



ALASKA ASSOCIATION OF MUNICIPAL CLERKS

Policy & Procedures Guide

**For the Executive Board &
Committees**

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EXECUTIVE BOARD

Duties & Responsibilities

Composition

The following officers shall constitute the Executive Board: President, First Vice President, Second Vice President, Secretary, Treasurer, Immediate Past President, Communication Director, and Education Director.

Meetings Required

The Executive Board may meet at least semi-annually upon call by the President or by any three members. The Executive Board is encouraged to meet more frequently, at least bi-monthly, and meetings by teleconference are recommended to limit expenses.

Duties

The Executive Board shall:

- Make recommendations regarding proposed amendments to the AAMC bylaws;
- Supervise the affairs of the Association and devise measures for its growth and usefulness;
- Make or confirm all appointments to fill vacancies;
- Transact business in the interim between Association meetings;
- Enter into professional services contracts; and
- Report on its actions at each annual meeting of the Association.

Procedures for Filling a Vacancy in Office

A vacancy in office shall be filled as follows:

- A. The Executive Board shall solicit interested applicants by announcing the vacancy and setting a deadline for applicants to submit a letter of interest and Declaration of Candidacy materials to the President.
- B. Following receipt of the applications, the Executive Board shall meet as soon as practical at a regular or special meeting, or conduct a special meeting via email, for the purpose of voting to fill the vacancy.
- C. The results will then be announced to the membership by notice on the AAMC website and a broadcast email.
- D. If the vote was conducted by email, the Executive Board shall ratify its action at the next regular board meeting.

Annual Task List

Throughout the Year

- ☐ Consideration of other matters such as: recommending or opposing legislation, updating the Region IX agreement, discussing performance of and entering into contractual agreements, or approving letters of support for candidates.

December

- ☐ Set date/location for next year's conference. If next year's annual conference is not in conjunction with the AML conference, begin researching potential locations and conference dates.

January

- ☐ Once the Annual Business Meeting Minutes are received, the Executive Board may approve them. Some items require proof of Executive Board Members, and the approved minutes can be used for that purpose.

February

- ☐ Once the Treasurer has finalized the previous year's budget, complete a review and evaluate if there needs to be any changes to membership dues, or conference and academy registration fees. Include expected costs associated with the next annual conference.

April

- ☐ If the Publications Committee has made any recommended revisions to the AAMC Clerk's Handbook and/or AAMC Policy and Procedures Guide, the Executive Board shall provide final review; and revise, reject or approve such recommendations.
- ☐ Adopt conference plan.

August

- ☐ Discuss the performance of contracted firm(s) providing accounting services and determine status of contract (i.e., renew, not renew, renew with revisions).

September

- ☐ Approve the draft budget for submission to AAMC members at the annual business meeting.

PRESIDENT

Term of Office

- The First Vice President assumes the office and responsibilities of President with the passing of the gavel at the end of the annual banquet.
- The term of office for the president shall be one year.
- The president shall automatically succeed to the office of immediate past president at the end of his or her term.

General Responsibilities

The President of the AAMC shall:

- Preside at all Executive Board meetings and meetings of the general membership.
- Appoint a parliamentarian, if desired, for any meeting.
- Prepare an agenda for the Executive Board meetings and prepare, or have prepared, packets for the members of the Executive Board.
- Present to the AAMC the recommendations of the Executive Board and special committees.
- Have authority to call a special meeting of the AAMC as a whole.
- Serve as a delegate to the IIMC annual conference, and to the annual meetings of Region IX state associations, as well as the IIMC Region IX annual meeting, which is held on a rotating basis at the state association meetings. If the President is unable to act as the representative of AAMC at other Region IX conferences or at the IIMC annual conference, the First Vice President is the next in line for attendance. If the First Vice President is unavailable, the President may designate another board member.
- Review and approve all invoices and payment requests submitted by the Treasurer in accordance with the procedure outlined under Treasurer-Processing Invoices and Payment Requests. The President may delegate this duty to another member of the Executive Board.
- Process all invoices and payment requests in the absence of the Treasurer.
- Submit a President's Message to the editor of the AAMC newsletter, *The Oracle*, for inclusion in each edition throughout the year.
- Appoint all committees, including the chair thereof, and serve as an ex-officio member of all committees, maintaining contact in order to pass on assignments as necessary and monitor the work being done, and requesting written committee reports for inclusion in Association and Executive Board meeting packets.
- Establish the annual conference theme.
- Confer with the Education Committee and the Executive Board to assist in planning for the education portion of the annual conference and other educational programs sponsored by AAMC.
- Consider recommendations from the Municipal Clerk of the Year Committee for a possible award during the annual conference. Other awards of distinction may be granted at the discretion of the President.
- Authorize conference registration refunds and submit refund requests to the Executive Board as specified in Appendix B of this Policy and Procedures Guide.

Specific Duties at the Annual Conference

Preside Over Annual Business Meeting and Annual Banquet

The President shall preside at the annual business meeting and at the annual banquet, if held, up to the point of the passing of the gavel, when the First Vice President shall assume office to conclude the event.

Annual Meeting Order of Business

The following shall be the order of business for the annual meeting:

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes
- D. Reports of Officers
- E. Reports of Committees
- F. Unfinished Business
- G. New Business
- H. Special Orders/Election of Officers
- I. Members Comments
- J. Adjournment

Recognition

The President is encouraged to recognize the committee members and chairs with a certificate and a small gift, should they choose, at the Banquet, opening ceremonies, or annual business meeting. The President should also recognize others who have contributed (with certificates, gifts, or verbal recognition as appropriate), new CMCs and MMCs, past presidents in attendance, out-of-state guests, etc.

Opening Session

The President shall conduct the opening session of the AAMC conference, introducing the Executive Board, the committee chairs, guests, past presidents, new clerks, etc., as well as offering a general opening welcome message.

In anticipation of their year as President, the First Vice President shall schedule an Executive Board meeting to be held during the Annual Conference, if possible.

Procedures

Personal Invitations

The president shall send personal invitations to the presidents of the California, Hawaii, Oregon, and Washington Associations, the Region IX IIMC directors, the IIMC executive director, and the IIMC president to attend the AAMC annual conference as guests.

Installation of Officers

At the annual conference, the President shall select someone to install the new officers and board. Following the passing of the gavel, the President shall also pass on the traveling emblem.

Gifts for Out of State Guests

The President should arrange for a special welcoming gift to be provided to out of state guests.

When traveling to the meetings of other state associations, it is common practice to take a gift for both the incoming and outgoing Presidents. Individual gift values should not exceed \$50. Also, as each state holds auctions for fundraising, an item should be taken for that purpose.

President and First Vice President

The President shall work very closely with the First Vice President during the year and prior to the conference.

Congratulatory Letters

Throughout the year the President is responsible for writing congratulatory letters or notes to those who have obtained their CMC or MMC. The President is also encouraged to send an announcement to the mayor of the municipality and the AAMC membership. The IIMC notifies the president and the education director via email of any new designations.

Annual Task List

Throughout the Year

- ☐ Check the Executive Board task list, ensuring all required tasks are completed in a timely manner.
- ☐ Items of business will come up regularly, when this occurs outside of a scheduled Executive Board meeting, one may need to be called depending on the urgency of the item.

December – Incoming Officer

- ☐ If time allows, schedule a meeting with the new Executive Board to take place during the Annual Conference.
- ☐ During the annual banquet, the incoming President will accept the gavel from the outgoing President and may give a speech.

December

- ☐ Verify that the Secretary has sent a roster of the new AAMC officers to IIMC, AML and to the Presidents of other Region IX state associations.
- ☐ Verify that the Treasurer is renewing the Gaming Permit.
- ☐ Have the AAMC Website updated with a new Presidents Message, logo and photo.
- ☐ Finalize the Committee Assignment list and distribute to the Committee Chairs.
- ☐ Communicate ideas about the Annual Conference to the First Vice President, Conference Planning Committee Chair, and Education Director.
- ☐ Prepare and submit article to the Region IX Newsletter.

January

- ☐ Prepare and submit article for the Winter *Oracle* newsletter; the Communication Director generally sends out a deadline prompt. Include a list of anyone who received an MMC or CMC.
- ☐ Schedule an Executive Board Meeting; confirm dates with the Treasurer to ensure the year-end financial reports will be ready for review.
- ☐ Review the dates for upcoming travel to the IIMC Annual Conference and the Region IX State Conferences (California, Oregon and Washington) and book travel accordingly. President will be asked to speak at each one of these events, so prepare accordingly.
- ☐ The President takes a gift for the President and First Vice President to each Region IX State Conference they will be attending.
- ☐ Check with the Membership Committee Chair to verify we have a sufficient supply of AAMC pins.

March

- ☐ Any AAMC Fee changes (membership dues or conference and academy registration fees) should be approved by the Executive Board and communicated to the membership in early March.

April

- ☐ Prepare and submit article for the Spring *Oracle* newsletter; the Communication Director generally sends out a deadline prompt. Include a list of anyone who received an MMC or CMC.

- ☐ Review and begin making meal selections for the annual conference. When finalized, submit to AML and copy the First Vice President. Remember to stay within the budgeted amount.
- ☐ Select a location and make arrangements for the Honored Guest Dinner.

May

- ☐ Draft invitation letter to be provided to the Exhibitors.

June

- ☐ Send a "Save the Date" letter/invitation to the Honored Guests: IIMC President, Region IX Directors, NCI Institute Director, and the State Presidents from Region IX; include specifics dates and times for all events occurring during the annual conference.
- ☐ Prepare the President's welcome letter to be included in the annual conference registration packet.
- ☐ Finalize the conference meals; send the final selection to the First Vice President.

July

- ☐ Prepare and submit article for the Summer *Oracle* newsletter; the Communication Director generally sends out a deadline prompt. Include a list of anyone who received an MMC or CMC.
- ☐ Start establishing and confirming who will be participating in the Opening Ceremony's Presentation of Colors, National Anthem, Invocation, and Opening Remarks.
- ☐ Select and order certificate paper for the Committee Certificates.
- ☐ Verify that AML and the Education Committee are addressing the needs for the Education Certificates.
- ☐ Purchase a gavel and plaque for the incoming president.
- ☐ Purchase a small token gift for the Committee Chairs.
- ☐ Work with the First Vice President to determine the gifts for the Honored Guests.

August

- ☐ Print the Committee Certificates to be distributed during the annual conference.
- ☐ Create and print certificates of service for the Executive Board Members. All certificates are for 1 year of service. Members serving longer than one year will receive certificates annually.
- ☐ Prepare the Oath of Office for the incoming Executive Board members. Bring the oaths to the annual conference on a jump drive so that the new members' names can be filled in.
- ☐ Send the Publication Committee information on the following: Banquet; meal selections, committee member list, honored guest list, lunch speakers, charity choice, new CMC/MMC recipients, president message, and the president's reception.
- ☐ Start drafting individual programs for the following: Opening Ceremonies, Exhibitor Lunch, State and Region IX Updates, Business Meeting Lunch, Recognitions and Banquet.

September

- ☐ Notify Executive Board members and Committee Chairs of the mid-October deadline for their reports to be included in the Annual Business Meeting Packet.
- ☐ Prepare a President's Report of the past year's activities for inclusion in the Annual Business Meeting Packet.

October

- ☐ Prepare and submit article for the Fall *Oracle* newsletter; the Communication Director generally sends out a deadline prompt. Include a list of anyone who received an MMC or CMC.
- ☐ Finalize the Honored Guest Dinner details.
- ☐ Send the official Honored Guest invitations, include an education schedule, other events schedule and the invitation to the Honored Guest Dinner.

- ☐ Create and print name plates for the following: Region IX Honored Guests, Annual Business Meeting Executive Board Members, Banquet table tent cards for the President and Incoming Presidents municipalities.
- ☐ Conduct an Executive Board Meeting to approve the draft budget for submission to the membership at the Annual Business Meeting.
- ☐ Establish an announcement schedule for any committee chair who will be speaking during the conference.
- ☐ Create an Honored Guest itinerary, outlining all events and identifying the events at which their presence is essential. Email the itinerary to them in advance and have a hard copy delivered to their rooms.
- ☐ Prepare the Agenda and build the Business Meeting Packet, send a pdf version to the Communication Director for posting on the AAMC Website; print 50 copies to bring to the conference.

November/December

- ☐ Send the “At-A-Glance” portion of the conference program to the Communication Director for posting on the AAMC website.
- ☐ Arrange for welcoming gifts to be placed in the Honored Guests’ rooms.
- ☐ Conduct the opening ceremonies, introduce the Executive Board, Committee Chairs, Guests, Past Presidents and new Clerks.
- ☐ Chair the Annual Business Meeting.
- ☐ Distribute the certificates for Committee service.
- ☐ Appoint someone to install the newly elected Executive Board officers during the Annual Banquet.
- ☐ Host the annual banquet and recognize the Executive Board Members, Committee Chairs, new CMCs and MMCs and others as appropriate; pass the gavel to the incoming President; and include traveling emblem.
- ☐ Provide certificates for service to the Executive Board members.

FIRST VICE PRESIDENT

Term of Office

- The First Vice President shall automatically succeed to the office of President.
- The First Vice President's term of office shall be for one year.

General Responsibilities

The First Vice President of AAMC shall:

- Perform the duties of the President in the absence or incapacitation of the President and shall assume the office of President should that office become vacated. If the President is unable to act as the representative of AAMC at other Region IX conferences or at the IIMC annual conference, the First Vice President is the next in line to attend.
- Chair the Conference Planning Committee and work closely with AML and the Education Committee in preparing for the annual conference. (See also Conference Planning Committee.)
- Confer with the Education Committee and Executive Board to assist in planning for the education portion of the annual conference and any other educational programs sponsored by AAMC.

Specific Duties & Procedures

Annual Conference Training

Early in the year, the First Vice President (as chair of the Conference Planning Committee) shall work with the Education Chair to schedule an academy session in conjunction with the AAMC annual conference.

Assembling Committees & Chairs for Upcoming Year

The First Vice President should begin to assemble committees and chairs prior to the annual meeting in anticipation of the upcoming year. If feasible, a meeting should be held during the annual conference with all incoming committee members and chairs to review committee policies and procedures.

Annual Task List

Throughout the Year

- ☐ Serve as a Member of the AAMC Executive Board and attend Executive Board Meetings.
- ☐ Chair the Conference Planning Committee, ensuring that the annual tasks assigned to that committee are completed on schedule.
- ☐ Follow the Annual Task List for the Conference Planning Committee.

December – Incoming Officer

- ☐ Accept leadership with the passing of the gavel and conclude the formal portion of the banquet.
- ☐ Appoint Committee Chairs for the following year for standing committees.
- ☐ If feasible, schedule a meeting of the new Executive Board during the conference.
- ☐ Meet with new or re-appointed committee chairs to outline the coming year's tasks.

January

- ☐ Begin working with AML on the administrative aspects of the annual conference.

July

- ☐ Verify with the President who will be purchasing gifts for the Honored Guests.

September

- ☐ Arrange for a recognition plaque and personalized gift for the outgoing President.

October

- ☐ Begin assembly of committee chairs and members for the upcoming year.
- ☐ Prepare a report of the past year's activities and current status of projects for inclusion in the Annual Business Meeting Packet.
- ☐ Purchase gift for the outgoing President.

SECOND VICE PRESIDENT

Term of Office

- The Second Vice President proceeds to the office of First Vice President automatically, without vote, when the previous First Vice President assumes the office of President.
- The Second Vice President's term of office shall be for one year.

General Responsibilities

The Second Vice President of AAMC shall:

- Perform the duties of the First Vice President in the First Vice President's absence.
- Assume the duties of the Secretary in the Secretary's absence.
- Assume the office of First Vice President in the event that position is vacated for any reason.
- Assume the office of President in the event that position is vacated for any reason and the First Vice President is unable to assume those duties.
- Confer with the Education Committee and Executive Board to assist in planning for the education portion of the annual conference and any other educational programs sponsored by AAMC.
- Keep the AAMC bylaws current and available to all members. Prepare any amendments for consideration of the Executive Board. Upon approval of the Executive Board, send notices of any proposed amendments to the bylaws to all members, as required by the AAMC bylaws.

Note: bylaw notices must be distributed at least 60 days before the meeting at which they will be considered by the membership.

Annual Task List

Throughout the Year

- ☐ Serve as a Member of the AAMC Executive Board and attend Executive Board Meetings.

February

- ☐ Towards the end of the month request an activity report from all Committee Chairs.

March

- ☐ Compile and submit to the President a quarterly Committee Chair report.

May

- ☐ Towards the end of the month request an activity report from all Committee Chairs.

June

- ☐ Compile and submit to the President a quarterly Committee Chair report.

July

- ☐ Prepare any bylaw amendments for consideration by the Executive Board.

August

- ☐ Towards the end of the month request an activity report from all Committee Chairs.

September

- ☐ Distribute any proposed changes to AAMC bylaws at least 60 days prior to annual business meeting.
- ☐ Compile and submit to the President a quarterly Committee Chairs Report.

October

- ☐ Prepare a report of the past year's activities and current status of projects for inclusion in the Annual Business Meeting Packet.

IMMEDIATE PAST PRESIDENT

Term of Office

This office will be assumed following the expiration of the presidential term and shall continue until a successor takes office.

General Responsibilities

The Immediate Past President shall:

- Serve as a member of the Executive Board.
- Ensure that any special transportation needs of conference guests are arranged and act as host to out of state guests.
- Coordinate any academy session NOT held in conjunction with the annual conference.
- Serve as AAMC's representative on the Alaska Municipal League (AML) Board of Directors as an ex-officio/non-voting Affiliate member of the AML Board of Directors. This office will be assumed at the AML's Board Meeting at their annual conference. In the event the Immediate Past President is unable to serve as the representative, the Executive Board shall appoint one or more persons to fulfill those duties (see also Conference Planning Committee.)
- Serve on the Legislative Committee and assist with notifying the membership of any legislation that may affect clerks.

Annual Task List

Throughout the Year

- ☐ Serve as a member of the AAMC Executive Board and attend Executive Board Meetings.
- ☐ Serve as the AAMC Representative on the AML Board of Directors and attend AML Board of Director Meetings.
- ☐ Serve as a member of the Legislative Committee and attend Legislative Committee Meetings.

December – Incoming Officer

- ☐ If possible, attend the AML Annual Board of Directors Meeting held in Anchorage during the AML Annual Conference which is generally held immediately following the AAMC Annual Conference. Expenses for this are not covered by AML or AAMC.

February

- ☐ If possible, attend the AML Winter Legislative Conferences held in Juneau. Expenses for this are not covered by AML or AAMC.

May

- ☐ If possible, attend the AML Board of Directors Meeting, which is typically held in Anchorage. Expenses for this are not covered by AML or AAMC.

August

- ☐ If possible, attend the AML Summer Legislative Conference. The location of this conference varies. Expenses for this are not covered by AML or AAMC.

October

- ☐ Coordinate with the President to ensure that all transportation needs of the out of state guests are being met.
- ☐ Prepare a report of the past year's activities and current status of projects for inclusion in the Annual Business Meeting Packet.

November

- ☐ Arrange transportation for out of state guests attending the Annual Conference, defer to the President's preferences.
- ☐ During the Annual Conference, act as host to out of state guests.

SECRETARY

Term of Office

- The Secretary is elected by the membership at the annual business meeting and assumes office simultaneously with the passing of the presidential gavel.
- The Secretary's term of office shall be for two years.

General Responsibilities

The Secretary of AAMC shall:

- Correspond with managers or strong mayors, and the heads of the governing bodies of cities of newly elected and advanced officers, as soon as possible after taking office, to advise them of their clerk's election to an office in AAMC. (See the Newly Elected Official Questionnaire in Appendix A.)
- Send a roster of new officers to IIMC, AML, and to the presidents of other state associations within Region IX.
- Keep an accurate record of minutes of the annual meeting of AAMC and all meetings of the Executive Board and send them to all board members as soon as they are available.
- Prepare correspondence of AAMC as necessary and preserve in a permanent file all records and letters of continuing value to AAMC and its officers. As soon as practical after the Annual Conference but no later than the end of the year, coordinate with the Records Committee Chair for storage and retention of all permanent records.
- Send notices to all members of any AAMC general membership meeting in accordance AAMC bylaws. (Note: These notices must be sent at least 30 days before the meeting.)
- Confer with the Executive Board to assist in planning for the education portion of the annual conference and any other educational programs sponsored by AAMC.
- Keep the Policies and Procedures Guide current and available to all members via email and the website.
- Serve on the AAMC Records Committee.

Annual Task List

Throughout the Year

- ☐ Ensure General Responsibilities are met.
- ☐ Serve as a member of the AAMC Executive Board and attend Executive Board Meetings.
- ☐ Serve as a member of the Records Committee and attends Records Committee Meetings.

December – Incoming Officer (as soon as feasible after Annual Conference)

- ☐ Send notice to all communities of newly-elected and advanced AAMC Officers.
- ☐ Send an updated roster of AAMC officers to IIMC, AML, Region IX Directors and the Presidents of the other Region IX state associations.
- ☐ When the minutes from the Annual Business Meeting are completed, forward to the President for Executive Board approval.
- ☐ Collect the file of permanent records of AAMC from the President.

October

- ☐ Prepare a report of the past year's activities and current status of projects for inclusion in the Annual Business Meeting Packet.

November

- ☐ Send formal notice, if not included in the newsletter, of the annual business meeting at least 30 days prior to the meeting.

December

- ☐ Before the conference, arrange to have the equipment and supplies available for recording during the annual business meeting.
- ☐ After the Annual Business Meeting, complete and submit the meeting minutes to the President.
- ☐ At the end of the business year, coordinate with the Records Committee Chair for storage and retention of all permanent AAMC records.

