



## Benefits of Membership

### HISTORY

Founded in 1947 the International Institute of Municipal Clerks is the leading professional nonprofit association of Municipal Clerks, Secretaries and Recorders from cities and towns around the world.

IIMC sponsors continuing education programs, engages in research on common problems, and fosters a spirit of mutual assistance and good fellowship among Clerks everywhere. Its 10,000 members represent municipalities with less than 2,500 to more than 10 million people.

### BENEFITS OF MEMBERSHIP

As a Municipal Clerk, you are continually asked to produce more with less. There are always too many questions and not enough answers. IIMC is your Source for educational programs, technical support, resources and publications. Your membership opens many doors:

- Networking
- Resource Center
- Publications
- Education
- Professional Support
- Certification Programs
- Advanced Academy
- Annual Conference

IIMC helps you find solutions to everyday problems, enhance critical professional skills and improve your performance at work. As a member, you and your municipality can rely on IIMC to help you become more efficient and productive.

Join IIMC now. Tap into the ONLY source exclusively dedicated to the advancement of Municipal Clerks.

### NETWORKING

- Connect with more than 10,000 colleagues worldwide in municipalities from Maine to Alaska to South Africa
- Attend Annual Conferences for a four days of specialized continuing education, problem-solving and camaraderie
- Attend a Municipal Clerk's Educational Institute. The contacts you make there are a source of year-round support to you.
- Receive updates on programs and events in your State, Regional or Provincial Clerks Association.
- Join an IIMC Committee.
- Run for a position on the Board of Directors.

- Referrals to Clerk experts in various functions.
- Special publications, videos and handbooks
- Electronic communication to exchange information.

## **TYPES OF MEMBERSHIP**

Anyone subscribing to the ideals and purposes of IIMC is eligible for membership. Benefits include all of the Association's services and publications free of charge or at substantial discount.

## **MEMBERSHIP DEFINITIONS:**

**FULL MEMBERS** are Municipal Clerks, City Secretaries, Recorders, Legislative Administrators and Directors of Corporate Services and/or an individual who serves a Legislative Government Body (LGB) in an administrative capacity with management responsibilities and whose duties include four of the following:

- General Management
- Records Management
- Elections
- Meeting Administration
- Management of by-laws, Articles of Incorporation, ordinances or other legal instruments
- Human Resources Management
- Financial Management
- Custody of the official seal and execution of official documents.

**ADDITIONAL FULL MEMBERS** are fully qualified members from the same organization. This would essentially be Deputy Clerks within the same City, but could be other individuals provided they would qualify under the definition of Full Member. A city must have one Full Member before they would be eligible to have Additional Full Members.

**ASSOCIATE MEMBERS** are individuals serving a legislative body in a capacity not previously defined. In other words if someone serving a legislative body does not qualify for Full Membership they would be able to join as an Associate Member. Associate members have the right to vote, BUT CANNOT hold office or obtain certification, but they can take advantage of education programs and should they eventually assume the job of Clerk or Deputy, they could then apply for certification. A Full Member who is in transition (between jobs) would automatically become an Associate Member until they reassume the position of Clerk. Associate members would also pay a lower fee.

Information and applications are available on our website at [www.iimc.com](http://www.iimc.com). Please contact Janis Daudt, our Director of Member Services if you have any questions about IIMC. We look forward to hearing from you soon.

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