



## IIMC COMMITTEE VOLUNTEER APPLICATION

The IIMC Board of Directors adopted a policy on appointment to IIMC Committees to encourage members to take an active interest in IIMC affairs and to allow the President Elect to have the Committee organization in place at the time he or she takes office. The policy will permit rotation and replacement of Committee membership and chairmanship to allow for a flow of new ideas and programs.

Careful consideration will be made to place you on one of the Committees which you have selected. Certain Committees will be limited in size and regional distribution. A description of the IIMC Committees and the application are on the following pages.

To be considered for a year-long Committee assignment (June-May), submit your application to IIMC Headquarters by the **JANUARY** prior to the year of service.

Place  
Postage  
Here

IIMC Headquarters  
ATTN: Chris Shalby - Executive Director  
8331 Utica Avenue  
Suite 200  
Rancho Cucamonga, CA 91730

## IIMC STANDING COMMITTEES

### **Budget and Planning**

The Committee serves as the financial advisory committee to the Board of Directors. The Committee, along with the Executive Director, presents the annual budget to the Board, reviews quarterly reports, reviews the audited financial statements and reports to the Board any areas of concern. The Committee consists of seven members to include one board liaison (IIMC VP). The Budget and Planning Committee consists of: IIMC's Executive Committee, Budget Chair, Vice Chair and Member. **Only former IIMC Board members can apply for this committee.** The Incoming Vice President and the Executive Director will review the applications and consult regarding the appointment to this Committee. The Vice President will present the nominee to the Board at the incoming Board meeting at the Annual Conference for the Board's approval. Appointee shall be a former IIMC Board Member preferably with a financial background. This Committee member shall serve a three-year term, automatically progressing through the positions of the Budget and Planning Committee - Member, Vice Chair and Chair.

### **Conference**

To ensure that the IIMC Annual Conference is the premier local government educational experience for all potential conference Delegates. The Committee recommends conference education topics, speakers, sessions, and general speakers. It also works with staff in viewing the overall conference process and how to improve upon existing formats.

### **Education and Professional Development**

To ensure IIMC provides excellence in professional education and development programs by serving as the sounding board for the Education Department and working in conjunction with IIMC staff in suggesting programs and outreach areas of education for Clerks; being the advocate in IIMC members professional growth and continually visioning IIMC's overall educational philosophy from a global perspective.

### **Elections**

To conduct and supervise all elections and other necessary voting by IIMC members..

### **International Relations**

The Committee shall work to promote IIMC as a partner with national and provincial associations in providing local government professionals with premier educational opportunities, and second, as the international organization of choice for certification of local government professionals. This Committee shall also work to facilitate and promote interaction and networking between IIMC members in various parts of the world

### **Membership/Mentoring**

The Membership/Mentoring Committee works with the Public Relations and Marketing Committee, the International Relations Committee and staff to increase the number of IIMC members in all Regions. Promote IIMC at Annual Conferences and other meetings. Serve as IIMC contact on membership changes, new Municipal Clerk appointments and state, provincial and regional elections. The committee also builds relationships between experienced local government professionals and those new to their careers, utilizing valuable knowledge resource that is our retired membership.

### **Policy Review**

To monitor and provide policy guidance to ensure purpose, consistency, accuracy and fair application. To review policies, positions and perspectives regularly and recommend appropriate revisions to the IIMC Board of Directors. Provide policy articles of interest for inclusion in the News Digest.

### **Public Relations/Marketing**

The Committee shall work closely with the Membership Committee and the International Relations Committee to market, publicize and promote IIMC with the dual aims of attracting new members and raising the professional status and image of local government professionals.

### **Records Management**

The Committee shall study and make recommendations to the Board of Directors on matters pertaining to records management and shall develop informational materials that will assist IIMC members with their records management responsibilities.

### **Research & Resource**

The Committee shall work in concert with the IIMC Education Department to gather information and data on an as-needed basis and provide said information to the IIMC Board of Directors and/or Committees to assist in the decision-making process. This Committee shall also respond to requests for information from IIMC members and suggest new methods for improving the availability and delivery of current and accurate information.