December – Outgoing Officer

- ☐ After the Annual Business Meeting, turn over all secretarial materials to the incoming Secretary.
- ☐ Deliver completed minutes from the Annual Business Meeting to the new Secretary.

TREASURER

Term of Office

- The Treasurer is elected by the membership at the annual business meeting and assumes office simultaneously with the passing of the presidential gavel.
- The Treasurer's term of office shall be for two years.

General Responsibilities

The Treasurer of AAMC shall:

- Process invoices and payment requests as directed in the section below.
- Monitor budget expenditures and perform budget adjustments as necessary and upon approval of the Executive Board.
- Coordinate the acceptance and receipt of all moneys received with AML and ensure AML promptly deposits all funds into the appropriate accounts. Review and monitor monthly reports generated by AML to ensure all expenditures are charged against the appropriate account; all claims paid are cross-referenced to check number issued in payment; and all bank accounts of AAMC are reconciled.
- Serve as chair of the Finance Committee and report the financial condition of AAMC at each board meeting and the annual conference (see also Finance Committee.)
- Prepare a comprehensive financial report for the annual business meeting.
- Confer with the Executive Board to assist in planning for the annual conference and any educational programs sponsored by AAMC to ascertain adequate funding is available.

Specific Duties & Procedures

Processing Invoices and Payment Requests

Upon receipt of an invoice or payment request, the Treasurer shall:

- Review the document to verify the item(s) have been delivered and/or the required services have been performed.
- Review the document to ensure any billed items and/or services are not included in any previously paid invoices.
- Review the document to ensure all arithmetic calculations are correct.
- Once all of the above has been verified, complete a payment request form and forward to AML, copying the City and Borough Clerk of Juneau (or other check signer as identified by the Executive Board) for payment.

Check Signing Authority

It is the Treasurer and/or the designated AAMC member's responsibility to provide for new check signing cards at the annual meeting to ensure that the proper positions are set up for signing checks in a timely manner after the transfer or election of offices.

The following persons have check signing authority:

- President or designee;
- Treasurer;
- A designated member of AAMC or other check signer as identified by the Executive Board (typically the City and Borough Clerk of Juneau); or
- Two members of AML.

If the authorized check signers are not available for signature, another member of the Executive Board may sign the checks.

Accounting Services

In accordance with the contract between AAMC and AML, AML provides accounting services to AAMC as follows:

- Set up separate accounts for AAMC and keep the financial records for the Association. This includes collecting and depositing dues checks, registration fees, etc. and paying invoices and recommending a chart of accounts.
- Prepare financial reports and other financial information as requested by the Treasurer for presentation to the Executive Board.
- Pay invoices and requests for payment receiving authorization from the Treasurer or President. First Vice President when Treasurer is unavailable.

Tax Filings

Annually and as deemed necessary, services of a Certified Public Accountant shall be contracted for any required Internal Revenue Service filings and State of Alaska corporation filings. Contracting with a certified professional accountant will assist AAMC to ensure timely, accurate filings and further enhance AAMC's financial accountability.

Gaming Permit

- **Proceeds:** Gaming proceeds are deposited into the gaming account and a record kept of any donations of those proceeds. Funds are transferred annually to cover scholarships paid from the general account.
- **Expenditures:** Gaming expenditures are tracked separately to ensure proper filing.
- **Reporting:** The Treasurer and Fundraising Committee Chair shall work in tandem to ensure that each year the Gaming Permit is renewed before December 31st, as required by the State of Alaska, and signed by the AAMC President, Primary Member in charge of gaming, and Alternate Member in charge of gaming.

The Treasurer and Fundraising Committee Chair shall work in tandem to ensure that all required quarterly reporting of Games of Chance are filed with the State of Alaska accurately and timely. These filings will be signed by the Primary or Alternate member in charge of gaming, or a paid preparer of AAMC. Reports are due 45 days following the end of each calendar quarter and must be filed if there were gross receipts of \$50,000 or more from gaming activities.

Audit

An audit of AAMC financial records shall be performed as deemed necessary by the Executive Board. The Treasurer shall make all AAMC financial records available to an auditor appointed by the President, no later than two months after the audit is called for. The audit will cover the period of time as designated by the Executive Board.

The auditor shall examine the financial records and prepare a written report as to their accuracy and the overall state of the financial records and the AAMC financial condition in general.

Annual Task List

Throughout the Year

- ☐ Serve as a member of the AAMC Executive Board and attend Executive Board Meetings.
- ☐ Serve as the Chair of the Finance Committee and attend Finance Committee Meetings.

December

- ☐ As soon as feasible after the annual conference, arrange for change of names on the bank signature card (authorized signers should include the President, First Vice President, Immediate Past President, current Treasurer, two members of the contract firm hired to provide accounting services, and preferably a member Clerk in close proximity to the contracted firm for convenience of check signing, such as a member of the Juneau Clerk's Office as noted above).
- ☐ Have signature cards signed at the annual conference and provide to AML for deposit at the bank.
- ☐ Renew the Gaming Permit with the State of Alaska by December 31st.

January

- ☐ If applicable, file the Games of Chance Quarterly Report for October – December.
- ☐ Request from AML a listing of check numbers for all scholarship recipients for the prior year.
- ☐ Request from AML to provide copies of monthly bank statements for December.
- ☐ Request Profits and Loss Statement from AML for the prior year.
- ☐ Update with the State of Alaska the Board of Directors (Executive Board) and file biennial report, as needed.

February

- ☐ File the Annual Financial Statement with the State of Alaska (Gaming Permit) by March 15th.

March

- ☐ At the first of the month, verify that AML has provided the necessary information to a CPA to file IRS tax filings and State of Alaska corporation tax filings, which are due March 15.

April

- ☐ If applicable, file the Games of Chance Quarterly Report for January – March.
- ☐ Schedule monthly meetings of the Finance Committee to draft new budget for next year.

July

- ☐ Assist the contracted firm hired to provide accounting services with the close of the books for the previous calendar year.
- ☐ If applicable, file the Games of Chance Quarterly Report for April – June.

July/August

- ☐ Confer with the Finance Committee to draft budget for next year.

September

- ☐ Confer with the Finance Committee to draft budget for next year.
- ☐ Prepare and submit draft budget to the Executive Board for consideration.

October

- ☐ Prepare the previous calendar year's annual financial report and current status of projects for inclusion in the Annual Business Meeting Packet.
- ☐ Renew Gaming Permit with the State of Alaska by December 31st.
- ☐ If applicable, file the Games of Chance Quarterly Report for July – September.

November

- ☐ Prepare the final draft of next year's budget for membership approval at the Annual Business Meeting, submit to the President for inclusion in the Annual Business Meeting Packet. This should be the version approved by the Executive Board.

December – Outgoing Officer

- ☐ If leaving office, make sure and communicate the Gaming Permit's December 31st renewal deadline to the newly elected Treasurer after the Annual Business Meeting.

COMMUNICATION DIRECTOR

Term of Office

- The Communication Director is elected by the membership at the annual business meeting and assumes office simultaneously with the passing of the presidential gavel.
- The Communication Director's term of office shall be for two years.

General Responsibilities

The Communication Director of AAMC shall:

- Produce a quarterly newsletter for the membership of AAMC (see the following Newsletter Procedures.)
- As soon as possible, after change of office, the outgoing Communication Director shall transfer to the incoming Communication Director all newsletter information and any additional information to assist with a smooth publishing transition.
- Coordinate with the Membership Committee and its Chair on the maintenance of the email address distribution list and other contact information for AAMC members. Also coordinate with the Membership Committee the information on new members and the certification status for those members receiving their CMC, MMC, or other certifications of importance for inclusion in *The Oracle*.
- Coordinate efforts with committee chairs for the broadest dissemination of their information to the membership.
- The Communication Director and any additional members appointed by the President shall coordinate efforts to communicate the desires of the Executive Board and provide consistent information to the membership for placement on the AAMC website.
- Be responsible for maintaining the AAMC website. The Publications Committee chair shall assist as needed.

Specific Duties & Procedures

Newsletter Procedures

The Oracle is the official newsletter of the AAMC. It shall be published quarterly (May, August, November, and February), and an electronic copy of each issue shall be placed on the AAMC website, and a notification of the publication shall be sent out to the membership through the website notification feature.

As soon as possible following election, the Communication Director should contact committee chairs, Executive Board members, and other members to organize a network for obtaining timely information for inclusion in the newsletter. All article submission deadlines and a publication schedule should be determined as early as possible and made known to members and advertisers.

Newsletters shall be emailed to all AAMC members, Region IX state association presidents, and Region IX directors, IIMC president and executive members, and exhibitors who participated in the annual conference, and current advertisers. Newsletter recipients shall be given the opportunity to request a printed copy of the newsletter rather than an electronic copy.

Newsletter Editions

Winter: This edition of *The Oracle* shall be distributed in February. It should include information on AAMC scholarships for continuing education for the IIMC Annual Conference and the Northwest Clerk's Institute, and, if applicable, a copy of the AAMC bylaws as amended at the business meeting held at the annual conference. If possible, include photos and highlights from the AAMC Conference.

Spring: This edition of *The Oracle* shall be distributed in May. It should inform the membership of AAMC business.

Summer: This edition of *The Oracle* shall be distributed in August. It should include preliminary information on the upcoming conference in December (if available), Clerk of the Year nomination information, notification to members wanting to present bylaw changes or resolutions during the annual business meeting, request for nomination of officers, and membership renewal materials.

Fall: This edition of *The Oracle* shall be distributed in November or at least 30 days prior to the AAMC annual conference. It should include final information on the annual conference and an article regarding bylaw amendments, Academy information, and a reminder that membership dues must be current in order to vote at the annual business meeting.

Annual Task List

Throughout the Year

- ☐ Serve as a member of the AAMC Executive Board and attend Executive Board Meetings.
- ☐ Maintain and update the AAMC Website as requested by those authorized for publications on the AAMC website.

December

- ☐ As soon as possible following the AAMC Annual Conference, prepare a newsletter schedule containing article submission dates and send it to the Executive Board and Committee Chairs.
- ☐ Coordinate with the Membership Committee Chair on the maintenance of the email address distribution lists.

January

- ☐ Send a reminder to the Executive Board, Committee Chairs and anyone else who has space in the Winter *Oracle* of the upcoming deadline for submissions.

February

- ☐ Prepare and distribute the Winter *Oracle*.

April

- ☐ Send a reminder to the Executive Board, Committee Chairs and anyone else who has space in the Spring *Oracle* of the upcoming deadline for submissions.

May

- ☐ Prepare and distribute the Spring *Oracle*.

July

- ☐ Send a reminder to the Executive Board, Committee Chairs and anyone else who has a space in the Summer *Oracle* of the upcoming deadline for submissions.

August

- ☐ Prepare and distribute the Summer *Oracle*.

October

- ☐ Send a reminder to the Executive Board, Committee Chairs and anyone else who has space in the Fall *Oracle* of the upcoming deadline for submissions.
- ☐ Prepare a report of the past year's activities and current status of projects for inclusion in the Annual Business Meeting Packet.

November

- ☐ Prepare and distribute the Fall *Oracle*. This edition should include any bylaw amendments and notice of the Annual Business Meeting. (30-day publication requirement)

December – Outgoing Officer

- ☐ If leaving office, as soon as possible after the AAMC Annual Conference, transfer newsletter-related information and documents to the incoming Communication Director.

EDUCATION DIRECTOR

Term of Office

- The Education Director is elected by the membership at the Annual Business Meeting and assumes office simultaneously with the passing of the presidential gavel.
- The Education Director's term of office shall be for two years.

General Responsibilities

The Education Director of AAMC shall:

- Confer with the Executive Board in planning for the education portions of the annual conference and any other educational programs sponsored by AAMC.
- Collaborate with the Conference Planning Committee and the Publications Committee regarding the education schedule and Conference Program Guide.
- Coordinate conference evaluations (including distribution, collection, and tabulation).
- Serve on AAMC Northwest Clerks Institute Committee.
- Serve on AAMC Mentoring Committee.
- Serve as the Chair of the AAMC Education Committee. The Education Committee holds meetings every other month with subcommittee meetings and email updates during the intervals.
- Attend the IIMC Annual Conference or the Northwest Clerks Institute (NCI).

Annual Task List

Throughout the Year

- ☐ Serve as a member of the AAMC Executive Board and attend Executive Board Meetings.
- ☐ Serve as a member of the Northwest Clerks Institute Committee and attend Northwest Clerks Institute Committee Meetings.
- ☐ Serve as a member of the Mentoring Committee and attend Mentoring Committee meetings.
- ☐ Follow the Annual Task List for the Education Committee.

December

- ☐ Obtain the list of Education Committee members from the President.
- ☐ Send out welcome email to Education Committee members and ask members to identify the subcommittees they would like to serve on.
- ☐ Survey and Speakers Subcommittee compiles conference survey data in advance of the first January Education Committee meeting.

January/February

- ☐ Review conference surveys and discuss date and scheduling format (Athenian Dialogue, Academy, Conference Day 1 and 2, to hold Nuts & Bolts as part of the conference concurrent sessions or to deliver that content in a different way to the membership).
- ☐ Establish potential education topics based on highest ranking topics.

- ☐ Determine Educational Needs/Goals for the year; ask the President in advance of the first committee meeting if they have any preference on keynote speakers and/or Athenian Dialogue books or facilitators.
- ☐ Assign tasks to each subcommittee to work on in advance of the next Education Committee meeting.

March/April

- ☐ Subcommittees report back on tasks and goals.
- ☐ Review topics and speakers for Advanced Academy, General Conference, Nuts & Bolts, and Athenian Dialogues.
- ☐ Discuss attendance tracking options.

May/June

- ☐ Attend the IIMC Annual Conference and/or Northwest Clerk's Institute (NCI) in May and June.
- ☐ Review Academy information for the current year.
- ☐ Review proposed Academy topics/speakers for next year.
- ☐ Review Athenian information for the current year.
- ☐ Review proposed Athenian topics/speakers for next year.
- ☐ Work with the NCI Director to ensure that Advanced Academy, Athenian, and other educational sessions meet the IIMC approval requirements.
- ☐ Submit current year education schedule and proposed speakers to the Executive Board for approval.
- ☐ Send "Save the Date" Athenian Dialogue and Advanced Academy flyers to the Communication Director for inclusion in the Summer *Oracle* (if those speakers/sessions have been confirmed).

July/August

- ☐ Work with speakers to finalize details, get bios, provide timelines for presentation submissions, and request speaker A/V needs.
- ☐ Fine tune convener duties.
- ☐ Finalize education schedule, submit to Conference Planning Committee.

September

- ☐ Review survey format and options.
- ☐ Finalize method of attendance tracking.
- ☐ Finalize Academy certificate and attendance information and process.

October

- ☐ Finalize all convener information.
- ☐ Discuss any last minute changes to speakers, schedules, and conveners.
- ☐ Prepare a report of the past year's activities and current status of projects for inclusion in the Annual Business Meeting Packet.

November

- ☐ Coordinate with the Publications Committee Chair to finalize/approve all final edits to the Conference Program Guide.
- ☐ Ensure education certificates, gifts for speakers/presenters and all other pre-conference odds and ends are completed prior to the annual conference.

December

- ☐ Advanced Academy, Annual Conference, and Athenian Dialogue are held.

Note: Previous conferences have been held in Anchorage at the Captain Cook during the second week of November. For 2022, AML moved the AAMC conference venue and dates to December 3-6, 2022 at the Dena'ina Convention Center, and the AML Conference to December 7-9.

- ☐ During the Annual Conference, distribute certificates of attendance.

December – Outgoing Officer

- ☐ During and after the annual conference, transfer all Education Director materials to the incoming Education Director.

IIMC REGION IX DIRECTOR

Policy

The IIMC Region IX states of Alaska, California, Oregon, and Washington have entered into an official agreement that establishes the following policy and rotation schedule.

Term Schedule

1. The term of office for IIMC Region Directors is three years. Region IX is represented by two directors whose terms are staggered. Each time one director ends a term, the next director to be voted upon by the region membership shall be selected from the state association next in the rotation schedule.
2. From the time of this agreement, Region IX Directors will rotate according to the following schedule:
 - 1) Oregon serves 2021-2024; term expires May 2024
Alaska elected May 2022
 - 2) **Alaska serves 2022-2025; term expires May 2025**
California elected May 2024
 - 3) California serves 2024-2027; term expires May 2027
Washington elected May 2025
 - 4) Washington serves 2025-2028; term expires May 2028
Oregon elected May 2027

Rotation repeats beginning with 2.1 (above):

- 1) Oregon serves 2027-2030; term expires May 2030
Alaska elected May 2028

Nomination Criteria

- A. The candidate must meet the qualifications for office as outlined by IIMC:
 1. Served at least three years as a Municipal Clerk or other office as defined by IIMC membership guidelines;
 2. Been a member of IIMC for at least three years;
 3. Attended at least two annual IIMC conferences (attendance may include the conference at which the candidate's term would begin);
 4. Be a full or additional full members of IIMC and, if elected, remain a full or additional full member during the term of office;
 5. Provide written endorsement of candidacy from the candidate's governing body.
- B. In addition to the IIMC criteria, the Alaska representative must:
 1. Have served at least three years on the AAMC Executive Board;
 2. Be an active voting member of AAMC;
 3. Have served on or chaired an IIMC Committee;
 4. Possess the CMC certification or MMC designation.

Selection Process

No later than March 1st in the year preceding that in which the IIMC Region IX Director is to be selected from Alaska, the AAMC Elections Committee shall announce the solicitation period to the membership with a notice that all members interested in being a candidate shall file by submitting a cover letter of

interest, a completed nomination form, and any necessary paperwork to illustrate the person's qualifications. The IIMC Nomination Form and Candidate Guide will be available on the AAMC website and by request from the Elections Committee. All candidate filings shall be received by the Committee no later than June 1st of that year and presented by the Committee to the Executive Board no later than June 10th for consideration at its June board meeting.

If the Executive Board deems all criteria are met, the member's name(s) will be submitted to the membership at the annual meeting. Election of AAMC's nominee for the position will be in accordance with AAMC election guidelines as set forth in the bylaws and the Policies and Procedures Guide. An election is not necessary if only one qualified candidate has filed, but a vote of confidence may be considered.

The name of Alaska's nominee shall be forwarded to the other Region IX states for confirmation prior to submission to IIMC. The AAMC Executive Board shall submit the confirmed nominee's paperwork to IIMC no later than 120 days prior to the annual IIMC board meeting (generally mid-January).

End of Term

At the end of a Region IX representative's term, the continuing Region IX Director collects \$100 from each of the four states to purchase a regional gift to present to the outgoing director during the Region IX meeting at the IIMC Conference in May.

It is customary for the state that holds the representative to also present a gift to the outgoing Region IX Director during the Region IX meeting. If it is best to purchase one large gift, the state who holds the outgoing director will still contribute the original \$100 toward the regional gift.

If Region IX has an IIMC President Elect or President, order flowers and ask each state for \$20-\$25 and have them delivered to their room at the IIMC Conference.

Region IX Director's Annual Task List

Throughout the Year

- ☐ **Monthly Letters** – Throughout the region, send out congratulatory letters to those who earned their CMC and MMC and welcome new members. If time permits, send letters to those who are on the soon to be cancelled list encouraging them to not let their membership lapse (*you will receive a monthly report from IIMC with this information*).
Share list of new members, CMC, and MMC with State Education Directors and Institute Directors.
- ☐ **State Association Newsletters** – Contribute as many articles as possible to each of the state newsletters. Their newsletter editor will usually contact you requesting articles. Take every opportunity possible to promote IIMC and its programs.
- ☐ **IIMC Friday Letters** – If deemed appropriate, forward the weekly communication for the IIMC Executive Director to the State Presidents.

May – After IIMC Conference

- ☐ **Conference Reimbursement** – Submit IIMC Travel Reimbursement and Expense Report form to IIMC for reimbursement for hotel stay and meals the day prior to board meeting. (Note – Your City or State Association covers all other costs of attending the IIMC annual Conference, except for the extra day you are there for board-related activities)
- ☐ **Region IX Roster** – Update Region IX VIP Roster with the new Region IX Director's (if new) and IIMC President's contact information, distribute to all State Presidents and First Vice Presidents.

- ☐ **Region IX Newsletter Editor** – Determine who the newsletter editor will be for the coming year. Newsletters should be distributed in July and January of each year.
- ☐ **Region IX Travel Fund** – Request Region IX Director expense report from CCAC (Region IX Travel Fund Coordinator) and distribute to all States as an informational item.

When a new Region IX Director is elected, they shall make arrangements with the CCAC Treasurer to have a credit card issued to use.

June

- ☐ **Region IX Newsletter** – Prepare the Region IX Newsletter. Work with the IIMC newsletter editor on layout and design ideas. Articles may include:
 - Thank you to host city for hosting IIMC Conference and announcement of next conference location.
 - IIMC Board Meeting Report
 - IIMC Conference News – include any Region IX award recipients (Athenian Fellowship Inductees, Governance Awards, Quill Award, etc.)
 - State Presidents News
 - IIMC President Welcome
 - Education opportunities, Conference dates and training topics
 - Scholarship information
 - Photos from WA, CA and IIMC conference
 - Thank you to Region IX dinner Host/State Association
 - IIMC Foundation News
 - Outgoing Region IX Director article (when needed)
 - List of new CMC/MMC
 - IIMC Committee work

Email deadlines to State Presidents and anyone else who may be submitting articles. Verify each state association page has a picture of the president and state association logo with their article.

- ☐ **Region IX Invoices** – Contact CCAC Treasurer to send invoice to each state for Region Director travel dues. Per Region IX State Agreement, all members pay \$5 per state member to go toward travel for Region IX Directors. This may be done in April – June.

