees to cover costs and marketing the Dialogue. Institute Directors who are approved Athenian Dialogue Facilitators may be contracted to conduct Dialogues. Participants are required to purchase their own books.

In this format, Athenian Dialogues remain an IIMC program, however, all logistics of the dialogue will be left up to the hosting organization. Below are specific details on

FACILITATION FORMAT FOR ATHENIAN DIALOGUES

At this time, all 6-hour Athenian Dialogues must be conducted live to ensure that the content and meaning of the book and its key points are fully dissected and discussed.

All Dialogues must be pre-approved by the Education Department.

INSTITUTE AND STATE/PROVINCIAL/NATIONAL ASSOCIATION DIALOGUES

If an Institute or Association is interested in creating a Dialogue, they must:

- Procure their own Facilitator at a cost negotiated between Facilitator and hosting organization. Cost to participate can be determined by the hosting organization depending on Facilitator and room rental. Doing so can keep Dialogue costs at a minimum and will also eliminate the minimum requirement of 10 participants that IIMC requires to break even;
- Participants are required to purchase their own book and **read the entire book** prior to attending the Dialogue;
- Dialogues must be 6.0 educational hours in length;
- Seek pre-approval from IIMC for the Facilitator and book if this is a new Dialogue or a new Facilitator.
 - For a new book, send the book title and author name to the Education Department for review with a brief paragraph describing how the leadership lessons within the book can be related back to the duties of a municipal clerk. New facilitators will need to go through the Facilitator application process

outlined in this policy.

- If the Facilitator and book are not new to the program, the hosting organization must inform IIMC of the Dialogue's logistics by submitting a copy of the Dialogue registration form/flyer/brochure, a copy of the Facilitator's proposed agenda for the day and a copy of the learning assessment tool that will be administered.
- Assessments will be required from each participant seeking IIMC education points;
- Once the assessment form has been submitted, the hosting organization/facilitator will need to review and then distribute a certificate of completion stating the book title, date, location, number of points and signed by either the hosting organization or facilitator. Should an attendee already hold the MMC designation or opt to not complete the assessment, a certificate of completion will still be issued as above with the statement of "Attendance Only – No Learning Assessment" to replace the number of points listed.
IIMC is not responsible for keeping track of Dialogue attendance;
- A list of approved books is available on the IIMC website, www.iimc.com;
- Athenian Leadership Dialogues completed prior to November 23, 2013 earn 2 points each with completed assessment. Dialogues completed on or after November 23, 2013 earn 3 points each with completed assessment.

IIMC ANNUAL CONFERENCE DIALOGUES

- IIMC will procure their own Facilitator at a cost negotiated between the two parties. Cost to participate can be determined by IIMC depending on Facilitator and room rental. Doing so will assist in minimizing Dialogue costs.
- IIMC will also select and assign books to facilitators contracted to perform the Dialogues.
- Participants are required to purchase their own books and **read the entire book** prior to attending the Dialogue.
- Dialogues must be 6.0 educational hours in length.
- Facilitators will be on rotation, with no facilitator presenting for successive years.
- IIMC members taking a Dialogue at the Annual Conference must complete an assessment to earn IIMC education points. Should an attendee already hold the MMC designation or opt to not complete the assessment, proof of completion for attendance credit will be issued void of points.
- Assessments will be submitted to the facilitator for review. The facilitator will provide IIMC with a list of attendees that satisfactorily completed the assessment. IIMC will issue

proof of attendance and points earned on the Annual Conference transcripts.

- Facilitators must send copies of their Dialogue agenda and assessment to IIMC, prior to the Dialogue date, for its permanent files and review.
- Athenian Leadership Dialogues completed prior to November 23, 2013 earn 2 points each with completed assessment. Dialogues completed on or after November 23, 2013 earn 3 points each with completed assessment.

VIRTUAL ATHENIAN DIALOGUES

As of May 8, 2021, the IIMC Board of Directors approved Athenian Leadership Society Dialogues to be conducted online indefinitely when hosted by an IIMC approved Institute, State/Provincial/National Association or IIMC itself. The following guidelines must be followed for all Dialogues conducted virtually:

- All Dialogues must be 6.0 educational hours in length; however, Virtual Dialogues may be split into alternate formats such as two 3-hour time blocks or three 2-hour time blocks. Virtual Dialogues may be split over multiple days if desired.
- As with in-person dialogues, Virtual Dialogues must also be pre-approved by IIMC following the pre-approval process outlined above. Hosting organizations must also follow the guidelines for selecting an approved Facilitator and book.
- Hosting organizations are required to utilize an online meeting platform that require the use of both cameras and microphones (such as Zoom, Go-To Meeting, WebEx, etc.). Both the Facilitator and participant must have a stable camera and audio connection for the entire duration of the session. Participants that opt not to have an audio connection or a camera connection will be removed from the session.
- It is recommended that hosting organizations recruit a technology volunteer to handle any and all technology issues and work one on one with the participants so the facilitator may be left to focus on the task of facilitating.
- Cost to participate in a virtual dialogue can be determined by the hosting organization based on Facilitator and technology expenses incurred.
- It is recommended that Virtual Dialogue attendance is limited to 24 attendees allowing for all participants to be seen on one screen.
- Participants are required to purchase their own book and **read the entire book** prior to attending the Virtual Dialogue.
- Attendee participation and engagement is required. Facilitators may utilize polling features, breakout rooms, chat box, hand raising, and any other features offered by the selected technology platform. Attendees are expected to limit outside distractions to allow for an effective learning environment and be fully present during the duration of the session.

IIMC recommends an executed agreement between attendee and hosting organization/facilitator outlining expectations for the program. Failure to meet reasonable expectations will result in zero credit. Credit is to be given at facilitator discretion.

- Assessment and Certificate requirements remain the same for Virtual Dialogues as are for in-person Dialogues. Hosting organizations and/or facilitators are responsible for assessment review and certificate distribution.

HOW TO BECOME AN ATHENIAN LEADERSHIP SOCIETY FELLOW

If you are interested in becoming an Athenian Leadership Society Fellow, you must:

- Be an IIMC member in good standing;
- Submit the Athenian Leadership Society Membership Application and the required \$15 enrollment fee to IIMC;
- Complete 10 Dialogues (**participant is required to maintain attendance records**);
- Submit the Athenian Leadership Society Fellow Application and include 10 Dialogue Certificates/Transcripts;
- IIMC will verify the attendance and notify the applicant when they will be inducted as a Fellow;
- New Athenian Fellow Inductees will be recognized at the upcoming IIMC Annual Conference.

FACILITATOR GUIDELINES

(As approved by the IIMC Board of Directors 1-25-11 and Amended 11-12-11)

The ideal Dialogue Facilitator should be an individual who is capable of comprehending and dissecting the essential leadership knowledge that is contained in and dispersed throughout the contents of an approved book. This knowledge must then be conveyed primarily through discussion, as opposed to lecture alone, eliciting input from each individual participant on the relevance and applicability of the principles and skills gleaned. The Facilitator must in essence build a “bridge” between the ideas contained in the selected book and the leadership concepts and principles that are relevant to the role of a Municipal Clerk.

A Facilitator must be an excellent communicator. They should be able to actively listen and ask pertinent, thoughtful questions. They must be skilled at keeping the conversation going, able to summarize participants’ unique contributions, and able to go beyond the pages of a

single book to shed new light on the insights contained therein. They should be aware that additional research may be required for some Dialogues.

Additional Requirements

Requirements for IIMC Members

- Must hold an MMC Designation in good standing;
- Must be an IIMC member for at least 5 years;
- Must complete the 6-hour mentoring program;
- Must be inducted into the Athenian Leadership Society as a Fellow;
- In lieu of the Fellow requirement, an IIMC member who has attended a minimum of 3 Dialogues AND also meets one of the following criteria:
 - The facilitator applicant has served as an adjunct instructor, lecturer, or similar position at a college, university or other institutions of higher learning. Such a position must be verified in writing by the college or university and submitted to IIMC during the application process.
 - The facilitator applicant has presented programs at a Municipal Clerk Institutes or Academies, State/National/Provincial Association level education programs or IIMC Annual Conferences. Such experience must be verified in writing by the Institute Director or State Association Board of Directors and submitted to IIMC during the application process
- Must have experience facilitating or teaching adult education programs.
- Must submit the Athenian Facilitator Application form, a bio that supports the requirements, any supporting documentation showing facilitation experience and the “Mentor-Mentee Agreement”.
- Must Participate in IIMC approved and required Athenian Facilitator Training prior to hosting their first dialogue.

Requirements for Professionals and Academics

- Working knowledge of the municipal clerk profession.

- Must understand the Athenian Dialogue program and its requirements.
- Must complete the 6-hour mentoring program.
- Must submit the Athenian Facilitator Application form, a bio that supports the requirements, any supporting documentation showing facilitation experience and the “Mentor-Mentee Agreement”.
- Must Participate in IIMC approved and required Athenian Facilitator Training prior to their first dialogue.