**NOTE: Appointments to committees shall be for a period of one year commencing on the first day of the annual conference. AD HOC or TASK FORCE Committees will be formed as needed.**

**Specific Committees may be combined or modified depending upon volunteers recruited and/or changes in IIMC goals and programs. APPLICATIONS ARE REQUIRED FOR EACH YEAR; REAPPOINTMENTS ARE NOT AUTOMATIC.**



## IIMC COMMITTEE APPLICATION FORM

Name \_\_\_\_\_ Title \_\_\_\_\_

Municipality \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province/ \_\_\_\_\_ Postal/ \_\_\_\_\_  
Country \_\_\_\_\_ Zip Code \_\_\_\_\_

Years as a Municipal Clerk \_\_\_\_\_ Years as a Deputy Clerk \_\_\_\_\_ Years as an IIMC Member \_\_\_\_\_

Are you fluent in a foreign language? \_\_\_\_\_ If so, which one(s)? \_\_\_\_\_

Are you a registered parliamentarian? \_\_\_\_\_ Are you the chief financial officer of your municipality? \_\_\_\_\_

What is the population of your municipality? \_\_\_\_\_

Have you served on an IIMC Committee in the Past? Yes \_\_\_\_\_ No \_\_\_\_\_

Which Committee(s)? \_\_\_\_\_

State/Province Activities (Officer, Committee Member, etc.) \_\_\_\_\_

Activities in other Professional Association(s) (relative to Committee activities) \_\_\_\_\_

Area of expertise and/or education (that would benefit membership on committee) \_\_\_\_\_

I am interested in serving on the following Committee(s) \*\* (in order of preference)

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

I feel that I am qualified to serve on this Committee(s) because: \_\_\_\_\_

\*\*Specific Committees may be combined or modified depending upon volunteers recruited and/or changes in IIMC goals and programs. Applications are required for each year; reappointments are not automatic.

\_\_\_\_\_  
signature

**Return to: IIMC Headquarters, 8331 Utica Ave., Suite 200, Rancho Cucamonga, CA 91730**

**PHONE: 909/944-4162 • FAX: 909/944-8545 • Message Center 800/251-1639**

**You may also email your application to [JanetP@iimc.com](mailto:JanetP@iimc.com)**

# **Committee Volunteers Needed**

Involvement is the key to growth and development. The core and essence of any member organization like IIMC rests with its volunteers. Volunteers are needed to help an organization in many ways: fundraising, conference planning, coordinating special projects and developing new ideas. Each project depends on the effort put forth by the volunteers. As a volunteer, working on an IIMC Committee conveys a pledge that the members are committed to helping their Organization's development and looking out for its present and future interests.

"IIMC provides a setting for its members where they can enhance their skills and proficiency toward becoming effective leaders," said IIMC Executive Director Chris Shalby. "Volunteering for a Committee is an excellent way for members to use their creative abilities and talents to help the system."

IIMC needs Committee members who are prepared to work. Committees meet during the Annual Conference to review the previous year's accomplishments, and discuss strategies and objectives for the upcoming year. You do not have to attend the Conference to serve on a Committee. Most Committee work is done throughout the year through teleconferences, E-mail or mail. IIMC's growth is attributable to you -- the members.

Put your input and insight to good use by volunteering for Committee work.

**TO JOIN A COMMITTEE, COMPLETE THIS  
VOLUNTEER APPLICATION AND  
RETURN IT TO IIMC HEADQUARTERS. FOR  
MORE INFORMATION, CONTACT IIMC AT  
909/944-4162.**

## IIMC Committees and Diversity, Equity and Inclusion

For IIMC, simply doing what is right may be enough to spur action. However, IIMC's Board of Directors is moved by data showing that diversity can boost the quality of decision-making and that a diverse Organization can encourage people to be more creative, more diligent and harder working. Studies have shown that a more diverse Board, Committees and staff can foster enhanced innovation. And, when committee members who shape the values and activities of a IIMC come from a wide array of backgrounds, they bring unique perspectives that influence how IIMC approaches its mission in more inclusive and innovative ways.

At the 2021 October Board of Directors Midyear meeting, the Board approved to create and implement DE&I goals and objectives among the duties of IIMC Committees. In light of this information, the Organization is asking whether you will complete the information below to help IIMC identify relevant diversity and inclusion (DE&I) goals to pursue and how best to achieve those goals.

Please note: Submission of this information is voluntary. The information will be kept confidential and may only be used in accordance with IIMC's overall DE&I Goal. The data will not identify any specific individual.

### INVITATION TO SELF-IDENTIFY (OPTIONAL)

Name (Last, First, & Middle)	Position Title	Date

What is your gender identity? ☐ Male ☐ Female ☐ My gender is not listed ☐ I do not wish to disclose.

What is your race or ethnicity? **You may mark only one box.**

- ☐ **Hispanic or Latino:** a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- ☐ **White (Not Hispanic or Latino):** a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- ☐ **Black or African American (Not Hispanic or Latino):** a person having origins in any of the black racial groups of Africa.
- ☐ **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino):** a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- ☐ **Asian (Not Hispanic or Latino):** a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- ☐ **American Indian or Alaska Native (Not Hispanic or Latino):** a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- ☐ **Two or More Races (Not Hispanic or Latino):** all persons who identify with more than one of the above racial identities.
- ☐ **I do not wish to disclose.**