July

- ☐ **Region IX Newsletter** – Submit Region IX Newsletter to state presidents for circulation. Ask IIMC Headquarters to post on IIMC Region IX page on IIMC website and Facebook.
- ☐ **Travel** – Make travel arrangements for OAMR Conference.
 - Purchase airline tickets using Region IX credit card and forward receipt to CCAC treasurer.
 - Send OAMR President and other Region IX Director your itinerary.
 - Reserve hotel room.
 - Register for OAMR Conference.

August

- ☐ **Travel** – Look for good deals on airline tickets to travel to the IIMC Mid-Year Meeting in November.
 - Purchase airline tickets (this expense is covered by IIMC so you do not use your Region IX credit card).
 - Send IIMC Headquarters the “Mid-Year Housing Form.”
 - IIMC will reimburse for travel and any other allowed expenses after the mid-year meeting (see IIMC Expense Policy).
- ☐ **Travel** – Make travel arrangements for AAMC Conference.

- Purchase airline tickets using Region IX credit card and forward receipt to CCAC treasurer.
- Send AAMC President and other Region IX Director your itinerary.
- Reserve hotel room.
- Register for AAMC Conference.

- ❑ **IIMC Region IX Director** – When necessary, send a reminder to the President of the State Association who is next on the rotation schedule for a Region IX Director. Review the election process and timelines for this position. This may also be a good time to request the states review the IIMC Region IX Director Agreement. The agreement requires review every 3 years. (Last review – December 2022)

September

- ❑ **OAMR Conference** – Attend OAMR Conference.
 - Bring gifts for President and President Elect and an item for conference auction. (up to \$50 each)
 - Present Region IX Report at conference.
 - Write Thank You notes after conference.
 - Update Region IX VIP Roster with new President's contact information, distribute to all state presidents, 1st VP's and update IIMC Region IX on IIMC Webpage.
- ❑ **CCAC President** – New President gets installed at their municipal league conference mid-September (near OAMR conference). Update Region IX VIP Roster with new President's contact information, distribute to all state presidents, and update IIMC Region IX webpage.

October

- ❑ **Mid-Year Meeting** – Prepare for Mid-Year Meeting:
 - Review board agenda packet
 - Send IIMC staff your itinerary
 - Send Mid-Year agenda/packet link to State Presidents in time for them to make comment on the packet
 - Prepare Region IX update to verbally present at Mid-Year meeting.

November

- ❑ **Mid-Year Board Meeting** –
 - Attend Mid-Year Board meeting.
 - Present Region IX Update at Board Meeting.
 - After Mid-Year meeting ask IIMC to reimburse you for travel expenses. (IIMC form needed)
- ❑ **Region IX Dinner at IIMC Conference** – Send note to the state association president who will plan the Region IX Dinner during the upcoming IIMC Conference. If available, forward dining information received from IIMC.
 - 2023 – WMCA – Minneapolis, MN (May 14-17)
 - 2024 – AAMC – Calgary, Alberta, Canada (May 19-22)
 - 2025 – OAMR – St. Louis, MO (May 18-21)
 - 2026 – CCAC – Reno, NV (May 17-21)
- ❑ **Region IX Newsletter** – Begin to prepare Region IX Newsletter. Work with the IIMC newsletter editor on layout and design ideas. Articles may include:
 - Recent Board Meeting Report to include Mid-Year Board Meeting Update
 - State Presidents News
 - Region IX Dinner Contact Information
 - Education opportunities, conference dates and training topics
 - Scholarship information
 - Photos and highlights from Oregon's and Alaska's annual conference

- IIMC Foundation Information
- IIMC Committees
- List of New CMC/MMC

Since it is holiday season, it is important to start the newsletter process early so the newsletter is sent out the first part of January. Send email with the submission deadline to state presidents and anyone else submitting articles for the newsletter.

December

- ☐ **AAMC Conference** – Attend AAMC Conference.
 - Bring gifts for the current President and incoming President and an item for conference auction (up to \$50 each).
 - Present Region IX Report at conference.
 - Write Thank You notes after conference.
 - Update Region IX VIP Roster with new President's contact information, distribute to all state presidents, and update IIMC Region IX Webpage.

January

- ☐ **Region IX Newsletter** – Submit Region IX Newsletter to State Presidents for circulation. Ask IIMC Headquarters to post on IIMC Region IX page on the IIMC Website and Facebook.
- ☐ **IIMC Conference Grant** – Send Region IX State Presidents notification of IIMC Conference Grants to distribute to their state's membership.
- ☐ **Travel** – Make travel arrangements for WMCA Conference.
 - Purchase airline tickets using Region IX credit card and forward receipt to CCAC treasurer.
 - Send WMCA President and other Region IX Director your itinerary.
 - Reserve hotel room.
 - Register for WMCA Conference.

February

- ☐ **IIMC Conference Grant** – Make selection of IIMC Conference Grant; applications received from IIMC Staff.
- ☐ **IIMC Foundation Grants** – Review applications for the IIMC Foundation Scholarships for professional development.
- ☐ **Travel** – Make travel arrangements for CCAC Conference.
 - Purchase airline tickets using Region IX credit card and forward receipt to CCAC treasurer.
 - Send CCAC President and other Region IX Director your itinerary.
 - Reserve hotel room.
 - Register for CCAC Conference.
- ☐ **Region IX Dinner during IIMC Conference** – Check in with the State Association who is planning the IIMC Region IX dinner or event. Normally the full cost of the event is paid for by those attending. If needed, a request may be sent by the hosting Association to each state to contribute \$100 toward event (this contribution is not written in any policy). Region IX Directors will work with the host state to plan the agenda for the event and participate if requested. This may be combined with the Incoming Presidents Reception rather than a separate dinner in a year Region IX has an incoming President.

March

- ☐ **WMCA Conference** – Attend WMCA Conference.

- Bring gifts for the current and President and incoming President and an item for the conference auction (up to \$50 each).
 - Present Region IX Report to give at conference.
 - Write Thank You notes after conference.
 - Update Region IX VIP Roster with new President's contact information, distribute to all state presidents, 1st VP's and update IIMC Region IX on IIMC Webpage.
- ☐ **Out-Going Region IX Director Gift** – Continuing Region IX Director collects \$100 from each of the four states to purchase a regional gift to present during the Region IX Meeting during the IIMC Conference in May.
- It is customary for the state that holds the representative to also present a gift to the outgoing Region IX Director during the Region IX meeting. If it is best to purchase one large gift, the state who holds the out-going director will still contribute the original \$100 toward the regional gift.
- Order special gift for Region IX Outgoing Director or IIMC President, as needed.
- ☐ **IIMC President** – In the case Region IX has an IIMC President Elect or President, order flowers and ask each state for \$20-\$25 contribution. Arrange to deliver flowers at the IIMC Conference.

April

- ☐ **Election Officer** – Each Region Director selects one person to serve as an IIMC Election Officer during conference. IIMC Staff will send specific instructions. (Their duties will be to assist the Election Committee in conducting any votes during this meeting. This will include counting votes at designated tables, recording the votes, transmitting information to vote tabulators and other general assistance.) Ask IIMC for a registration list for Region IX attendees.
- ☐ **IIMC Conference** – Obtain list of Region IX members attending the annual IIMC Conference. Send informational emails with any specific conference information, Region IX dinner information, Region IX meeting information, or anything pertinent to the conference.
- ☐ **CCAC Conference** – Attend CCAC Conference.
- Bring gifts for the current President and incoming President and an item for conference auction (up to \$50 each).
 - Present Region IX Report at conference.
 - Write Thank You notes after conference.
 - Update Region IX VIP Roster with new President's contact information, distribute to all state presidents, 1st VP's and update IIMC Region IX on IIMC Webpage.

May – Prior to IIMC Conference

- ☐ **Review Board Agenda Packet** – Discuss issues with other Region IX Director. Send link for the agenda packet to State Presidents for their review and possible questions.
- ☐ **Region IX Meeting at Conference** – Prepare with other Region IX Director for the Region IX meeting to be held during conference.
- ☐ **Outgoing Region IX Directors** – When appropriate, present Outgoing Region IX Director with gift during the Region IX meeting at the IIMC Conference. Ask state president if they would also like to present gift.

COMMITTEE CHAIRS – ALL COMMITTEES

Appointment & Compilation

Committee chairs and other members shall be appointed by the President as soon as possible after the passing of the gavel, or as needed throughout the year.

General Responsibilities

Chairs of all AAMC committees shall:

- Submit written quarterly reports on their committees' activities and progress as requested by the Second Vice President on behalf of the President throughout the year. Committee chair reports should include a statement/summary of the committee's goal(s) for the quarter; and whether or not your committee met. If no, why not? When do you plan to meet? If yes, how many times and what did you accomplish?
- Submit written annual reports of detailed committee activities for presentation at the annual business meeting.
- Promptly submit all expense and purchase documentation to the Treasurer.
- Schedule, prepare for, and preside over committee meetings.

Specific Duties & Procedures

Committee Meetings

Meetings should be held on a regular basis, or as often as necessary to fulfill the committee's responsibilities; frequency depends on the committee. At a minimum, all committees should meet at least twice per year. As an overview, committee chairs are responsible for:

- Preparing committee meeting agendas, including backup materials, when necessary; agendas and materials should be distributed prior to the meeting to allow members time to review.
- Presiding during the committee meeting.
- Assigning a committee member to take meeting notes; share with any committee members who are unable to attend and use as reference for follow-up actions.
- Encouraging all committee members to participate in the meetings and share the workload.

Review/Amending the AAMC Policy & Procedures Guide & AAMC Bylaws

Review the AAMC Bylaws and AAMC Policy and Procedures Guide section for the committee you are chairing with your committee members; this is commonly done at the beginning of the year or after the AAMC Annual Conference when you do your initial outreach.

If recommending any amendments to the current Policy and Procedure for your committee, hold a committee meeting and vote on the proposed amendments. If amendments to the Policy and Procedure are approved by the committee, forward the recommendation to the President for consideration by the Executive Board.

If any substantial changes are made to the forms for your committee, send the updated version to the President for inclusion in the AAMC Policy and Procedure Guide, Appendix A.

Annual Task List

Throughout the Year

- ☐ Schedule and conduct meetings on a basis that meets the committee's required tasks.
- ☐ If recommending any amendments to the AAMC Policy and Procedures Guide or Bylaws for your committee, hold a committee meeting and vote on the proposed amendments.
- ☐ Notify the President immediately if you are unable to fulfill the required responsibilities/tasks.

December – Incoming Committee Chair

- ☐ If the outgoing chair has not already provided the following, request all historical information, forms, and other important items needed to ensure the continuity of the committee's operations.
- ☐ Review the AAMC Policy and Procedures Guide section for the committee you are chairing.

December/January

- ☐ After receiving the President's committee message (includes list of committee responsibilities and updated committee member register), reach out to your committee members to establish a line of communication, provide a general overview of tasks/responsibilities for the upcoming year, and links to the AAMC Policy and Procedures Guide and AAMC Bylaws for everyone to review.

January

- ☐ If required by your committee, prepare an article for submission in the Winter *Oracle* newsletter; the Communication Director generally sends out a deadline prompt.

April

- ☐ If required by your committee, prepare an article for submission in the Spring *Oracle* newsletter; the Communication Director generally sends out a deadline prompt.

July

- ☐ If required by your committee, prepare an article for submission in the Summer *Oracle* newsletter; the Communication Director generally sends out a deadline prompt.

October

- ☐ If required by your committee, prepare an article for submission in the Fall *Oracle* newsletter; the Communication Director generally sends out a deadline prompt.
- ☐ Prepare a report of the past year's activities and current status of projects for inclusion in the Annual Business Meeting Packet.

December

- ☐ Distribute the Certificates of Committee Service to the committee members; these are provided by the President to chairs for distribution, commonly at the annual AAMC Conference.
- ☐ If this is your last year as committee chair, provide the incoming chair for your committee with all of the historical data, forms and any other important items needed to ensure continuity in AAMC operations.

CONFERENCE PLANNING COMMITTEE

Appointment & Compilation

The First Vice President shall serve as chair of the Conference Planning Committee. The Executive Board, the Fundraising Committee Chair, the Exhibitor/Sponsor Committee Chair, the Membership Chair, the Banquet Decorating Committee Chair, the Publications Committee Chair, and the AML conference coordinator shall constitute the membership for the Conference Planning Committee.

As chair of the Conference Planning Committee, the First Vice President may appoint additional subcommittees or task groups as necessary to accomplish the work of the committee. These may include subcommittees to plan the banquet, decorations, sponsors/exhibitors, and other aspects of the conference.

General Responsibilities

The Conference Planning Committee as a whole shall:

- Solicit donations and exhibitors in an effort to keep the registration cost to a minimum. The chair may appoint one person or a subcommittee to be in charge of soliciting donations and exhibitors. The prior year mailing list should be used, adding any others appropriate and inviting exhibitors to participate in the Conference at the rates established by the Executive Board. If IIMC wishes to participate as an exhibitor at the annual conference, no fee will be assessed as they are considered a "parent" company to AAMC. This mailing should be done no later than three months prior to the conference to ensure adequate time for the exhibitors to respond and prepare for the conference.
- Determine the appropriate location at the conference site for exhibitors, ensuring that adequate space is available and that sufficient electrical outlets are in place.
- Potential sponsors should be contacted for meals, receptions, breaks, conference bags and bag stuffers, and door prizes.
- Block hotel rooms for participants and reserve hotel space for all conference training sessions, meetings, banquet, etc., for the full conference, if not performed through an agreement with AML.
- Gather information regarding the cost of educational components, meals, rooms, and other costs to arrive at a total cost for the conference academy, and other functions in order to determine conference fees for attendees and to develop a budget for the annual conference. Recommend to the Executive Board the cost of the annual conference (see Budget Worksheet in Appendix A.)
- Coordinate all activities of the conference, including preparation and timely distribution of agenda packets and name badges for all participants, production and disposition of all necessary signage, all other tasks to ensure smooth functioning.
- Forward copies of all expenditures, encumbrances, purchase orders and other fiscal documents to the Treasurer as planning proceeds (see also First Vice President, Specific Duties for Annual Conference Training.)

Specific Duties & Procedures

In-Kind Contributions by Exhibitors

In-kind contributions that reduce AAMC budget expenditures for necessary conference-related costs will be treated as monetary contributions in regard to exhibitor/sponsorship levels and benefits. In-kind contributions that do not offset necessary conference costs will not be treated as monetary contributions but will be given mention in both the conference guide and on the AAMC website.

Annual Task List

Throughout the Year

- ☐ Have meetings on a basis that meets the committee's required tasks.
- ☐ For Committee Chairs, follow the Committee Chairs – All Committees task list and responsibilities to ensure all required duties are completed in a timely manner.

January

- ☐ Confirm that AML has reserved the location for the Annual Conference, a location for exhibitors during the conference, meeting rooms and arranged a Hotel Room Block, if this task is assigned to AML through an agreement. If no AML agreement exists your committee needs to take care of this.
- ☐ Work with the President to determine if any changes need to be made to the conference format. Communicate any changes to the Education Committee so that arrangements can be made with/for presenters. If necessary, seek approval from the Executive Board.

February

- ☐ Ensure that the AAMC Annual Conference dates have been placed on the AAMC Website. Send a Save-the-Date notice/ad to the Communication Director for inclusion in the Oracle and AAMC website.
- ☐ Gather information to present to the Executive Board regarding costs associated with the conference for the upcoming budget.

March

- ☐ Finalize a draft conference plan and proposed budget, including fee schedule, and submit to the President for review to ensure you are staying within budget for the upcoming Annual Conference.
- ☐ Finalize the location arrangements for the AAMC Annual Conference, if not performed through an agreement with AML.

April

- ☐ Schedule and conduct a committee meeting, hear status updates from Education Committee, Conference Location, Exhibitor/Sponsor Committee, and Banquet Decorating Committee.
 - Items to be discussed: President Preferences, conference cost review, conference bags/ swag.
 - Assign tasks: Registration Packet (1st VP), name tags and lanyards (AML unless exhibitors sponsors, Banquet Tickets (Membership Committee), Invitation to VIP Guests (President), Conference Meal Selection (President), President's events, VIP Dinner Arrangements (President), Banquet Program (President).
 - Review the draft conference schedule which is managed by the First Vice President and Education Director, ensure that all needs are being met.
- ☐ Coordinate with the President on Presenting of the Colors during opening ceremonies.
- ☐ Assign someone to make arrangements for the DJ during the banquet.
- ☐ Assign someone to work with the Anchorage Visitor's Bureau to gather visitor's information items for the conference bags.

May

- ☐ The President should be sending a Save-the-Date invitation to the Honored Guests; be sure everyone knows that the Honored guests do not pay for Conference Registration. If they wish to attend any Athenian Dialogues or Academy sessions a fee will apply.
- ☐ Prepare a draft registration packet, distribute it to the people you need information from to complete the packet. Remind the President to submit a cover letter to go into the registration packet.

June

- ☐ Verify one last time that fees have been set accurately (increases to facility costs, increases to education fees, increases in meal costs, event costs?)
- ☐ Schedule and conduct a committee meeting.
 - Items to address: Status update from the Education Director, Exhibitor/Sponsor Committee and Banquet Décor.
 - Review the draft registration packet.
 - Establish the deadline for when all AV needs need to be communicated to the conference location.
 - Ensure conference bags and swag are on track and time is scheduled prior to the conference to stuff conference bags.
- ☐ Verify that the Publications Committee is preparing the Conference Program Guide and they are receiving the information needed.

July

- ☐ Update the registration packet with the discount codes received from AML.
- ☐ Add the President's cover letter/message to the registration packet.
- ☐ In cooperation with the Education Committee, provide conference details to the chair of the Scholarship Committee for inclusion in the AAMC Memorial Scholarship packets.
- ☐ Get the membership list from the Membership Committee Chair to distribute the registration packets.

August

- ☐ AAMC Annual Conference registration packets must be out by September 1st.
- ☐ Once the registration packet is compiled, send it to the Executive Board for a final proof.
- ☐ Distribute the AAMC Annual Conference registration packets or online link to the membership by email.
- ☐ Confirm with the President that gifts for the Honored Guests have been taken care of.
- ☐ Ensure conference bags are on track.
- ☐ Remind the Education Director of the upcoming deadline for A/V needs to be submitted for education sessions.
- ☐ Contact Membership Committee to ensure registration table meets needs, Fundraising Committee regarding their table needs, Banquet Décor Committee for any additional needs they might have.

September

- ☐ Contact current committee chairs and members to see if they will serve again for another year.
- ☐ Include detailed information about the AAMC Annual Conference in the Fall *Oracle* newsletter.
- ☐ Ensure that the President has made final meal selections and relayed them to AML.

October

- ☐ Ensure Presenters get free banquet tickets; work with Education Director to determine who is staying.
- ☐ AV/Room Set-up; get final information to AML.
- ☐ Prepare your committee signup sheets with committee chairs and members collected in September.
- ☐ Publications Committee will be sending around drafts of the Program Guide for proofing.

- ☐ Ensure education materials are being posted on the website.

November

- ☐ Send emails to conference attendees notifying them how to obtain their conference materials.

CONFERENCE PLANNING:

BANQUET DÉCOR SUBCOMMITTEE

Appointment & Compilation

The Banquet Décor Subcommittee is a subcommittee of the Conference Planning Committee and is appointed by the First Vice President acting as the Conference Planning Committee Chair.

General Responsibilities

Annual Task List

Throughout the Year

- ☐ Have meetings on a basis that meets the committee's required tasks.
- ☐ For Committee Chairs, follow the Committee Chairs – All Committees task list and responsibilities to ensure all required duties are completed in a timely manner.

November/December

- ☐ Send welcome to new committee members. Sample:

Welcome to the AAMC 20XX – 20XX Banquet Sub-Committee

Hello, Banquet Decorating Sub-Committee Members,

And thank you for signing up this year for this committee! Welcome to [new members] and thanks for joining us! If you are receiving this and didn't actually intend to sign up for the Banquet Decorating Sub-Committee, please contact me as soon as possible so we can update lists.

This committee does most of its work between July and November. I use doodle polls to get dates and times that work for the group on an as needed basis. In the meantime, please be thinking of decorating ideas related to our theme, [Insert theme here]:

[Insert logo here]

If you have any questions, please don't hesitate to contact me.

June/July

- ☐ Reach out to the president to ask about theme ideas / events / activities they want for the banquet, or, if you've developed an idea, pitch it for consideration.

July/August

- ☐ Call a meeting of the committee to discuss the budget, table decorations, and other ideas, events, and activities.

August/September

- ☐ Research decoration costs and send an email to subcommittee for approval of estimated costs.
- ☐ Order decorations.
- ☐ Prepare a banquet invitation for the Conference Guide (if it fits), to be placed in the conference bags, and posted on the AAMC website.

Early October

- ☐ Send a request to the First Vice President/Conference Planning Committee Chair regarding any special requests or room needs you have for the hotel.
- ☐ Send an email with the Banquet information in it to the Exhibitor Subcommittee, so that the Exhibitors may be invited and are aware of the banquet theme.
- ☐ Send the receipts to the finance chair for reimbursement once you've received all the decorations.

Mid October

- ☐ Prepare "Reserved" table tents for Clerk of the Year banquet table and email a template to the Clerk of the Year Chair.

November/December

- ☐ Monday before the Conference: Prepare all other "Reserved" table tents.
- ☐ Wednesday before the Conference: Send an email to subcommittee members with the banquet night plans, identifying who will be decorating and who will be taking banquet tickets at the door.
- ☐ Friday/Saturday before the Conference: Be sure your invitations (if any) are where they need to be for bag stuffing. Confirm with the Conference Planning Committee.
- ☐ Banquet Night: Decorate, set out table reservation tents, collect tickets, and remove decorations after the banquet.

CONFERENCE PLANNING:

EXHIBITOR/SPONSOR SUBCOMMITTEE

Appointment & Compilation

The Exhibitor/Sponsor Subcommittee is a subcommittee of the Conference Planning Committee and is appointed by the First Vice President acting as the Conference Planning Committee Chair.

General Responsibilities

- Solicit donations and exhibitors in an effort to keep the registration cost to a minimum. The prior year mailing list should be used, adding any others appropriate and inviting exhibitors to participate in the conference at the rates established by the Executive Board. If IIMC wishes to participate as an exhibitor, no fee will be assessed as they are considered a "parent" company to AAMC. This mailing should be done no later than three months prior to the conference to ensure adequate time for the exhibitors to respond and prepare for the conference.
- If the Annual Conference is held in conjunction with the AML Annual Conference, work with AML to ensure there is an appropriate location at the conference site for exhibitors, ensuring that adequate space is available and that sufficient electrical outlets are in place.
- Potential sponsors should be contacted for meals, receptions, breaks, conference bags and bag stuffers, and door prizes.

Annual Task List

Throughout the Year

- ☐ Have meetings on a basis that meets the committee's required tasks.
- ☐ For Committee Chairs, follow the Committee Chairs – All Committees task list and responsibilities to ensure all required duties are completed in a timely manner.
- ☐ Solicit and keep in contact with potential exhibitors and sponsors on the opportunities of participating in the Annual Conference and donating to AAMC.
- ☐ Maintain a list of the year's sponsors and exhibitors, including conference details and AAMC advertising obligations.

July

- ☐ Draft the Exhibitor/Sponsor Introduction letter, including the President's Message, and submit to the President for approval.
- ☐ Draft the Exhibitor/Sponsor Registration Packet for the Conference Planning Committee's review and 2nd Vice President's Approval.

August

- ☐ Work with the Communication Director to make any necessary updates to the online registration page and activate the page prior to distribution of the registration packet.
- ☐ Confirm any exhibitor event details for the conference and coordinate promotional materials.

September

- ☐ Distribute the Exhibitor/Sponsor Registration Packet to potential participants no later than 90 days prior to the Annual Conference.

October

- ☐ Collect all necessary registration, advertising, and additional information from annual conference exhibitors and sponsors.
- ☐ Confirm with AML that conference registration fees have been received from all registered exhibitors.
- ☐ Submit lists of exhibitors and sponsors to the Publications Committee for the conference Pamphlet.

November

- ☐ Provide the Communication Director a list of the exhibitors and sponsors whose sponsorships included Oracle Newsletter and AAMC website advertising.
- ☐ Notify the President of any Presidential mentions paid for by conference exhibitors and sponsors.

December

- ☐ Be the point of contact for AAMC exhibitors during the annual conference, providing them with all necessary materials and information.
- ☐ Organize and conduct any exhibitor related events during the conference.

EDUCATION COMMITTEE

Appointment & Compilation

The Education Director shall serve as the chair for the Education Committee and the President shall appoint as many members as necessary to accomplish the tasks of the committee.

General Responsibilities

The Education Committee as a whole shall:

- Develop the education portion of the AAMC annual conference to provide educational sessions that complement those offered at the Northwest Clerks Institute and make recommendations to the Executive Board for final approval.
- Coordinate the development of the annual conference program.
- Work with the AML staff member assigned as conference liaison regarding session logistics and needs, including audio/visual requirements.
- In consultation with the AAMC President, determine the subject of all academy sessions and recommend the presenter and topic to the Executive Board for final approval.
- On any academy session NOT held in conjunction with the AAMC Annual Conference, work with the Immediate Past President in all aspects of planning and executing it, once a presenter is selected by the Executive Board.
- Coordinate with IIMC and the NCI Institute Director as necessary to ensure accreditation of all academy sessions. Note: The Executive board will give final approval as to when and where academy sessions take place.
- All academy sessions offered by AAMC shall be considered with the goal of having the academy fully organized three months prior to the academy session.
- Follow the same four steps directly above for planning any Athenian Leadership Dialogue sessions.
- Keep current on educational issues effecting municipal clerks and communicate that information through the AAMC newsletter or other appropriate means.

The Education Committee operates effectively by having its members serve on subcommittees assigned specific tasks, which are listed below with a brief explanation of their duties:

- **Survey and Speakers Directory Subcommittee.** Prepares conference and education survey, distributes and tallies results. Keeps directory of past, present and future speakers and topics for conference and Academy.
- **Nuts & Bolts Subcommittee.** Identifies topics and presenters for a full day of very basic education sessions geared toward new clerks. Topics to include: Election basics, Meeting basics, Title 29, Open Meetings Act, Ordinances and Resolutions, and Records Management Basics. (It is likely that not all these topics will be presented at one conference. The Nuts and Bolts Subcommittee may suggest a rotational schedule or alternate means of presenting this valuable information to our membership.)
- **Conference Education Schedule Subcommittee.** Prepares drafts and final conference schedule related to Education. Works with Publications Committee to place in conference

booklet. Work with President or AML on room usage and AV needs. Ensures conveners have speakers gift and thank you notes are given.

- **Education Communications Subcommittee.** Takes Education Committee meeting notes. Prepares education newsletter articles. Works with AAMC Communication Director to post updated materials on the AAMC education webpage.
- **Academy Subcommittee.** Works to select Academy speaker, prepares KTAP and works with Institute Director to send certificates of completion. Prepares sign-in sheets, sets up registration desk on day of academy.
- **Athenian Dialogue Subcommittee.** Works to select Athenian facilitator, works with Institute Director to ensure the chosen Athenian and facilitator receive the necessary IIMC approval. Prepares sign-in sheets, sets up registration desk on day of Athenian, and coordinates with the facilitator on the KTAP/assessment tool and follow-up certificates.

Specific Duties for the Chair

- Provide input on the continuing education programs of the annual institute presently sponsored by the Northwest Clerks Institute.
- Serve as a member of the Northwest Clerks Institute Education Committee.
- Serve as a member of the Conference Planning Committee.
- Submit a list of estimated expenses for educational sessions and the academy, as soon as possible, to the Executive Board to assist the board in setting registrations fees.

Annual Task List

Throughout the Year

- ☐ Have meetings on a basis that meets the committee's required tasks.
- ☐ For Committee Chairs, follow the Committee Chairs – All Committees task list and responsibilities to ensure all required duties are completed in a timely manner.
- ☐ Keep in regular contact with the First Vice President/Conference Planning Chair regarding the education schedule for the AAMC Annual Conference.

December

- ☐ Survey and Speaker subcommittee compiles conference survey data.
- ☐ Schedule and conduct a committee meeting to review conference surveys, requests and goals of the committee.

January

- ☐ Review surveys and establish potential education topics based on the highest ranking topics.
- ☐ Select Nuts and Bolts topics.
- ☐ Review education schedule format and template.
- ☐ Assign research of potential speakers to committee members.
- ☐ Discuss attendance tracking options.

March

- ☐ Review Advanced Session topics and speakers.
- ☐ Review Nuts and Bolts Session topics and speakers.
- ☐ Review General Session topics and speakers.

May

- ☐ Review Academy information for the current year.
- ☐ Review proposed Academy topics/speakers for next year.
- ☐ Review Athenian information for current year.
- ☐ Review proposed Athenian topics/speakers for next year.
- ☐ Submit current year education schedule and proposed speakers to the Executive Board for approval.

July

- ☐ Early July, work with speakers to finalize details, get bios.
- ☐ Fine tune convener duties.
- ☐ Finalize education schedule, submit to the Conference Planning Committee.
- ☐ Provide the First Conference Planning Committee with a flyer containing information about Athenian, Academy sessions, education sessions and speakers for inclusion in the AAMC Annual Conference registration packet.

August

- ☐ Finalize conference session descriptions, speakers and convener information and submit to the Publications Committee for inclusion in the Annual Conference Program Guide.

September

- ☐ Review survey format and options.
- ☐ Finalize method of attendance tracking.
- ☐ Finalize Academy certificate and attendance information and process.
- ☐ Prepare a report of the past year's activity for inclusion in the Annual Business Meeting Packet. (Due to the President mid-October)

November

- ☐ Check in with Academy and Athenian facilitators and other presenters to ensure they have booked their travel and accommodations and finalize any last-minute details (mailing of presentation supplies, etc.). Finalize the AV needs for each speaker/session and any requests for special room staging and submit to the Conference Planning Committee.

December

- ☐ During the conference, ensure that all the presenters receive thank you letters/gifts.
- ☐ During the conference, ensure that all those who earned attendance certificates receive their certificate before leaving the last session on the final day of conference.
- ☐ Following conference, reach out to those who signed up to serve on the next year's Education Committee to ascertain who will be serving on what subcommittees.

ELECTIONS COMMITTEE

Appointment & Compilation

The President shall appoint a chair for the Elections Committee and as many members as necessary to accomplish the tasks of the committee.

General Responsibilities

The Elections Committee shall conduct the annual election of officers at the annual business meeting using the most current membership list available from the Membership Committee.

Secretary's Note: As determined by the Executive Board at its July 22, 2015 meeting, policy provisions regarding Absentee and Electronic Voting were removed from the AAMC Policy and Procedure Guide; however, should a future need arise and the Executive Board determines a need for Absentee/Electronic Voting the procedures with which to conduct such voting can be found in Appendix B - Policies.

Specific Duties & Procedures

Candidate Filing

April through July, the Elections Committee shall circulate at least once a month to the membership a call for candidacy to fill the upcoming vacant positions. Candidates must file by August 31st to be included on the ballot.

The call for candidates shall be emailed to the membership and include:

- A declaration of candidacy;
- A candidate statement form;
- A letter of support from his/her mayor, manager, or administrator; and
- Request an optional photo to provide to the membership.

Verifying Eligibility of Candidates

The Elections Committee shall verify with the Membership Committee that those who have declared meet the qualifications of Article IV, Section 2 Eligibility for Office.

The Elections Committee shall provide the list of the qualified candidates to the Executive Board by their September meeting.

Preparation of Ballot

The Elections Committee shall prepare the ballot with the names of all qualified candidates for office. The ballot shall provide a space for a "write-in" vote for each office; provided, however, that the eligibility provisions for write-in candidates shall apply.

Notification of Membership

The candidate information shall be made available to the membership by e-mail and posted to the AAMC website no later than September 15th. The information packet shall contain:

- Declaration of candidacy;
- Candidate statements; and
- Photo (if provided).

Each candidate on the ballot shall be notified by the President or designee of the election results if the candidate is not present at the time of election. If a write-in candidate is elected to any position and

indicates a willingness to serve, the President or designee shall notify the candidate of the requirements set forth in Article IV of the AAMC Bylaws.

The President shall announce the election results to the general membership at the Annual Business meeting.

Region IX Director Election

See IIMC Region IX Director Nomination & Selection for process details and the Elections Committee's responsibilities.

Each Region IX State Association will select a single nominee through its selection process; the state's selection of a nominee will occur with sufficient time to forward the name of the nominee to each of the other Region states for confirmation at least ninety (90) days prior to the deadline for it being submitted to IIMC. Nominations for Region Director must be submitted to IIMC by late January, therefore, cannot be elected in a traditional manner during the AAMC's Annual Conference.

Annual Task List

Throughout the Year

- ☐ Have meetings on a basis that meets the committee's required tasks.
- ☐ For Committee Chairs, follow the Committee Chairs – All Committees task list and responsibilities to ensure all required duties are completed in a timely manner.

January

- ☐ Every four years, Alaska gets to elect a Region IX Director, so verify if it is Alaska's turn in the rotation. If it is Alaska's turn next year, follow the Region IX Director Election Task List.
- ☐ Send upcoming vacancy information and why to get involved information to the Communication Director for updating the AAMC Website.
- ☐ Schedule and conduct a committee meeting to review the previous year's process and determine if any changes should be made to the process.

March

- ☐ Establish April meeting date; solicit volunteer to draft May notice; volunteer to update candidacy forms.

April

- ☐ Review candidate forms, if any updates are needed schedule a meeting for committee approval.

May

- ☐ Draft the "Call for Candidates" notice. Deadline to be on the ballot is August 31st.

June

- ☐ Send the "Call for Candidates" notice to the Communication Director for publication on the AAMC website.
- ☐ Request an email distribution list from the Membership Committee Chair and send a "Call for Candidates" to the membership. Include the "Call for Candidates" notice in the Summer *Oracle* newsletter.

August

- ☐ August 31st candidate Filing period is over. Candidates may still be nominated from the floor during the Annual Business Meeting.

- ☐ Finalize and contact the Membership Committee Chair to verify the Candidates meet the qualification requirements.
- ☐ Update election forms.

September

- ☐ Provide the qualified candidate list to the Executive Board and send the candidate names, bios and photos to the Communication Director to update the AAMC Website.
- ☐ Send candidate information, biographies and photo's to the Publications Committee for inclusion in the AAMC Annual Conference Program Guide; copy the Conference Planning Committee Chair on the email.
- ☐ Include a slate of candidates for elected office and a Notice of Vacancy for any office that did not have a candidate apply in the Fall *Oracle* newsletter.

October

- ☐ Prepare ballots and election forms.

December

- ☐ Announcement Reminder on the importance to attend the Annual Business meeting to vote for Executive Board Members.
- ☐ Take ballots and election forms to the conference.
- ☐ Schedule and conduct a meeting of the committee prior to the Business meeting to determine committee duties.
- ☐ During the AAMC Annual Business Meeting, conduct the Election.

FINANCE COMMITTEE

Appointment & Compilation

The Treasurer shall serve as chair of the Finance Committee. The President shall appoint as many additional members as necessary to accomplish the tasks of the committee.

General Responsibilities

The Finance Committee shall assist the Treasurer, in an advisory capacity, in the following duties:

- Prepare a report of AAMC's financial condition for presentation at the annual business meeting.
- Monitor the budget revenue and expenditures and discuss non-routine invoices for payment with the Treasurer.
- Suggest policy and procedure guidelines to the Executive Board in regard to duties of the firm providing accounting services or other processes to expedite payments and other items designated by the treasurer or other members of the Executive Board.
- Prepare amendments to the annual budget as necessary throughout the year for consideration by the Executive Board.
- Prepare a draft annual budget submittal to the Executive Board by October 1st for the upcoming year. Upon approval of the Executive Board, the budget will be submitted to the members for adoption at the annual meeting.

Annual Task List

Throughout the Year

- ☐ Have meetings on a basis that meets the committee's required tasks.
- ☐ For Committee Chairs, follow the Committee Chairs – All Committees task list and responsibilities to ensure all required duties are completed in a timely manner.

January

- ☐ Send an email to the Finance Committee welcoming them to the committee and schedule the first committee meeting in either February or March. The first meeting is scheduled when Accounting Services Contractor completes year-end financial reports from the previous year.

February/March

- ☐ First meeting of the year agenda should include:
 - Review the previous calendar year actual income/expenses and bank account balances.
 - Review the current calendar year budget.
 - Review the general responsibilities of the Finance Committee.
 - Discuss goals of the committee to include:
 - Review policy and procedures for any suggested changes regarding the accounting services or process to expedite payments.
 - Prepare a draft annual budget for submittal to the Executive Board by October 1st.

May through September

- ☐ Meet as needed during these months. Two or three meetings is adequate to prepare the draft annual budget. Agenda items:

- Review the current financial statements.
 - Prepare a draft annual budget and discuss AAMC's financial condition for the Treasurer presentation at the annual business.
 - Prepare amendments to the annual budget as necessary for Executive Boards consideration.
 - Work on any policy or procedures changes as needed.
- ☐ Review updated hotel and meeting space costs and possible increases to educational sessions and conference fees for attendees and exhibitors.
 - ☐ Submit recommendations to Exhibitor/Sponsor Committee and Education Committee.
 - ☐ Prepare a draft annual budget submittal to the Executive Board by October 1st for the upcoming year.

October through December

- ☐ Meet as needed to discuss items designated by the Executive Board.

FUNDRAISING COMMITTEE

Appointment & Compilation

The President shall appoint a chair for the Fundraising Committee and as many members as necessary to accomplish the tasks of the committee.

General Responsibilities

The Fundraising Committee shall:

- Develop, implement, and administer programs to raise money for the AAMC Education fund. This fund supports the scholarship program and may assist in keeping the conference and academy fees at reasonable levels.
- Plan and administer fundraising activities to be held throughout the year and during the annual conference and banquet.
- Promote fundraising throughout the year and at the annual conference and banquet.
- Attend the annual conference to sell tickets, merchandise, and otherwise promote fundraising.

Specific Duties of the Chair

- Report Fundraising Activities to the Second Vice President.
- Attend Conference Planning Committee meetings.
- Confirm with the Treasurer that any gaming or fundraising activities at the annual conference comply with State law and IRS regulations.
- Report to the President of the plans for fundraising activities at the annual conference at least two months prior to conference.
- Deposit all revenues collected by the Fundraising Committee with the Treasurer within one week of collection with a written explanation of source of revenue.

Annual Task List

Throughout the Year

- ☐ For Committee Chairs, follow the Committee Chairs – All Committees task list and responsibilities to ensure all required duties are completed in a timely manner.
- ☐ Hold monthly meetings to plan and track fundraising activities.
- ☐ Monitor and update online merchandise sales.
- ☐ Report sources of revenue to the AAMC Treasurer as well as the designee at AML
- ☐ Deposit any revenues received to the AAMC Wells Fargo account within one week of receipt.

December

- ☐ Re-confirm all fundraising tasks have been completed and items (raffle tickets, regional baskets, auction items) have been delivered to the appropriate committee member.
- ☐ Re-confirm merchandise has been delivered.
- ☐ Confirm with AML representative details regarding venue including table space, storage, and access to storage room.

- ☐ Use Conference check lists and best practices to ensure the merchandise and revenue is always accounted for.
- ☐ After the conference – Balance the merchandise sales, separating revenue sources, reporting all deposits to the Treasurer and AML affiliate.
- ☐ Work with new Chair to transfer permissions and passwords to any of the account sensitive programs which may include the RedBubble Merchandise Store, Square, and PayPal accounts.
- ☐ Inventory all physical merchandise and give the incoming Chair the most recent reports of sales and activities.
- ☐ New Chair will need to establish usernames and permissions with the AAMC Treasurer and affiliate at AML.

January

- ☐ Set meeting with Committee members to discuss the previous year's fundraising efforts to discuss what went well and what could use improvement.

February

- ☐ Confirm new theme and obtain official logo from the new President.
- ☐ Review previous year's donation request letter and revise as necessary.

March

- ☐ Hold meeting with Committee members to determine the new year's fundraising activities and delegate tasks. Each committee member, if numbers allow, should be responsible for one of the major fundraising activities.
- ☐ Provide update for the Spring *Oracle* newsletter to promote merchandise items either in stock at discounted rates or introduce a new item to the online store.

April

- ☐ Keep apprised of any potential changes to the conference schedule.
- ☐ Reach out to the President regarding charms to be ordered for the current theme.

May

- ☐ If fundraising activities had not been determined at this time – finalize the current year's fundraising.
- ☐ Any activities that may require special licensing need to be reported to the Treasure and/or the Executive Board to garner permission and licensing. For example, a wine wall will require a temporary alcohol permit.

June

- ☐ Include a request for assistance from the AAMC body for regional basket and auction items as well as contributions toward raffle ticket prizes in the Summer *Oracle* newsletter.

July

- ☐ Confirm merchandise to order for the conference and solidify decisions for any other necessary purchases.

August

- ☐ Confirm shipping location if necessary to someone in the Anchorage area.
- ☐ Establish when the registration packets will be sent out and when Early Bird Registration ends.

September

- ☐ Work with Conference Planning Committee to determine timeline for fundraising activities.

- ☐ Submit any Early Bird Merchandise forms to be added to the registration packets
- ☐ Include information about pre-ordering merchandise to be picked up at the conference in the Fall *Oracle* newsletter.

October

- ☐ Decide on themed attire or accessories for committee members to wear during conference – Headbands, flowers, lanyards, something that will set them apart so members can find them to purchase raffle tickets.
- ☐ Start a conference check list to include schedule for committee members at merchandise table.
- ☐ If you are planning to give your committee members a small gift – now is a good time to ensure anything ordered arrives in time.
- ☐ Send reminders to AAMC members about the ability to pre-order merchandise for the conference.
- ☐ Send out raffle tickets to AAMC members willing to sell them to their municipal constituents.

November

- ☐ Re-confirm all fundraising tasks have been completed and items (raffle tickets, regional baskets, auction items) have been delivered to the appropriate committee member.
- ☐ Re-confirm merchandise has been delivered.
- ☐ Make sure you have raffle tickets and other items necessary for activities at the conference and banquet.
- ☐ Complete conference task list and establish when you will be speaking to the conference attendees.
- ☐ Ship any items that will need to be available at the conference to the venue (preferred) or an AML affiliate or other committee chair.

LEGISLATIVE COMMITTEE

Appointment & Compilation

The President shall appoint a chair for the Legislative Committee and as many members as necessary to accomplish the tasks of the committee.

The Immediate Past President shall serve on the Legislative Committee.

General Responsibilities

The Legislative Committee is responsible for monitoring proposed or amended legislation, both at the state and federal levels, that may have an impact on municipalities or that may have a direct impact on the role of the municipal clerk. The Legislative Committee, through the Chair, will report to the Executive Board and the membership regarding concerning legislation and may suggest a resolution regarding the legislation for the Board's consideration.

While AML tracks legislative matters that pertain to municipalities, the AAMC Legislative Committee focuses on legislation pertaining to the work of Clerks and Elections.

Annual Task List

Throughout the Year

- ☐ Have meetings on a basis that meets the committee's required tasks (most of the work of this committee will be done during the Alaska Legislative Session, January – May).
- ☐ For Committee Chairs, follow the Committee Chairs – All Committees task list and responsibilities to ensure all required duties are completed in a timely manner.

January

- ☐ Hold first meeting and review task list.
- ☐ Identify State bills of concern.
- ☐ Identify Federal bills of concern.
- ☐ Chair shall finalize list of committee tasks and bills to watch and distribute it to the committee members.

January through May

- ☐ Monitor bills of concern in Alaska Legislature.
- ☐ Hold committee meetings periodically throughout session and forward updates to the AAMC President and Executive Board in case they want to take action or share with the membership.

May or June – End of Legislative Session

- ☐ Send a session recap to the Executive Board of the status of legislation pertaining to the work of Clerks.

October or November

- ☐ Send a committee report to the President for inclusion in the business meeting packet.

MEMBERSHIP COMMITTEE

Appointment & Compilation

The President shall appoint a chair for the Membership Committee and as many members as necessary to accomplish the tasks of the committee.

General Responsibilities

The Committee tasks include but are not limited to the following:

- After the first of each year and as often as necessary, contact all members to encourage membership renewal.
- Encourage all clerks, deputies and/or those with similar titles who serve legislative government bodies to become members of AAMC, by developing promotional material to inform prospective members of the benefits of membership.
- Actively recruit members from municipalities in which clerks and staff were not members the preceding year.
- Refer new members to the AAMC website for resources and to the Mentoring Committee for a mentor.

Specific Duties of the Chair

- Coordinate with AML regarding the preparation and distribution of AAMC invoices.
- Maintain an up-to-date list of AAMC members and submit copies of this list regularly to the Executive Board, and to other committees that may need the information.
- Forward names of new members to the Communication Director for publication in *The Oracle*.
- Forward names of new members to the Publications Committee Chair for inclusion in the annual conference program guide.

Annual Task List

Throughout the Year

- ☐ Have meetings on a basis that meets the committee's required tasks.
- ☐ For Committee Chairs, follow the Committee Chairs – All Committees task list and responsibilities to ensure all required duties are completed in a timely manner.
- ☐ Forward all paper applications to AML for billing purposes. All online applications are automatically distributed to the membership chair and AML. Coordinate with AML to ensure membership and billing is accurate.
- ☐ Maintain and make available email distribution list and send updated list to the executive board and any member in good standing.

December

- ☐ Create membership application for the new year, review for potential updates.

January

- ☐ Begin recruitment by email and phone.

April

- ☐ Send out reminder notices for unpaid membership dues.

June

- ☐ Include article for membership renewal in the Summer *Oracle* newsletter. Continue with recruitment.

August

- ☐ Send a list of members in good standing as of August 31st to the Elections Committee Chair for the purpose of determining candidate eligibility.

October

- ☐ Send out reminder notices for unpaid membership dues, remind members they must be in good standing to participate in the annual business meeting.
- ☐ Create and print annual banquet tickets. Get final design approval from the president.

December

- ☐ Run the annual conference registration table, check in registrants, hand out conference bags, distribute vote cards to full members in good standing, and sell extra banquet tickets.
- ☐ Notify any clerks at the annual business meeting if their membership is not current, so they may renew (or join).
- ☐ Present new membership information to new members at AAMC conference.

MENTORING COMMITTEE

Appointment & Compilation

The President shall appoint a chair for the Mentoring Committee and as many members as necessary to accomplish the tasks of the committee.

The Mentoring Committee shall be comprised of a Chairperson and experienced AAMC members willing to share their knowledge of the profession with newer clerks. Committee members should have at least three years of experience in the Clerk profession, possess at least a CMC designation, and be a member of AAMC.

General Responsibilities

The Mentoring Committee will:

- Identify needs and encourage growth and development of new municipal clerks and deputy clerks.
- Provide mentoring relationships between experienced clerks and newer clerks in order to provide knowledge and support for the profession.
- Pair mentors with mentees from communities of similar size, population, government type, and geographic location, whenever possible.

Specific Duties & Procedures

- Work with AML, the Membership, and NCI Scholarship committees to obtain information on new clerks and first time conference attendee signups, and to coordinate and provide information to members.
- Assign experienced clerks as mentors to new members.
- Coordinate and host Mentor roundtable discussion and/or Mentoring breakfast at annual AAMC conference.
- Provide articles and mentoring updates in the AAMC newsletter *The Oracle* on a quarterly basis.
- Send new members introductory letter and enrollment form, encouraging participation in program.
- Work with existing AAMC members to promote mentors (ideally all members should be willing to be a mentor once qualified).
- Encourage experienced members to complete mentor enrollment questionnaire.
- Encourage new members to complete mentee enrollment questionnaire.
- Committee members shall oversee the mentoring partnerships in their region, if applicable. If regional organization is not feasible, the Chair shall assign partnerships to members of the committee to oversee.
- Oversee and facilitate mentoring partnerships, ensuring that mentors contact mentees at least once a month for one year, working through the roles of the clerk checklist and any other areas of help.

- Ensure that every new member and first-time conference attendee is paired with mentor to partner with at the annual AAMC conference.
- Review and update Mentor and Mentee qualifications and duties.

Mentor Qualifications & Duties

Qualifications

- At least 3 years of experience as a municipal clerk, deputy clerk, or assistant clerk.
- Holds the CMC or MMC designation.
- Willing to provide assistance and guidance on the profession.

Duties

- Initiate monthly communication with mentee
- Act as guide at annual AAMC conference
- Answer technical questions
- Provide resources including forms, template, websites, contacts, scholarships
- Review AAMC Clerk Handbook

- Review Role of the Clerk, including:
 - Elections
 - Elected officials
 - Parliamentary procedures
 - Resolutions & ordinances
 - Minutes
 - Public records
 - Budget and finance
 - Alaska government
 - IIMC membership
 - CMC certification
 - AAMC committee involvement
 - Using available resources (e.g., AAMC, AML, DCCED, internet, etc.)
 - Open Meetings Act
 - Boards and commissions
 - State licenses (e.g., liquor licenses, gaming permits)

Mentee Qualifications & Duties

Qualifications

- Member of AAMC
- Willing to learn knowledge of profession and role of the Clerk
- Willing to be paired in a mentoring partnership
- Willing to ask questions and seek information
- Willing to put in time and effort toward professionalism and education

Duties

- Initiate monthly communication with mentor
- Partner with mentor at annual AAMC conference
- Request answers to technical questions
- Seek resources to technical questions
- Review AAMC Clerk Handbook with mentor

- Review Role of the Clerk with mentor, including:
 - Elections
 - Elected officials
 - Parliamentary procedures
 - Resolutions and ordinances
 - Minutes
 - Public records
 - Budget and finance
 - Alaska government
 - IIMC membership
 - CMC certification
 - AAMC committee involvement
 - Using available resources (e.g., AAMC, AML, DCCED, internet, etc.)
 - Open Meetings Act
 - Boards and commissions
 - State licenses: liquor licenses, gaming permits

Annual Task List

Throughout the Year

- ☐ Have meetings on a basis that meets the committee's required tasks.
- ☐ For Committee Chairs, follow the Committee Chairs – All Committees task list and responsibilities to ensure all required duties are completed in a timely manner.

December

- ☐ Chair: Contact AML staff member assigned to AAMC and request a copy of the first time conference attendee signup sheet.
- ☐ Chair: Contact Scholarship Committee Chair and confirm scholarship deadlines for the upcoming year.
- ☐ Schedule a committee meeting, including the following agenda items:
 - Compare last years (October) partnership list to the first time attendee signup sheet received from AML.
 - Review partnerships.
 - Assign committee members to partnerships in their region.
 - Review scholarship deadlines, each member should send an email out to all partnerships in their region and remind them of the deadlines.

January

- ☐ Request a current membership list from the Membership Committee Chair.
- ☐ Review membership list for new members.
- ☐ Email any new members using the introductory email and application.
- ☐ Review new applications and assign partnerships.
- ☐ Have all committee members contact the mentors in their region.
- ☐ Review and update the partnership spreadsheet.
- ☐ Chair: Contact the Education Chair, request that you attend an Education Committee meeting regarding hosting a roundtable discussion and or a breakfast at the annual conference.

February

- ☐ Schedule a committee meeting, including the following agenda items:
 - Verify with committee members that all the partnerships are active in their region.
 - Review scholarship deadlines for the year.

April

- ☐ Request a current membership list from the Membership Committee Chair.
- ☐ Review membership list for new members.
- ☐ Email any new members using the introductory email and application.
- ☐ Review new applications and assign partnerships.
- ☐ Have all committee members contact the mentors in their region.
- ☐ Review and update the partnership spreadsheet.

May

- ☐ Schedule a committee meeting, including the following agenda items:
 - Verify with committee members that all the partnerships are active in their region.
 - Review Mentor & Mentee Qualifications and Duties.

July

- ☐ Request a current membership list from the Membership Committee Chair.

- ☐ Review membership list for new members.
- ☐ Email any new members using the introductory email and application.
- ☐ Review new applications and assign partnerships.
- ☐ Have all committee members contact the mentors in their region.
- ☐ Review and update the partnership spreadsheet.
- ☐ Review and update the application.

August

- ☐ Schedule a committee meeting, including the following agenda items:
 - Verify with committee members that all the partnerships are active in their region.
 - Review the application and approve.
 - Email application to the Communication Director to be placed on the website.

October

- ☐ Request a current membership list from the Membership Committee Chair.
- ☐ Review membership list for new members.
- ☐ Email any new members using the introductory email and application.
- ☐ Review new applications and assign partnerships.
- ☐ Have all committee members contact the mentors in their region.
- ☐ Review and update the partnership spreadsheet.
- ☐ Ensure that all mentors have contacted their mentees and have coordinated to meet at the annual conference.
- ☐ Email all partnerships confirm mentors and mentees wish to stay on for the following year. If they do ask them to complete a new application.

November

- ☐ Email ALL Partnerships and verify they have coordinated a meet up time if they are attending conference.
- ☐ Print out copies of the application to be placed in the conference bags. (You can contact the membership chair to confirm how many you will need).
- ☐ Confirm someone from the committee will be able to attend the “bag stuffing party” at conference.

MUNICIPAL CLERK OF THE YEAR COMMITTEE

Appointment & Compilation

The President shall appoint a chair for the Municipal Clerk of the Year (COTY) Committee and as many members as necessary to accomplish the tasks of the Committee.

General Responsibilities

The Municipal Clerk of the Year Committee shall:

- Annually review the previous Municipal Clerk of the Year nomination form in March and present revisions to the AAMC Executive Board for approval in April.
- Prepare a publication announcement of the nomination form and guidelines for distribution to AML and *The Oracle* editor. The committee shall also develop a letter to submit to all mayors, city managers, and presiding officers stating the purpose of the award and requesting nominations.
- Submit a nomination form to the Alaska Municipal League with an accompanying article stating the purpose of the award and requesting elected officials or municipal administrators to nominate their municipal clerk.
- Submit to the newsletter editor, for publishing in the July issue of *The Oracle*, an invitation for nominations, with a deadline, which should be no later than September 15th. The nomination forms must be submitted to the committee.
- In early July, a letter may be sent to all mayors from the chair, on behalf of the committee, with nomination form and guidelines.
- Upon receipt of nominations, the committee shall review the nominations and, if qualified nominees are received, recommend an award recipient to the AAMC President. There may be years in which there are no outstanding nominees. The decisions of the committee and the President are final.
- If a recipient is selected, the chair shall purchase the award and present it at the AAMC annual conference. The award shall not cost more than \$250 nor less than \$200, excluding shipping costs. Every effort shall be made to keep the name of the recipient in confidence with the exception of notifying the recipient's immediate family, manager, mayor, etc.
- Following the conference, the committee shall prepare a press release announcing the winner and submit it to IIMC's *News Digest*, major state newspapers, the Alaska Municipal League, and the AAMC newsletter *The Oracle*. The press release shall also be sent to the winner's municipality.

Annual Task List

Throughout the Year

- ☐ Have meetings on a basis that meets the committee's required tasks.
- ☐ For Committee Chairs, follow the Committee Chairs – All Committees task list and responsibilities to ensure all required duties are completed in a timely manner.

April through Early May

- ☐ Meet with the committee to prepare for the award nomination period.
- ☐ Review the cover letter to municipal officials, award nomination/due dates for changes.

- ☐ Decide when the nomination packets will be distributed and when they are due back.
- ☐ Prepare/finalize the nomination packet.

June

- ☐ Historically, nomination packets are emailed to the mayor/presiding officer, administrator/manager, and the clerk for distribution to the elected officials. (AML has the distribution lists and will email the nomination packet on behalf of the committee, if requested.)
- ☐ Email the nomination packet to all AAMC members. The distribution list is available from the membership chair.
- ☐ Someone on the COTY committee is tasked with mailing a hardcopy to the municipal administrator/manager, and mayor. AML provides the contact list in an Excel spreadsheet.
- ☐ Send the nomination packet to the Communication Director to post to the AAMC website. The nomination form must be a fillable pdf.
- ☐ Draft a news article announcing the nomination period for publication in the Summer *Oracle* newsletter. Coordinate with the Communication Director.

August

- ☐ The nomination packets are due by mid-August. Upon receipt, the COTY committee chair emails the nominations to committee members who score them.
- ☐ Schedule a committee meeting to review/score the nominations packets. Once the award recipient is selected by the committee, the chair notifies the AAMC president.
- ☐ Update the award document with the COTY information and email it to the President.
- ☐ Order the award to be presented.

September through October

- ☐ Task a member of the COTY committee with contacting the recipient's deputy or other municipal official to see who, if anyone, from the municipality will be attending the banquet for the award presentation. (Friends/family are welcome too.)
- ☐ Work with the banquet decorating committee chair to ensure a table is reserved for them.
- ☐ The mayor/administrator or elected official may want to give a few remarks about the recipient at the banquet. Extend the offer through the deputy/municipal contact and facilitate the process with them.
- ☐ A member of the COTY committee should be tasked with coordinating the distribution of a press release to be sent to media outlets in the recipient's home community. If the recipient's municipality has a public information officer (PIO), work with them to get the news released.

December – During Conference

- ☐ The chair of the COTY committee prepares remarks and presents the award at the annual banquet. The AAMC president schedules the banquet program. The President may choose to ask an exhibitor to sponsor a champagne toast for the recipient.

NORTHWEST CLERKS INSTITUTE

EDUCATION COMMITTEE

Appointment & Compilation

The Northwest Clerks Institute (NCI) Education Committee shall consist of three representatives from each association (Alaska, Oregon, and Washington). For the AAMC, the NCI Education Committee will be comprised of the Immediate Past-President, the AAMC Education Committee Chair, and an additional member appointed by the AAMC President for a total of three members. The officer or chair will rotate each year among the three states.

General Responsibilities

The NCI Education Committee comprised of the above representatives will bring forward recommendations on education from their respective states and will make recommendations to the NCI director and work with the director to monitor and improve the Institute so that it meets the needs of each state association.

Specific Duties & Procedures

- The NCI Education Committee will meet as needed.
- The committee may review and make recommendations concerning any issues regarding course content, budget, and schedule approval which are deemed appropriate by the majority of the committee members and may also review any issues that a state association or the Institute director requests the committee review, in accordance with the terms and conditions of the NCI contract in effect.
- Terms of the NCI contract agreement will be subject to review and recommendation by the NCI Education Committee with the stipulation that the Institute will remain in Washington State. The Washington Clerks Association is the lead agency to the NCI contract.

Annual Task List

Throughout the Year

- ☐ Have meetings on a basis that meets the committee's required tasks.
- ☐ For Committee Chairs, follow the Committee Chairs – All Committees task list and responsibilities to ensure all required duties are completed in a timely manner.

PUBLICATIONS COMMITTEE

Appointment & Compilation

The President shall appoint a chair for the Publications Committee and as many members as necessary to accomplish the tasks of the Committee.

General Responsibilities

The Publications Committee shall:

- Review the AAMC Handbook and other publications and recommend revisions for consideration by the Executive Board.
- Prepare and publish revision supplements to the Handbook and revised editions of other AAMC publications as necessary or requested by the Executive Board.
- Provide AAMC publications to the Communication Director for posting on the website after approval by the Executive Board.
- Compile, edit, and finalize the annual conference program guide.
- Create, edit, and finalize any other documents as requested by the Executive Board.
- Notify the membership of updated or newly available materials.

Specific Duties for the Chair

AAMC Conference Guide

The chair of the Publications Committee finalizes the Conference Guide from all the information compiled by committee members and oversees ordering it.

Guides are historically ordered from PrintWorks in Homer, Alaska.

- They require at least 10 business days to print the final version and deliver it to the hotel where the conference is taking place. Mailing address will be the hotel, attention the AML staff person assisting AAMC with the conference.
- Quantity is determined by the average number of attendees, which in the past has varied from 120-140; confirm with the President how many should be prepared.
- The number of pages in the guide is limited to 56.
- Guide is created in Microsoft Publisher; a pdf version is used for sharing drafts and submitting to the printers.
- PrintWorks often donates their printing services; request a rough estimate of the value of printing and share this with the Sponsor/Exhibitor Committee Chair to be used for sponsorship information.

Website Updates

The chair of the Publications Committee shall assist the Communication Director, as needed, in maintaining the website.

Annual Task List

Throughout the Year

- ☐ Have meetings on a basis that meets the committee's required tasks.

- ☐ For Committee Chairs, follow the Committee Chairs – All Committees task list and responsibilities to ensure all required duties are completed in a timely manner.

January

- ☐ Conduct first meeting of the year for introductions, going over tasks for the year, and review of the AAMC Policy and Procedures Guide section and Bylaws.

March

- ☐ Schedule meeting to review and discuss possible revisions to the AAMC Clerk's Handbook and AAMC Policy and Procedures Guide and suggest any needed revisions to Executive Board.

April

- ☐ Continue work on drafts of AAMC Clerk's Handbook and/or AAMC Policy and Procedures Guide as needed. When final drafts are approved by the committee, submit proposed amendments to the President for consideration by the Executive Board.

June

- ☐ Schedule meeting to review conference program task list that identifies specific tasks related to development of the annual Conference Guide and assigns those tasks to various committee members.

June through September

- ☐ Meet as needed to stay updated on the Conference Guide task list.
- ☐ Collaborate with the Conference Planning Committee and President on necessary annual conference details for the Conference Guide.

October

- ☐ First hard deadline for conference program draft, generally the first Friday of the month.
- ☐ Finalize and submit first draft of conference program for review by Publications Committee, the President, and any applicable committee chairs. Communicate final deadlines for review changes.

November

- ☐ Second hard deadline for conference program draft, generally the first Friday of the month.
- ☐ Finalize and submit first draft of conference program for review by Publications Committee, the President, and any applicable committee chairs. Communicate final deadlines for review changes.
- ☐ Finalize conference program, submit to PrintWorks or appropriate vendor.

RECORDS COMMITTEE

Appointment & Compilation

The President shall appoint a chair for the Records Committee and as many members as necessary to accomplish the tasks of the Committee.

General Responsibilities

- Work closely with the Alaska State Archivist and Alaska State Records Manager to review and recommend changes to the State of Alaska Local Government Model/General Administrative Guide (GRRS #300.1).
- Create and apply the AAMC Records Retention Schedule to the organization's records.
- Collaborate with the Education Director to provide records and information on education opportunities to the AAMC Membership.

Specific Duties & Procedures

The Records Committee as a whole shall:

- Develop a Records Retention Schedule (RRS) for AAMC records and make recommendations to the Executive Board for final approval to include storage and destruction.
- Prepare amendments to the RRS as necessary throughout the year for consideration by the Executive Board.
- Review the State of Alaska Local Government Model/General Administrative Guide (GRRS #300.1) annually.
- Review and make recommendations on the AAMC Handbook as necessary or needed in regard to records and information management.
- Collaborate with the Alaska State Archives Division regarding updates to the SOA GRRS #300.1 to ensure the updates reflect the needs of Alaska cities. Updates to the SOA GRRS #300.1 are done by the State and are suggested/preferred to occur every five years.
- Work with the Education Committee regarding education sessions for records and information management.
- Coordinate with the Executive Board and Committee Chairs as necessary to ensure AAMC records are maintained in accordance with the AAMC RRS.
- Provide record and information management issues affecting municipal clerks and communicate that information through the AAMC newsletter or other appropriate means.

Specific Duties of the Chair

- Keep current on record and information management education programs to provide information and educational tools and to promote effective records management practices to the AAMC Membership.
- Serve as a member of the Education Committee.

Annual Task List

Throughout the Year

- ☐ Have meetings on a basis that meets the committee's required tasks.
- ☐ For Committee Chairs, follow the Committee Chairs – All Committees task list and responsibilities to ensure all required duties are completed in a timely manner.

SCHOLARSHIP COMMITTEE

Appointment & Compilation

The President shall appoint a chair for the AAMC Scholarship Committee and as many members as necessary to accomplish the tasks of the committee.

General Responsibilities

The AAMC Scholarship Committee shall:

- Recommend a plan for scholarship program funding in each year for approval by the Executive Board.
- Administer the scholarship programs authorized by AAMC.
- Outline and update the criteria for the award of scholarships by AAMC.
- Advertise the availability of the scholarships in *The Oracle* newsletter and other media as appropriate.
- Review all applications and submit a recommended list of scholarship recipients to the AAMC President as to who should receive the scholarship awards.
- Notify the recipients, upon approval by the President, of the awards and the procedure for receiving the funds.
- Ensure award of the scholarship funds.
- Include public recognition of the scholarship recipients in the Scholarship Committee report at the annual business meeting.

Specific Duties & Procedures

Scholarship Programs

In the case that grant funds are received for any scholarship provided by AAMC, funds will be paid in accordance with the procedures outlined in the grant agreement.

The following scholarship programs may be funded by AAMC from year to year:

AAMC Memorial Scholarship

The AAMC Memorial Scholarship honors Alaskan Clerks who have made a significant contribution to the AAMC organization and have “left the roll call.” Scholarships may be awarded to offset the associated costs for travel, accommodation expenses, and registration fees to attend the AAMC Annual Conference. The Conference includes attendance at any conference event, including “Nuts and Bolts,” “Academy,” and the Annual Conference. Funds will be paid upon proof of attendance. The AAMC Scholarship Committee will weigh the scoring criteria towards, but not limit the award, to AAMC members wishing to attend all conference events (sample Application/Scoring Criteria/Award Letters for the AAMC Memorial Conference Scholarship is provided in Appendix A.)

Northwest Clerks Institute Scholarship

NCI Scholarships may be awarded for expenses associated with attendance at the Northwest Clerks Institute. Funds will be paid upon proof of attendance as reimbursement for documented expenditures. Recipients must attend the full Institute to qualify for payment unless other arrangements are previously

approved in writing by the President or an emergency requires the recipient to miss some portion of the conference (sample Application/Scoring Criteria/Award Letters for the NCI Scholarship is provided in Appendix A.)

IIMC Annual Conference Scholarship

IIMC Annual Conference Scholarships may be awarded to AAMC members to offset the associated costs for travel and accommodations and registration fees to attend the IIMC annual conference. Funds will be paid upon proof of attendance. Recipients must attend the full conference to qualify for payment unless other arrangements are previously approved in writing by the President or an emergency requires the recipient to miss some portion of the conference.

Applicants apply for IIMC Scholarships directly with IIMC. AAMC assists with distributing information on the scholarships as it becomes available.

Annual Task List

Throughout the Year

- ☐ Have meetings on a basis that meets the committee's required tasks.
- ☐ For Committee Chairs, follow the Committee Chairs – All Committees task list and responsibilities to ensure all required duties are completed in a timely manner.

January

- ☐ Meet with Committee to review budgeted amount for scholarships, which scholarships will be available, and set a schedule for processing each scholarship to be offered (schedule should include committee meetings, publication and distribution of applications, scoring, award, reimbursement).

June

- ☐ Prepare and submit article on AAMC Annual Conference scholarships to the Communication Director for publication in the Summer *Oracle* newsletter. (Set deadline early enough to make scholarship decisions before the early-registration deadline).

September

- ☐ Award AAMC annual conference scholarships.

For a detailed checklist of tasks pertaining to the NCI Scholarship and the AAMC Memorial (conference) Scholarship, see Appendix A pages xxxvii – xlvii.

APPENDIX A

SAMPLE FORMS SUMMARY

Annual Conference Budget Worksheet: This three-page form can be used to gather cost information on various aspects of the annual conference and allocate those costs appropriately to the component functions.....	ii
Bylaw Notice: Sample of the bylaw notice is provided for the purpose of notification to members of proposed bylaw changes.....	v
Election Committee Forms: Sample of notice sent to membership recruiting members to serve on the Executive Board, job duties for Executive Board members (be sure you use current descriptions), declaration of candidacy and financial commitment for a position on the Executive Board, election material used when tallying votes at the AAMC annual meeting.....	vii
Exhibitor/Sponsor Registration Materials: Sample letter to potential exhibitors interested in attending, sponsoring or donating gift items for the conference, and the application and contract for exhibitor. ...	xiv
Municipal Clerk of the Year Award Guidelines: Use this information in your notice to municipalities for calling for municipal clerk nominations for the Clerk of the Year Award.	xxiii
Municipal Clerk of the Year Award Nomination Cover Letters: A sample of cover letters announcing the Clerk of the Year Award and inviting nominations.....	xxiv
Municipal Clerk of the Year Award Nomination: A sample of the nomination form for Municipal Clerk of the Year.	xxv
Newly Elected Official Questionnaire: This form is provided as a means of gathering information about AAMC members who are newly elected to offices in the organization, for the purpose of developing notification to the officials and news media in the officers' municipalities.	xxvi
Newsletter Advertising Order Form	xxvii
Scholarships – AAMC Memorial Scholarship Program: These are the task lists and sample forms and letters for the AAMC Memorial Scholarship Program (conference scholarship)	xxviii
Scholarships – Northwest Clerks Institute Scholarship Program: These are the task lists and sample forms and letters for the NCI Scholarship program.....	xxxviii

ANNUAL CONFERENCE BUDGET WORKSHEET

ITEM	Previous year costs, prices quoted, other data received	Other Factors	BUDGET
ACADEMY (to be completed by the Immediate Past President for review by the Conference chair)			
Presenter Fees			\$
Presenter Travel			
Supplies			
Facility			
Meals			
TOTAL DIRECT COSTS FOR ACADEMY			\$

Conference (to be completed by the AML Conference coordinator for review by the Conference Committee)			
Presenters Fees			\$
Presenters Travel			
Supplies, AML			
Supplies, on-site			
Travel, Conf. Director			
Meals			
Photography			
UAF Course Credits			
TOTAL DIRECT COSTS FOR ANNUAL CLERKS' CONFERENCE			\$

AAMC Annual Conference Budget Worksheet—page 2

ITEM	Previous year costs, prices quoted, other data received	Other Factors	BUDGET
PREPARATION			
Teleconferences			\$
Mailings			
TOTAL FOR ADVANCE PREPARATIONS			\$
BUSINESS MEETING			
Facility			\$
Food Service			

Supplies			
TOTAL FOR ANNUAL BUSINESS MEETING			\$
BANQUET			
Facility			\$
Meals			
Decorations			
Entertainment			
TOTAL FOR ANNUAL BANQUET			\$
OTHER			
			\$
TOTAL OTHER NON-EDUCATION COSTS			\$
TOTAL FOR NON-EDUCATION COMPONENTS			\$

AAMC Annual Conference Budget Worksheet—page 3

TOTAL FOR NON-EDUCATION COMPONENTS (from page 2)		\$
Portion charged to Academy	% =	\$
Portion charged to Annual Clerks Conference	% =	\$
Portion charged to Banquet	% =	\$
(Balance of non-education component costs will be paid from the General Fund)		
Total Direct Costs for Academy (from page 1)		\$
Portion of Non-Education Components charged to Academy (from above)		
TOTAL COSTS FOR ACADEMY		\$
Total Direct Costs for Annual Clerks' Conference (from page 1)		\$
Portion of Non-Education Components charged to Annual Clerks' Conference (from above)		
TOTAL COSTS FOR ANNUAL CLERKS CONFERENCE		\$
Total Direct Costs for Annual Banquet (from page 2)		\$
Portion of Non-Education Components charged to Annual Banquet (from above)		
TOTAL COSTS FOR ANNUAL BANQUET		\$

Total Costs, Academy	\$	Total Costs, Annual Conference	\$
Previous year paid attendance		Previous year paid attendance	
Anticipated paid attendance		Anticipated paid attendance	
Costs divided by attendance		Costs divided by attendance	
REGISTRATION FEE after applying fudge factor	\$	EARLY REGISTRATION FEE after applying fudge factor	\$
NON-MEMBER REGISTRATION (Usually \$50 higher)	\$	NON-MEMBER, EARLY (Usually \$50 higher)	\$
(Generally, no extra is charged for late registration.)		LATE REGISTRATION FEE (Usually \$50 higher than early)	\$
Total costs, Annual Banquet	\$	NON-MEMBER, LATE (Usually \$50 higher than early)	\$
Previous year paid attendance			
Anticipated paid attendance			
Costs divided by attendance			
BANQUET FEE after applying fudge factor	\$		

BYLAW NOTICE



NOTICE OF PROPOSED BYLAW AMENDMENT

TO: All AAMC Members

FROM: AAMC Executive Board

DATE: *Insert Date*

SUBJECT: Proposed Amendment to the AAMC Bylaws

Listed below is a proposed amendment to the AAMC bylaws, which was unanimously approved by the AAMC Executive Board at its regularly scheduled meeting of [month/day/year]. These amendments will be presented to the membership for consideration at the [month/day/year]. AAMC annual business meeting, to be held at the [facility], [city], Alaska, currently scheduled at [time].

Amendment to Article X TITLE, Section X TITLE:

ARTICLE X
TITLE

Section X. TITLE. Enter bylaw language here.

Amendment to Article IV, Meetings, Section 4 Duties of the Treasurer:

ARTICLE IV OFFICERS

Section 4. Duties of the Treasurer. The treasurer shall serve as the liaison between the Executive Board and a contracted firm hired to provide accounting services to the Association and also serve as the chair of the AAMC Finance Committee. The firm shall, under the direction of the Executive Board, collect and [UNDER THE DIRECTION OF THE EXECUTIVE BOARD SHALL] disburse all money of AAMC and keep their accounts, [; SHALL KEEP ITS ACCOUNT,] which shall at all times be open to the inspection of the Executive Board [; AND THE TREASURER SHALL MAKE A FULL REPORT OF THE FINANCIAL AFFAIRS OF AAMC AT THE ANNUAL MEETING. THE TREASURER SHALL HAVE AUTHORITY TO RECEIVE AND TO GIVE RECEIPTS FOR ALL MONEY DUE AND PAYABLE TO AAMC FROM ANY SOURCE WHATEVER, AND TO ENDORSE ON BEHALF OF AAMC ALL CHECKS, DRAFTS, NOTES, WARRANTS AND ORDER AND TO GIVE FULL DISCHARGE FOR THE SAME]. It shall be the duty of the Treasurer to submit [PREPARE] a budget for future year July 1 through June 30 [AND TO SUBMIT IT] along with a report of the finances to the membership at the annual meeting. The Treasurer shall also report the financial condition of AAMC at

each board meeting and may **recommend** [SUBMIT TO THE BOARD,] supplements to the budget for the current fiscal year **to the Executive Board**. Authority to sign all checks, drafts, notes, warrants and orders for the payment of money require two signatures **with at least one being a member of the executive board as determined by the executive board**. [THAT OF THE PRESIDENT AND THE TREASURER; PROVIDED THAT ALL SUCH EXPENSES ARE APPROVED BY THE EXECUTIVE BOARD.] If no member wishes to serve the office of Treasurer, the Executive Board may appoint **the contracted** [A] firm to provide the services of treasurer.

ELECTION COMMITTEE FORMS
SAMPLE MEMBERSHIP RECRUITING NOTICE



CHALLENGE, SUCCESS
LEADERSHIP, PROFESSIONALISM
Join The AAMC Executive Board!

Are you looking for a challenge? What about a little excitement? Do you want to make a difference and take an active part in helping to excel the AAMC Executive Board toward even greater success?

Join our association's strong team of leaders! Simply select an office you would like to run for and file for that position.

Enclosed are your Declaration of Candidacy/Financial Commitment and Biographical Sketch forms that you can fax or mail to _____.

We want to make sure your name is included in the next Oracle newsletter and is placed on the ballot, so please be sure to get your paperwork in *no later than MONTH DAY, 20XX*.

Serve in 20____-20____ as:

- **Second Vice President (1-year term w/four year commitment)**
- **Secretary (2-year term)**
- **Treasurer (2-year term)**
- **At-Large Communication Director**
- **At-Large Education Director**

ELECTION COMMITTEE FORMS SAMPLE JOB DUTIES SUMMARY

SECOND VICE PRESIDENT

[Insert here all text from the current description of duties found in the Policies & Procedures].

SECRETARY

[Insert here all text from the current description of duties found in the Policies & Procedures].

TREASURER

[Insert here all text from the current description of duties found in the Policies & Procedures].

AT-LARGE COMMUNICATION DIRECTOR

[Insert here all text from the current description of duties found in the Policies & Procedures].

AT-LARGE EDUCATION DIRECTOR

[Insert here all text from the current description of duties found in the Policies & Procedures].

ELECTION COMMITTEE FORMS

DECLARATION OF CANDIDACY & FINANCIAL COMMITMENT FORM

**ALASKA ASSOCIATION OF MUNICIPAL CLERKS
20XX-20XX EXECUTIVE BOARD
DECLARATION OF CANDIDACY
AND FINANCIAL COMMITMENT**

Nominee's Name _____	Title _____
Municipality _____	

Mailing Address _____	(Email Address) _____
City and Zip _____	
Telephone Number _____	Facsimile Number _____

I hereby declare myself a candidate for:		
<input type="checkbox"/> 2nd Vice President	<input type="checkbox"/> Secretary	<input type="checkbox"/> Treasurer
<input type="checkbox"/> At-Large Communication Director	<input type="checkbox"/> At-Large Education Director	
and request that my name is placed on the ballot for election at the Alaska Association of Municipal Clerks 20XX annual meeting.		
I declare that I will serve and participate actively in the designated office and that I will accept the time and financial commitment if elected.		
Signature of Candidate _____	Date _____	

On behalf of the Municipality, I am authorized to commit financial support of the above individual's active participation in the Alaska Association of Municipal Clerks if elected.	
Mayor/City Manager Council/Assembly Chair _____	Date _____

BIOGRAPHICAL SKETCH

PREVIOUS MUNICIPAL POSITIONS HELD AND NUMBER OF YEARS:

PREVIOUS EXPERIENCE WITH AAMC (offices held, committee participation, etc.):

RELEVANT EXPERIENCE:

Return to Elections Committee Chair BY _____

ELECTION COMMITTEE FORMS

TELLERS REPORT

ALASKA ASSOCIATION OF MUNICIPAL CLERKS

Election of Executive Board Members

Teller's Report: _____, 20XX

Necessary for Election <u>Majority of Votes Cast</u>	
Number of votes cast for: 2 nd Vice President: _____ Secretary: _____ Treasurer: _____ # of blank votes: _____ # of blank votes: _____ # of blank votes: _____	
# Ballots Received	<u>SECOND VICE PRESIDENT</u> _____ _____ _____
# Ballots Received	<u>SECRETARY</u> _____ _____ _____
# Ballots Received	<u>TREASURER</u> _____ _____ _____
Dated and signed this _____ day of _____, 20XX.	
Nominations Committee _____ _____	

ELECTION COMMITTEE FORMS

HAND TALLY SHEET

		10		20		30		40		50		60		70		80		90		100			
	LINE NO.	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	TOTAL VOTES	LINE NO.	
	1																				1		
	2																				2		
(Nomination from floor)	3																				3		
	4																				4		
	5																				5		
	6																				6		
(Nomination from floor)	7																				7		
	8																				8		
	9																				9		
	10																				10		
(Nomination from floor)	11																				11		
	12																				12		
	13																				13		

TALLY – COUNTING TEAM MEMBER

TALLY – COUNTING TEAM MEMBER

TALLY – COUNTING TEAM MEMBER

DATE OF TALLY: _____

ELECTION COMMITTEE FORMS

AAMC ELECTION BALLOT



ALASKA ASSOCIATION OF MUNICIPAL CLERKS

OFFICIAL BALLOT

(insert date of election/mtg)

Completely fill in the circle next to the candidate you wish to vote for ●

(INSERT OFFICE TITLE)

(insert the office duties)

- ☐ (Candidate(s) and which municipality they are from)
- ☐
- ☐ _____ (write-in)

(INSERT OFFICE TITLE)

(insert the office duties)

- ☐ (Candidate(s) and which municipality they are from)
- ☐
- ☐ _____ (write-in)

EXHIBITOR/SPONSOR REGISTRATION MATERIALS

REGISTRATION PACKET



ALASKA ASSOCIATION OF MUNICIPAL CLERKS

XXth Annual Conference, Mo-Day-Year

[Location], [City], Alaska

XX XX, AAMC President

XX XX, Exhibitor Coordinator

Month, Year

Greetings!

The Alaska Association of Municipal Clerks is excited to let you know about the events we are planning for our **XXth** Anniversary at the Annual Conference, **[Date]** at **[Location]**, in **[City]**, Alaska. This packet provides information on how you and your company can support this professional group of Alaska municipal clerks, through sponsorship, exhibiting your products and advertising.

The conference offers opportunities for exhibitors to meet the members of our association, as well as a chance to engage with other municipal officials from throughout the State, since AAMC coordinates with the Alaska Municipal League (AML) Annual Conference events **[AML Dates]**.

Exhibitors play a very important role in our Annual Conference. Not only do you provide support to the Conference, you educate our members on recent trends and solutions to what seem to be an ever-expanding number of challenges. To encourage our conference attendees to interact with all of our exhibitors, AAMC is offering a prize drawing, with eligibility to those conference attendees that have visited each one of our exhibitor's booths.

[Any special info, i.e. "To celebrate our anniversary theme "[theme]," AAMC is holding an off-site Academy Learning Session on [date], at the [location]. Exhibitors may join us as a participant in our Academy; return home or exhibit at [location] to an audience which includes newly elected officials, City Managers, City Attorneys, and Mayors. If your firm wishes to maximize your airfare, consider vending at the Alaska Municipal League Conference [dates]. Because AAMC and AML are separate entities, with separate registration, contact AML for their information at www.akml.org.]

Enclosed is an exhibitor registration packet and information on sponsorship opportunities, advertising in the AAMC Newsletter, "The Oracle," Academy registration and travel specifics. We hope you will take advantage of these opportunities to show your support for AAMC and spend some time with Alaska's clerks.

Please complete and return the enclosed documents with payment no later than **[deadline]**, in order to be included in printed materials for the conference. If you have questions, please contact me at [phone] or by email at [e-mail].

We look forward to you joining us this year!

Sincerely,

Name, Municipal Clerk, [City]
AAMC [Year] Conference Exhibitor Coordinator

ALASKA ASSOCIATION OF MUNICIPAL CLERKS
XXth Annual Conference, [dates], [year]
[Location], [City], Alaska
XX XX, Exhibitor Coordinator

THIS PACKET CONTAINS:

- ☐ Exhibitor Information Sheet
- ☐ Sponsorship Opportunities
- ☐ Academy Registration
- ☐ Exhibitor/Sponsor Application
- ☐ Hotel Information
- ☐ PROPOSED Conference Schedule as of [date]
- ☐ “The Oracle” Advertising Order

ALASKA ASSOCIATION OF MUNICIPAL CLERKS
XXth Annual Conference, [date]
[Location], [City], Alaska
XX XX, Exhibitor Coordinator
EXHIBITOR INFORMATION SHEET

WHEN: Nov xx-xx, [year] (Exhibitors)
 Nov xx - xx, [2010] (City Clerks)

CONFERENCE LOCATION: [Location]
 [Address]
 Tel: [number]
 Email: [e-mail address]
 Website:

SET-UP: [dates and times someone will meet exhibitors to let them know where to set up]

TEAR DOWN: [update what exhibitors can expect, i.e.: Draped 6' table and two chairs will be assigned in Centennial Hall Lobby. Complimentary wireless internet and power available.]
 [date and time exhibit must be removed by]

RAFFLE: [coordinate with AML if exhibitors wish to also purchase separate registration for AML Conference]
 AAMC will hold an exhibitor raffle during the afternoon break on Tuesday. Attendees who have visited all of our exhibitors, and have had their card signed by all exhibitors are eligible to enter a prize drawing. Exhibitors are welcome to donate prizes to the drawing as well.

MEALS: Exhibitor registration includes all meals and snacks provided to conference attendees for one representative, just make sure to wear the name badge provided. Meals for additional company representatives are included with the additional registration fee listed on the exhibitor registration sheet. Guest banquet tickets are available for pre-purchase or at the event.

PROMOTIONAL ITEMS: You are encouraged to provide non-paper promotional items for our attendee's conference bags. All items must be received by [date], and shipped to [AAMC member willing to help coordinate this piece, usually someone in the host city].

ALASKA ASSOCIATION OF MUNICIPAL CLERKS
XXth Annual Conference, Nov. XX-XX, XXXX
 [Location], [city], Alaska
 [xx xx], Exhibitor Coordinator

SPONSORSHIP OPPORTUNITIES

In addition to exhibiting, the following sponsorship opportunities are available. Sponsorships must be finalized by [date] to ensure all sponsor names are included in the Conference Material. Circle the item you would like to sponsor.

<p style="text-align: center;">AAMC's "____ Club" – Sapphire Level</p> <p>This exclusive club honors AAMC's 45th Anniversary Celebration.</p> <ul style="list-style-type: none"> Your company's name will be featured as a sponsor in AAMC's conference book. Your company name will be on the event display poster. 	\$45
<p style="text-align: center;">Jade Level</p> <p style="text-align: center;">All of the above, plus:</p> <ul style="list-style-type: none"> Your company's link provided on AAMC's website for one year at www.alaskaclerks.org 	\$100
<p style="text-align: center;">Bronze Level</p> <p style="text-align: center;">All of the above, plus:</p> <ul style="list-style-type: none"> Complimentary Associate (non-voting) Membership in AAMC. 	\$250
<p style="text-align: center;">Silver Level</p> <p style="text-align: center;">All of the above, plus:</p> <ul style="list-style-type: none"> Your company provided with one free ¼ page advertisement in "The Oracle," the AAMC's quarterly newsletter. 	\$500
<p style="text-align: center;">Gold Level</p> <p style="text-align: center;">All of the above, plus:</p> <ul style="list-style-type: none"> Your company's advertising material included in the packet for the kickoff Mentoring Breakfast on [date]. 	☐\$1000

<p style="text-align: center;">Platinum Level</p> <p style="text-align: center;">All included in the Bronze Level above, plus:</p> <ul style="list-style-type: none"> • Your company provided with one free ½ page advertisement in “The Oracle,” the AAMC’s quarterly newsletter. • Special recognition of your company’s support during the AAMC Annual Business Meeting on [date]. • Complimentary exhibitor booth registration for one person. 	<p style="text-align: center;">\$1500</p>
<p style="text-align: center;">Titanium Level</p> <p style="text-align: center;">All included in the Bronze Level above, plus:</p> <ul style="list-style-type: none"> • Your company provided with one free full page advertisement in “The Oracle,” the AAMC’s quarterly newsletter. • Complimentary registration and transportation to the Academy, “Karen Kirk,” at the Mendenhall Glacier Visitor Center, [date]. 	<p style="text-align: center;">\$2000 and above</p>

 Name

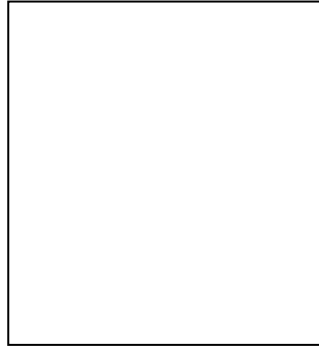
 Contact Phone

 Business

 email

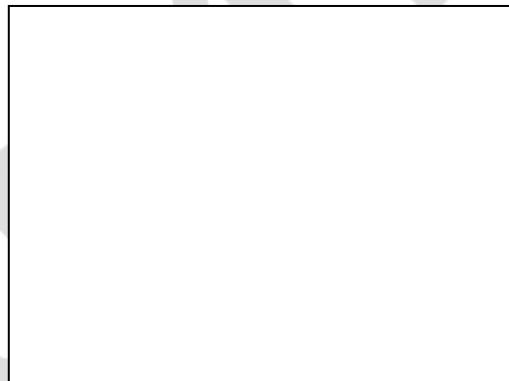
ALASKA ASSOCIATION OF MUNICIPAL CLERKS
xxth Annual Conference, [dates], [year]
[location], [City], Alaska
Xx xx, Exhibitor Coordinator

AAMC ACADEMY [update info]



Speaker:
Organization:
[website](#)

[name] will speak on "[title]",
Including [additional topics]



The Academy will be held at the [location]
a.m. – p.m.
Lunch and snacks included
Registration fee: \$

ALASKA ASSOCIATION OF MUNICIPAL CLERKS
XXth Annual Conference, Nov. XX-XX, XXXX
[Location], [city], Alaska

[xx xx], Exhibitor Coordinator

EXHIBITOR APPLICATION

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: (____) _____ Website: _____

Conference Contact: _____

Telephone: (____) _____ Fax: _____

(____) _____

Email address (REQUIRED): _____

Describe your product/service in three words:

The registration fee covers the exhibit area (which includes one 6' foot draped table and two chairs) and meals per schedule for one company representative. If you require special arrangements, please contact me as soon as possible.

List name and title of the representative attending conference. Print clearly. This information will be used in conference materials and to prepare name badges.

1. _____

Additional representatives can attend at a cost of \$125 per representative. Use the space below to provide the name(s) and title(s) of additional representative(s).

2. _____

3. _____

4. _____

FEE STRUCTURE

___ Exhibitor Registration Fee \$375.00	\$ _____
___ Additional company representatives @ \$125 each	\$ _____
___ Additional Exhibit Day [day], Nov [date] @ \$50 each representative	\$ _____
___ Banquet tickets (Nov. [date]) @ \$55 each (also available on-site)	\$ _____
___ Academy Registration (Nov.[date]) @ \$160 each	\$ _____
___ Sponsorship \$2000 / \$1500 / \$1000 / \$500 / \$250 / \$100 / \$45	\$ _____
___ Oracle Advertisement(s):	\$ _____

TOTAL ENCLOSED \$ _____

Provide contact information for your company. Print clearly. This information will be used in conference materials.

Company Name	_____
Address	_____
City, State, Zip Code	_____
Phone number/fax number	_____
Email/website	_____

By submitting this application, we request space in the AAMC Exhibitor Area and / or agree to sponsor the [year] AAMC Annual Conference.

We agree to comply with all instructions, rules, and regulations set forth herein and any additional regulations which may be required by Centennial Hall. I, the duly authorized representative of the above named company, on behalf of said company, subscribe and agree to all the terms, conditions, authorizations, and covenants contained in this agreement and the rules and regulations set out hereof.

Signature _____ Date: _____

Please make check payable to Alaska Association of Municipal Clerks and return, along with completed application, to: AAMC, c/o Alaska Municipal League, One Sealaska Plaza, Ste. 302, Juneau, Alaska 99801.

SPACE WILL NOT BE RESERVED UNTIL PAYMENT IS RECEIVED IN FULL

ACCOMMODATIONS:

It's Never Too Early to Book Your Conference Hotel Rooms!

[List Conference Hotel and/or Area Hotels]

USEFUL LINKS:

Alaska Municipal League: <http://www.akml.org/services/conference/annualconference>

[Local] Convention and Visitors Bureau: [website]

Alaska Airlines: <http://www.alaskaair.com>

MUNICIPAL CLERK OF THE YEAR AWARD GUIDELINES

ALASKA ASSOCIATION OF MUNICIPAL CLERKS

Purpose of the Award:

The Municipal Clerk of the Year Award is established to honor a municipal clerk who has made significant contributions to the objectives and principles of the municipal clerk.

Nomination Requirements:

A municipal clerk who is an AAMC member in good standing may submit a confidential nomination of a fellow municipal clerk postmarked no later than the stated deadline.

Nominations may also be made by elected officials and/or municipal administrators.

Nomination forms must be submitted to the chair of the Municipal Clerk of the Year Committee by deadline date. (If mailed, they must be postmarked by deadline date.)

The committee will announce the recipient of the Municipal Clerk of the Year during the AAMC annual conference.

Nominee Criteria:

The nominee must be an AAMC member in good standing and may not be a member of the Municipal Clerk of the Year Committee.

The nominee must have made significant contributions to the objectives and principles of the municipal clerk, is committed to the improvement of municipal government in Alaska and the clerk's home community, is dedicated to continuing professional development through education, and who has demonstrated leadership in the office and in the community.

Qualities to look for include: length of service, good relationship with clerks, interest in education, furthering of AAMC, attendance at national and regional conferences, participation in local meetings, community service, and furthering the municipal clerks' profession.

Selection Process:

The Municipal Clerk of the Year Committee shall review the nominations and select a recipient for the Municipal Clerk of the Year award if qualified nominees are received. There may be years in which there are no outstanding nominees. *The decision of the Municipal Clerk of the Year Committee is final.* After selection by the committee, the chair shall purchase the award and present it at the AAMC annual conference.

MUNICIPAL CLERK OF THE YEAR AWARD NOMINATION LETTERS

Sample No. 1 – Municipal Official Letter

Dear Municipal Official:

The Alaska Association of Municipal Clerks (AAMC) desires to present an award annually to a municipal clerk who has made significant contributions to the objectives and principles of the municipal clerk, is committed to the improvement of municipal government in Alaska and the clerk's home community, is dedicated to continuing professional development through education, and who has demonstrated proven leadership in the office and community.

If a nominee is selected, the award will be presented at the annual AAMC Banquet. Further, the chosen recipient is announced in AAMC's *Oracle*, the Alaska Municipal League, and a news release is submitted to all news media allowing statewide recognition of the high degree the recipient holds in their community and among their peers.

If you would like to nominate your municipal clerk for this award, please complete the enclosed nomination form. Included you will find the guidelines used to select the honored recipient of this award. All nominations are confidential.

Nominations must be received by the deadline date postmarked no later than the deadline date of [Date] with appropriate justification in detail to be considered.

Sincerely,
Name
Awards Committee Chair

Sample No. 2: Letter to Municipal Clerk

Dear Municipal Clerk:

Enclosed you will find a nomination form and the guidelines to be used for nomination of an Alaskan municipal clerk to receive the distinguished designation as "Municipal Clerk of the Year." This is your opportunity to honor a peer who has demonstrated a combination of the following qualities: length of service, good relationship with other municipal clerks, interest in education, furthering of professional association, participation in local meetings, community service, and furthering the municipal clerk's profession.

If you know of a municipal clerk who has consistently contributed to their community and profession with excellence, please take time to fill out the nomination form and submit it to [Committee Chair and Address]. This nomination must be submitted or postmarked by the deadline date of [Date].

All nominations will be kept confidential. If a nominee is selected, the award will be presented at the Annual AAMC Banquet.

Sincerely,
Name
Awards Committee Chair

MUNICIPAL CLERK OF THE YEAR NOMINATION FORM
ALASKA ASSOCIATION OF MUNICIPAL CLERKS

Name of Nominee: _____

City or Borough: _____

Title of Nominee: _____ Date Appointed: _____

Note: Describe in detail on a separate sheet how this nominee meets the criteria for Municipal Clerk of the Year and attach letters of recommendation that substantiate the reason why this clerk should be chosen as a recipient of Municipal Clerk of the Year from the Alaska Association of Municipal Clerks.

Submitted by: _____
(Name and Title) Date: _____

The nomination form must be postmarked no later than [deadline date].

Please mail nominations to:

[Name and Address of Chair]

[Name and Address of Committee Members]



NEWLY ELECTED OFFICIAL QUESTIONNAIRE

ALASKA ASSOCIATION OF MUNICIPAL CLERKS

In order that we may properly notify your local officials and community of your election to an AAMC office, please provide the following information:

NEWLY ELECTED OFFICIAL'S NAME		OFFICE ASSUMED
ARE YOU A CMC? <input type="checkbox"/> Yes <input type="checkbox"/> No	ARE YOU AN MMC? <input type="checkbox"/> Yes <input type="checkbox"/> No	DATE OF ELECTION
MUNICIPALITY		YOUR JOB TITLE <input type="checkbox"/> Clerk <input type="checkbox"/> Deputy Clerk <input type="checkbox"/> Other:
WHO IS THE ADMINISTRATIVE HEAD OF YOUR MUNICIPALITY? (TITLE AND NAME) <input type="checkbox"/> Manager <input type="checkbox"/> Mayor		
WHO IS THE HEAD OF YOUR GOVERNING BODY? (TITLE AND NAME) <input type="checkbox"/> Mayor <input type="checkbox"/> Chair		HOW LONG HAVE YOU BEEN EMPLOYED BY YOUR MUNICIPALITY?
MAILING ADDRESS OF YOUR MUNICIPALITY		HOW LONG HAVE YOU BEEN IN YOUR PRESENT JOB IN YOUR MUNICIPALITY?
NAME AND ADDRESS OF A NEWSPAPER OF GENERAL CIRCULATION IN YOUR MUNICIPALITY		PREVIOUS AAMC OFFICES HELD

Please add any information that is relevant to your new office, such as other professional education, training, or work experience, previous offices held in other organizations, etc., and then return this form to the AAMC Secretary (or another AAMC officer) prior to the end of the annual conference.

ALASKA ASSOCIATION OF MUNICIPAL CLERKS
Advertising Criteria & Order Form
The Oracle – Newsletter of the Alaska Municipal Clerks

Name of Organization: _____
 Contact Person: _____
 Address: _____
 _____ City _____ State _____ ZIP
 Phone: _____ Fax: _____ E-mail _____
 Email address you would like the e-newsletter sent to if different than the one above: _____

SCHOLARSHIPS – AAMC MEMORIAL SCHOLARSHIP PROGRAM

TASK LIST

JULY/AUGUST

- ☐ Make sure you have no unfinished tasks left on the **NCI Scholarship Task List**.
- ☐ Verify committee members are available using Doodle Poll or Google Sheets to select a meeting date.
- ☐ You should still have the complete mailing municipality mailing list provided by AML from the NCI. You will be using the same distribution lists used for the NCI Scholarships in February. If not send AML a request for the info.
- ☐ Update the AAMC Scholarship documents for this current year.
- ☐ Confirm with the AAMC President that the Teleconference line is available for the meeting date selected OR use Zoom or Microsoft Teams to schedule a meeting with the committee.
- ☐ Schedule your meeting and send out the meeting materials: (*Draft application packet, AAMC Scholarship Calendar of Events.*)
- ☐ Review the approved budget for this year and verify the amount of scholarships to be awarded. **AAMC** - \$xxxx = x@\$xxx ea. Reimbursable and \$xxx Registration waived.

AUGUST

- ☐ Hold an AAMC Scholarship Committee Meeting. During this meeting the AAMC Memorial Scholarship timeline needs to be approved and the AAMC Memorial Scholarship Application packet needs to be approved.
- ☐ After the meeting send the application packet and distribution spreadsheet out to the committee members with a deadline date of when the applications need to be mailed by: _____
- ☐ Send the Application packet to the Communication Director for posting on the AAMC Website.
- ☐ Once the website is updated, update the AAMC Facebook feed with information about the scholarship and a link to the application.
- ☐ Send an email to AML letting them know the scholarship application period is open and when it closes.
- ☐ Prepare your article for the next Oracle, include the application timeline and info.
- ☐ Review your Excel scoring spreadsheet verifying that the scoring criteria are in the same order as the scoring criteria on the scoring sheets. Update dates as needed

SEPTEMBER/OCTOBER

- ☐ AAMC Scholarship Application Deadline: _____
- ☐ Give the membership chair a heads up that you are going to need an updated list of current members, effective on the application deadline date.
- ☐ Send an email to IIMC requesting a list of current dues paid members of IIMC.
- ☐ Verify applicants are AAMC & IIMC Members.
- ☐ Send the following to the Scholarship Committee Members:
 - ☐ Completed Applications
 - ☐ Scoring Sheet
 - ☐ Scoring Excel Sheet
 - ☐ Any information regarding AAMC & IIMC Membership that determines applicant's eligibility.
- ☐ Committee meets: _____ to review and approve final scores.
- ☐ Final Scores submitted to the Executive Board for approval. Date: _____

- ☐ Create a recipient excel sheet with the information needed to track recipients.
- ☐ Create an email mailing list of all applicants, separated by recipients and non-recipients.
- ☐ After approval by the Executive Board, ask the president to send the blast congrats email.
- ☐ President Announced Date: _____
- ☐ Send award info to the Communication Director for an update to the AAMC Website.
- ☐ Send Award letter and reimbursement forms to recipients. (Mail & Email)
- ☐ Send a not awarded letter to those who were not awarded a scholarship. (Mail & Email)
- ☐ Send a list of recipients to AML and the Membership Chair to track the waived registration fee.
- ☐ Update the AAMC Facebook page with a congratulations to the recipients.
- ☐ Prepare your next Oracle Article.
- ☐ Update the “History Tracking of Scholarships” spread sheet.

NOVEMBER

- ☐ Send out a reminder about the registration deadline to all recipients.
- ☐ Check with the Membership Chair before the early bird deadline to see if your recipients have registered.

DECEMBER

- ☐ After the conference send a reminder about the reimbursement deadline, include the reimbursement form again.

JANUARY

- ☐ Follow up on the reminders about the deadline, reach out to AML making sure they have been received if you did not have them sent directly to you.

SCHOLARSHIPS – AAMC MEMORIAL SCHOLARSHIP PROGRAM APPLICATION PACKET



Alaska Association of Municipal Clerks

20xx AAMC Scholarship Committee
c/o Scholarship Chair Name
mailing address
city/state/zip

Dear Alaska Clerk:

Date

The Alaska Association of Municipal Clerks (AAMC) aims to recognize and promote the professionalism of the municipal clerk's office in Alaska, and to do this, we provide training and networking opportunities. AAMC is excited to announce scholarships for attendance at the 20xx AAMC Conference, scheduled for December x and x in Anchorage.

AAMC Memorial Scholarship: Each scholarship recipient will be awarded free Early-Bird Registration (\$xxx value) and up to \$xxx to defray travel costs. **You must be a dues-paid member of AAMC and be a Municipal Clerk or work under the direction of the Municipal Clerk to qualify for the scholarship.** If you are not a current AAMC member, join at <https://www.alaskaclerks.org/general/webform/online-membership-application>.

President [current president's name] has chosen this year's conference theme as ["*add theme title here*"] There will be fun, food, companionship, and educational sessions that will help you excel in your job. The conference schedule includes these events:

- **[day/date], Athenian Dialog (if applicable)** – "*name of book*" by [author], facilitated by [insert facilitator name(s)]. **Note:** You or your municipality will be responsible for the registration fee for this event, the registration fee for the Athenian Dialog is **not included** in the scholarship award.
- **[days/dates], AAMC Annual Conference** – Education opportunities this year include sessions on the following topics: **Open Meetings Act, Parliamentary Procedure, Public Information Officer/Emergency Response, Elections and Election Petitions, Technology for Virtual Meetings, and Title 29.**{topics change each year}
- **[day/date], Advanced Academy** – [name of academy topic, facilitator and brief synopsis of topic]. **Note:** You or your municipality will be responsible for the registration fee for this event, the registration fee for Academy is **not included** in the scholarship award.

Conference registration information will soon be available at www.alaskaclerks.org. Scholarship recipients will receive **free early conference registration (\$xxx value) if registered by October xx**. If you are awarded this scholarship, **DO NOT** pay for conference registration when you register. If you plan to attend the Athenian dialog or Academy, you or your municipality are responsible for registration costs as they are not included in the scholarship award.

We are sure to have a lot of fun, while honing our skills and meeting old and new friends. You are guaranteed to return to your community with good ideas and a fresh perspective.

Scholarship applications must be submitted and received by **5:00 p.m., [Day, Month Date, Year]** to be considered. Please fax, email or mail your scholarship application to:

Scholarship Chairs name, mailing address and email

Notification of awards will be made on {day, month, date, year}. If you have any questions about the scholarship, please do not hesitate to contact a Scholarship Committee member; contact information for each member is on page four of this application packet.

Sincerely,
20xx AAMC Scholarship Committee

**ALASKA ASSOCIATION OF MUNICIPAL CLERKS
ANNUAL MEMORIAL SCHOLARSHIP PROGRAM
20xx AAMC CONFERENCE, [Conference Dates]**

PURPOSE

To provide education and encourage professionalism of Alaska Municipal Clerks by awarding financial assistance to qualified applicants, who without this assistance would be unable to attend the Annual Conference.

GUIDELINES

The following criteria shall be considered by the Scholarship Committee and will be scored according to the information provided. Applications will be considered in order of date received and within the limitations of scholarship funds available.

Eligibility:

- Applicant must be a municipal clerk, deputy clerk, clerk-treasurer, or in a position working directly under the supervision of the municipal clerk with the duties and responsibilities of a municipal clerk.
- **Applicant must be a 20xx dues-paid member of AAMC.** Membership application information is available at <https://www.alaskaclerks.org/general/webform/online-membership-application>.

Application Requirements:

- Scholarship application submissions must be received no later than **[Day, Month/date/year], at 5:00 p.m.**
- Applicants must attach a letter from their municipality (signed by the supervisor who is authorized to support your attendance at the Annual Conference in the event a scholarship is awarded (mayor, city manager, presiding officer or municipal clerk). The letter must include a statement that the governing body or administration will not fully fund attendance at the conference.
- In order to be considered, applicants must attach **proof** of travel cost estimate to and from Anchorage.

General Information:

- The AAMC Memorial Scholarship is a reimbursable award up to \$xxx, which will be reimbursed following proof of transportation costs and attendance at the AAMC Annual Conference in Anchorage. In addition, scholarship recipients will receive free early registration for the conference only (up to \$xxx value) if registered by [day, month/date/year]. Following the conference, proof of attendance must be signed by the AAMC President and must be submitted to Scholarship Committee Chair, for issuance of a reimbursement. A reimbursement form will be provided with the scholarship award letter, and it must be submitted no later than **December xx, 20xx** to receive reimbursement funds.
- Applications will be evaluated according to an established point system.
- Applicants will be notified by [Day, Month/date/year] of scholarship awards. The last day to register for the AAMC Conference without a late penalty is [day, month/date/year]. Scholarship recipients who register after that deadline will be responsible for the additional \$50 fee.

Enclosures:

20xx Scholarship Application Form

AAMC MEMORIAL SCHOLARSHIP APPLICATION FORM 20xx ANNUAL CONFERENCE

SUBMISSION OF THIS APPLICATION DOES **NOT REGISTER YOU FOR THE CONFERENCE. THE \$xxx CONFERENCE REGISTRATION FEE WILL BE WAIVED FOR SCHOLARSHIP RECIPIENTS, BUT YOU MUST STILL REGISTER FOR THE CONFERENCE BY [Date TBD]

THIS APPLICATION FORM AND ATTACHMENTS MUST BE RECEIVED NO LATER THAN
[Date TBD], 5:00 P.M.

To be eligible you must be a current, dues paid member of the Alaska Association of Municipal Clerks (AAMC)

Are you a 20xx (dues-paid) member of the Alaska Association of Municipal Clerks? ☐ Yes ☐ No If you are not a member, visit www.alaskaclerks.org.

Name: _____

Employed By: _____

Business Address: _____

Phone Number: _____ E-mail Address: _____

Population of Municipality: _____ Job Title: _____

Are you the Municipal Clerk? ☐ Yes ☐ No If you are not, do you work in the Municipal Clerk's Office? ☐ Yes ☐ No

If you are not the Municipal Clerk and do not work in the Clerk's Office, please explain: _____

Position is: ☐ full-time ☐ part-time – If part-time, provide the number of hours worked per week: _____

Date Assumed Current Position: _____

Other Municipal Positions and Position Title:	Dates of Service:

Estimated travel cost from your community to Anchorage: \$ _____. **Proof of travel estimate must** be attached to this application in order to be eligible for the scholarship.

Have you attended an AAMC Conference event in the past? If so, year(s) attended _____

Are you a Certified Municipal Clerk (CMC) or a Master Municipal Clerk (MMC)? ☐ None ☐ CMC ☐ MMC

Have you received an AAMC Conference scholarship within the past three years? _____. If yes, please indicate which years (check all that apply): ☐ 20xx ☐ 20xx ☐ 20xx

In addition to the Conference do you plan on attending Athenian Dialog on [insert date]? ☐ Yes ☐ No

In addition to the Conference, do you plan to attend the Academy on [insert date]? ☐ Yes ☐ No

Are you a current member of the International Institute of Municipal Clerks (IIMC)? ☐ Yes ☐ No

Please attach a typed, double-spaced statement addressing the following:

1. Discuss how you believe this training will benefit you in your position.
2. Describe the financial need prompting you to seek this scholarship opportunity.
3. Are you actively involved with an AAMC Committee? ☐ Yes ☐ No. If yes, attach a statement explaining your involvement with AAMC.

In order to be eligible for this scholarship, you must also attach a letter from your municipality signed by the supervisor who is authorized to support your attendance (mayor, city manager, presiding officer or municipal clerk) at the Annual Conference in the event you are awarded a scholarship. The letter must include a statement that the governing body or administration will not fully

fund attendance at the conference.

APPLICATION DEADLINE: [Date TBD]

****NO LATE OR INCOMPLETE APPLICATIONS WILL BE ACCEPTED****

THE FOLLOWING ITEMS LISTED ON APPLICATION CHECKLIST MUST BE INCLUDED WITH YOUR APPLICATION:

- ☐ Completed Application ☐ Letter of Support from Municipality
☐ Supporting Documentation for Travel Cost Estimate ☐ Typed Response to Items 1-3 on the Application

I attest that the information submitted in and with this application is true and correct to the best of my knowledge; I hereby apply for scholarship funds from the Alaska Association of Municipal Clerks to attend the 20xx Annual Conference [insert dates] in Anchorage, Alaska.

Signature of Applicant: _____

Date: _____

Fax, email, or mail a completed application with accompanying material

to be received no later than **[Date TBD], at 5:00 p.m., to:**

Alaska Association of Municipal Clerks

Scholarship Chairs City/Borough

Attn: Scholarship Chair

Mailing Address

City, AK Zip

Email: scholarship chairs email | Fax: [if applicable]

*****Contact Chair if you do not receive an email confirming receipt of your application*****

If you have questions, please contact an AAMC Scholarship Committee member:

SCHOLARSHIPS – AAMC MEMORIAL SCHOLARSHIP PROGRAM CRITERIA / SCORE SHEET

ALASKA ASSOCIATION OF MUNICIPAL CLERKS MEMORIAL SCHOLARSHIP SCORING CRITERIA

Name: _____ Employed By: _____

_____ **If not a current AAMC member, do not score.**

_____ **If no letter of support from municipality, do not score.**

_____ **If applicant does not work in a Municipal Clerk's Office, do not score.**

_____ **Currently Serving As:**

<input type="checkbox"/>	Full-time Clerk or Clerk-Treasurer (5 pts)	<input type="checkbox"/>	Part-time Clerk/Clerk-Treasurer (4 pts)
<input type="checkbox"/>	Full-time Deputy Clerk (3 pts)	<input type="checkbox"/>	Part-time Deputy Clerk (2 pts)
<input type="checkbox"/>	Full-time Clerks Assistant (2 pts)	<input type="checkbox"/>	Part-time Clerks Assistant (1 pt)

_____ **Time in Office**

_____ 0-3 years (5 points)

_____ 4-6 years (3 points)

_____ 7+ years (1 point)

_____ **Other Municipal Experience (1 point)**

_____ **Estimated transportation cost to Anchorage**

_____ Over \$700 (3 points)

_____ \$400-700 (2 points)

_____ \$1-400 (1 point)

_____ **Previous attendance at an AAMC Conference**

_____ None (3 points)

_____ Once (2 points)

_____ More than once (1 point)

_____ **Clerk Certification Level**

_____ None (3 points)

_____ CMC (2 points)

_____ MMC (1 point)

_____ **Previous Scholarship Recipient**

_____ No (3 points)

_____ Yes (1 point)

_____ **Plans to Attend the Academy and/or Athenian (1 point)**

_____ **Current Member of IIMC (1 point)**

_____ **Statement addressing the following:**

_____ 1) Discuss how you believe this training will benefit you in your position (0 to 3 points)

_____ 2) Describe the financial need prompting you to seek this scholarship (0 to 3 points)

_____ 3) Are you actively involved with an AAMC Committee? If so, attach a statement explaining your involvement with AAMC (0 to 5 points)

_____ **TOTAL POINTS (total of 36 points available)**

_____ **Additional comments from reviewer:**

SCHOLARSHIPS – AAMC MEMORIAL SCHOLARSHIP PROGRAM AWARD LETTER



Alaska Association of Municipal Clerks

20xx AAMC Scholarship Committee

c/o Scholarship Chair Name

mailing address

city/state/zip

Date

Dear Name,

On behalf of the Alaska Association of Municipal Clerks (AAMC) Executive Board and the AAMC Scholarship Committee, I am happy to inform you that you have been selected to receive a scholarship to attend the AAMC Conference in Anchorage, Alaska [insert conference dates]. Scholarship funds are available thanks to the extraordinary efforts of the AAMC Fundraising Committee and the generous support of those who participate in raffles and auctions.

This scholarship is for reimbursement in the amount of \$xxx to defray the travel costs to and from Anchorage. In addition, you will receive free early conference registration if you register by [insert date]. Please note that the free conference registration (\$xxx value) **does not** include the registration fees for the Athenian Dialog on [insert date, if applicable] or Academy on [insert date]. **You or your municipality must pay all costs up front prior to attendance at the conference.**

- 1) Please register and make your airfare reservations for the conference as soon as possible to avoid late registration fees. Scholarship recipients who register after [insert date once decided upon by committee] will be responsible for the additional \$50 fee. You may register online at:
[add current website link here]
- 2) To be reimbursed the maximum amount (\$xxx), submit the following items to the Alaska Association of Municipal Clerks, c/o current scholarship chairs mailing address and email by **[Date TBD]**.
 - ✓ A completed reimbursement request form (attached)
 - ✓ Receipts for travel (airfare, ferry, etc.)
 - ✓ Proof of attendance signed by the AAMC President

AAMC will not be responsible for any cost associated with your cancelation or late registration. In the event you need to cancel your attendance, you must notify AAMC immediately.

Congratulations! Have a wonderful time learning and networking at the AAMC Annual Conference!

Sincerely,

Scholarship Chair

AAMC Scholarship Committee Chair

SCHOLARSHIPS – AAMC MEMORIAL SCHOLARSHIP PROGRAM CHECK REQUEST

20XX AAMC MEMORIAL (CONFERENCE) SCHOLARSHIP REIMBURSEMENT REQUEST FORM

Scholarship Recipient Information:

Name _____ Title _____

Municipality Address _____

Cell Phone _____ Work Phone _____

Municipality _____ Email: _____

To be eligible for reimbursement, you must submit this completed form and attach the following supporting documentation:

- Copy of airfare and/or other transportation receipts.
- Proof of attendance at the AAMC Annual Conference, signed by the AAMC President

Reimbursement Information:

Total reimbursements shall not exceed \$____. Reimbursement checks will be issued within 30 days of receipt of this completed form, provided all required supporting documents are attached.

Please specify the municipality or individual the reimbursement check should be issued to along with a mailing address and the amount requested.

Payable to _____ Amount Requested \$ _____

Address _____

City _____ State _____ Zip _____

I certify that the municipality or individual indicated in the payable to line of this form paid the transportation costs associated with attending the AAMC Annual Conference on _____ and, therefore, is entitled to be reimbursed.

Scholarship Recipient's Signature

Please sign and return this form and the required supporting documents no later than _____ to:

Alaska Association of Municipal Clerks
c/o Alaska Municipal League, Attn: _____
One Sealaska Plaza, Suite 200
Juneau, Alaska 99801
Fax: _____ | E-mail: _____

**SCHOLARSHIPS –AAMC MEMORIAL SCHOLARSHIP PROGRAM
NON-MEMBER LETTER**



Alaska Association of Municipal Clerks

20xx AAMC Scholarship Committee

c/o Scholarship Chair Name

mailing address

city/state/zip

To Whom It May Concern:

Our records indicate that your Clerk's Office staff are currently not dues-paid members of the Alaska Association of Municipal Clerks (AAMC).

To be an eligible recipient of the AAMC Annual Conference Scholarship, applicants must be a dues-paid member prior to submitting an application.

If anyone from your Clerk's Office intends to submit the attached application, they must first join AAMC and pay their annual dues prior to submitting the application. Individuals may join at:

<https://www.alaskaclerks.org/general/webform/online-membership-application>

Thank you,

AAMC Scholarship Committee Chair

SCHOLARSHIPS –NORTHWEST CLERKS INSTITUTE SCHOLARSHIP PROGRAM TASK LIST

DECEMBER

- ☐ First week back from the AAMC Conference, schedule a Committee Meeting. Using Doodle Poll or a system that works for you, to verify member's availability.
- ☐ One-week before you first Committee meeting send an email to AML asking for the Municipal Mailing List Spread Sheet.
- ☐ One-week before the committee meeting send an email to the membership chair asking for the membership database.
- ☐ When you get the spread sheets, look through them for obvious addressing errors. Some have both the physical and PO Box in them or more than one email entered. Also look for things, like CMC now being MMC, or retired clerks still showing up.
- ☐ Combine the lists and remove any duplicates.
- ☐ Divide the list equally between each Scholarship Committee member, by creating a tab for each member in the spread sheet.
- ☐ Schedule a meeting then send out meeting invite link and meeting materials (draft NCI scholarship application packet, NCI calendar of events) to the committee.
- ☐ Review the approved budget for this year and verify the amount of scholarships to be awarded **20xx** - **NCI** - \$12,000 = 8 @\$1500 ea. for PD 1-3 or a different amount if including PD 4

JANUARY

- ☐ Hold your first Scholarship Committee Meeting. During this meeting the NCI Scholarship timeline needs to be approved and the NCI Scholarship Application needs to be approved.
- ☐ Send the final approved NCI Scholarship Application packet and distribution spreadsheet out to the committee members. Establish what date the application packets need to be mailed:

- ☐ Email the Application packet to everyone on the combined list.
- ☐ Send the Application packet to the Communication Director for posting on the AAMC website.
- ☐ Once the website is updated. Update the AAMC Facebook feed with information about the scholarship and a link to the applications.
- ☐ Send an email to your AML contact (Portland) letting her know that the scholarship application period is open and when it closes.
- ☐ Prepare your article to be included in the Winter Oracle. Include application timeline and info.
- ☐ Review your Excel scoring spreadsheet verifying that the scoring criteria are in the same order as the scoring criteria on the scoring sheets. Update dates as needed

FEBRUARY/MARCH

- ☐ NCI Scholarship Application Deadline: _____
- ☐ Give the Membership Chair a heads up that you are going to need an updated list of current members effective on the application deadline date.
- ☐ Send an email to Janis Daudt with IIMC requesting list of current dues paid members of IIMC.

- ☐ If you have, applications sent directly to AML have AML send you the completed applications the day after the application period closed. **Or the easiest is to have applications sent directly to the Scholarship Chair** to organize and send out to the committee.
- ☐ Verify applicants are AAMC & IIMC Members, if they have indicated they are.
- ☐ If they are not an AAMC Member, are they eligible for a one time complimentary membership, did the request one on their app? This onetime membership is only an option for the NCI Scholarship.
- ☐ Send the following to the Scholarship Committee Members:
 - ☐ Completed Applications
 - ☐ Scoring Work Sheet
 - ☐ Scoring Excel Sheet
 - ☐ Any additional information to include AAMC & IIMC Membership that determines applicant's eligibility.
- ☐ Committee meets: _____ to review and approve final scores.
- ☐ Final Scores submitted to the Executive Board for approval. Date: _____
- ☐ Create a recipient excel sheet with the information needed to track recipients.
- ☐ Create an email mailing list of all applicants, separated by recipients and non-recipients
- ☐ After Executive Board approves the awards, ask the President to send the blast congrats email.
- ☐ President Announced Date: _____
- ☐ Send award info to the Communication Director for an update to the AAMC Website.
- ☐ Send award letters and reimbursement form to recipients. (Mail & Email)
- ☐ Send a not awarded letter to those who were not awarded a scholarship. (Mail & Email)
- ☐ Send a list of recipients to the NCI Director, include the PD in which they indicated they would be going.
- ☐ Send a list of recipients to AML.
- ☐ Update AAMC FB with congrats to recipients.
- ☐ Prepare your Spring Oracle article.
- ☐ Complete your Committee Chair Report.

MARCH

- ☐ First week of March: Send a reminder to all recipients that cancellations must be received by March 15, so other applicants may be awarded.
- ☐ Submit your Spring Oracle article.

APRIL

- ☐ Last week of April: Send all recipients and email reminder that they need to be registered by **April 30** and that this is reimbursable so they pay all costs up front.

MAY

- ☐ Prepare your Summer Oracle article.
- ☐ May 15 send recipients a reminder that they need to be registered by now.
- ☐ May 20 contact the NCI Director and confirm all recipients have registered and paid.
- ☐ Complete your Committee Chair Report.

JUNE

- ☐ June 1 – 15, submit your Summer Oracle article to the Communication Director.

- ☐ June 30 – Send reminder to all NCI Scholarship Recipients that they must submit their request for reimbursement no later than July 31.

JULY

- ☐ **NCI Final Reminder** – Mid July send a reminder to all recipients that their reimbursement request must be turned in by July 31.
- ☐ If having reimbursement request sent to AML, follow up to confirm they were received all of the reimbursement requests.
- ☐ Update the “History Tracking of Scholarships” spread sheet.

See AAMC Task List for More July – Dec tasks

SCHOLARSHIPS – NORTHWEST CLERKS INSTITUTE SCHOLARSHIP PROGRAM APPLICATION PACKET



Alaska Association of Municipal Clerks

c/o Alaska Municipal League
One Sealaska Plaza, Suite 200
Juneau, AK 99801

January xx, 20xx

Dear Clerk, Deputy Clerk, Clerk/Treasurer or Assistant Clerk:

The job of Municipal Clerk has many challenges, responsibilities and grows more complex each year. Education of clerks statewide is a primary goal of the Alaska Association of Municipal Clerks (AAMC). To assist with this goal, AAMC is offering scholarships for Alaska Clerks to attend the Northwest Clerks Institute (NCI) at the University of Puget Sound in Tacoma, Washington.

The International Institute of Municipal Clerks (IIMC) grants the Certified Municipal Clerk (CMC) designation to Clerks who have completed three professional development sessions at NCI and who have fulfilled other experience requirements. Everyone who completes the Institute receives a certificate from the NCI Director, which meets a portion of the education requirements for certification.

NCI is offering Professional Development Training sessions from [add dates for current year]. To learn more about the Institute and the courses offered, please visit the NCI website at:

<https://www.nwclerks.org/event/113bacad-fd70-47ac-8107-1c80c258b9df/regProcessStep1>

- Professional Development I June xx - xx, 20xx
- Professional Development II June xx – xx, 20xx
- Professional Development III June xx – xx, 20xx
- Professional Development IV June xx – 16, 20xx

The University of Puget Sound provides a perfect setting for learning. Session attendants stay in private rooms within dorm suites with shared bath and kitchen facilities, eat delicious meals in the dining hall, and have plenty of time to make new friends and establish relationships with Clerks from Alaska, Washington and Oregon. Classes are held in the historic ivy-covered buildings on the beautifully landscaped grounds.

AAMC is offering [number] reimbursement scholarships for PD I – III, applicants who are selected will be reimbursed up to \$x,xxx. Reimbursements, based on actual expenses incurred, include the cost of early registration \$xxx; the housing and meal package \$xxx and up to a \$xxx travel allowance. Please see the enclosed guidelines for details.

AAMC is offering [number] reimbursement scholarships for PD IV, the applicant selected will be reimbursed up to \$x,xxx. Reimbursements, based on actual expenses incurred, include the cost of early registration \$xxx; the housing and meal package \$xxx and up to a \$xxx travel allowance. Please see the enclosed guidelines for details.

Completed Scholarship applications and all required attachments must be received by **5:00 p.m. [Day]**,

[Month, Date, Year]. Please submit your scholarship application via mail or email to:

Alaska Association of Municipal Clerks
Current Scholarship Chair OR AML
Current Scholarship Chair's mailing address
Email: current scholarship chair's email

We encourage you to apply!

Sincerely,
The AAMC Scholarship Committee

20XX NORTHWEST CLERKS INSTITUTE SCHOLARSHIP PROGRAM**PURPOSE:**

To provide education and encourage professionalism of Alaska Clerks by awarding financial scholarships to qualified applicants who, without assistance, would be unable to attend the Northwest Clerks Institute (NCI). Further, completion of the three-year Institute is essential to receive the designation of Certified Municipal Clerk (CMC) from the International Institute of Municipal Clerks (IIMC) that attests to the professional quality and competency of Municipal Clerks.

GUIDELINES:

The following criteria will be considered by the AAMC Scholarship Committee and applications will be judged according to the information provided. To be considered, applications must be **fully completed with all required attachments** and must be received by 5 p.m. on _____. This is a competitive process, and scholarships will be awarded within the limitations of funds available.

ELIGIBILITY:

- Applicant must be a municipal clerk, clerk/treasurer, deputy clerk or clerk assistant.
- Applicant must be a member of AAMC as of the application deadline, and current year dues must be paid or the application will not be considered. (A one-time complimentary membership is available for first-time applicants)

APPLICATION IS DUE BY 5:00 P.M. _____ AND MUST CONTAIN:

- Completed application to include supporting documentation for estimated transportation costs.
- Statements explaining the applicant's reason for applying for the scholarship (financial and training needs).
- A signed Statement of Support from the applicant's municipality allowing attendance at the Institute in the event the applicant is awarded a scholarship (enclosed).
- A signed Statement of Intent and Standards of Conduct Form (enclosed).

GENERAL INFORMATION:

- Scholarships may be awarded to the same applicant for multiple years; however, a new application must be submitted each year.
- AAMC offers reimbursement scholarships to help offset costs to applicants who would not be able to attend without a scholarship.
- AAMC reimbursement scholarships will be awarded to pay for early registration and housing. A travel allowance may be included based on available funds.
- **The municipality or applicant must pay all costs up front.** AAMC will reimburse the municipality or applicant the scholarship amount awarded as defined in the cover letter only when the applicant provides travel and registration receipts, a Certificate of Completion issued by the NCI Director, and a completed reimbursement request form by July _____.
- Scholarship recipients are encouraged to stay on campus at the University of Puget Sound. Recipients must attend all classes in order to be reimbursed, unless the absence is excused by the Institute Director. **If a recipient's Certificate of Completion reflects attendance at less than the total number of class hours with no written excuse from the Institute Director, no scholarship funds will be paid.**
- Applications will be scored according to an established point system:
 - AAMC membership (2 points for 4+ years; 1 point for less than 4 years)
 - Time in office: 0-4 years (3 points); 4-8 years (2 points); 8-10 years (1 point); 10+ years (0 points)
 - Position (1-5 points; Full Time Clerk or Clerk Treasurer = 5 points, points are reduced incrementally down to Part Time Assistant = 1 point)
 - Transportation costs only; do not include the NCI registration, housing or meal costs in your total: \$0-800 (1 point); \$801-1,200 (3 points); \$1,201+ (5 points) **Documented proof of estimated cost is required for all applications.**
 - Education Points towards Certification (Less than 50 = 2 points; 50 points but no CMC = 1 point)
 - AAMC committee service (1 point)
 - Current IIMC membership (1 point)
 - Prior NCI Session attendance (3 points for never; 2 points for 1 session; 1 point for 2 sessions)
 - Brief explanation of reason for applying for scholarship (0-4 points)
- Scholarships will be announced no later than _____.

Scholarship recipients are expected to register with NCI by _____. Recipients must notify AAMC of attendance cancellations by _____ so that other eligible applicants may be considered.

20XX SCHOLARSHIP APPLICATION NORTHWEST CLERKS INSTITUTE*****APPLICATIONS MUST BE RECEIVED NO LATER THAN _____ at 5 p.m.********You must answer all questions and mark all applicable boxes for your application to be considered.***

Name: _____ Title: _____

Municipality: _____ Phone: _____

Municipality Address: _____

Cell Phone: _____ Email Address: _____

In order to be considered for a scholarship, you must:

- A. Be an AAMC dues-paid member as of the application deadline. A one-time complimentary membership is available for first-time scholarship applicants; and
- B. Be the Clerk for your municipality or work in the Clerk's Office under the direction and supervision of the Clerk; and
- C. Be unable to attend without a scholarship

NOTE: *If you are not a dues-paid AAMC member, are not eligible for a one-time complimentary membership, are not the clerk or do not work under the direction and supervision of the clerk, your application will not be considered.*

1. Are you or will you be a dues-paid AAMC member as of _____? Yes No
2. If you are not a current AAMC member, have never received a complimentary membership, and are a first-time scholarship applicant, would you like to receive a one-time complimentary membership for ____?
Yes No
3. If a member, how many years have you been an AAMC member? 1-3 years 4 years or more
4. Current Position? Clerk or Clerk/Treasurer Deputy Assistant Other
Position is: Full-time Part-time If part-time, indicate the number of hours worked per week: _____
5. Number of years in current position? Less than 4 years 4-8 years 8-10 years 10+ years
6. What is the cost for round-trip travel from your location to Seattle, Washington? _____ (Documented proof of estimate is required in order to be eligible for a scholarship)
7. Are you a Certified Municipal Clerk? Yes No
8. Do you have at least 50 education points to be used toward IIMC certification? Yes No
9. Have you served on an AAMC Committee(s) Yes No
If yes, list Committee(s) and year(s) served: _____
10. Are you currently a member of the International Institute of Municipal Clerks? Yes No
(CMC certification requires active membership in IIMC for at least 2 years; visit www.iimc.com for certification information.)
11. Have you previously attended the Northwest Clerks Institute? Yes No
If yes, which Institute(s)? Check all that have been attended: ☐ PDI ☐ PDII ☐ PDIII ☐ PDIV
If yes, when? _____
12. If awarded the 20XX NCI Scholarship, which Institute will you be attending? ☐ PDI ☐ PDII ☐ PDIII ☐ PDIV

Please answer the question on the following page or attach a statement explaining why you are seeking this scholarship.

Please explain why you are applying for this scholarship. Include a statement of financial and training need.

[illegible]

APPLICATION MUST INCLUDE THE FOLLOWING ITEMS WHEN SUBMITTED:

- ☐ Signed Application
- ☐ Documented Estimate of Travel Costs
- ☐ Statement Explaining Reasons for Applying
- ☐ Signed Statement of Support from Municipality
- ☐ Signed Statement of Intent
- ☐ Signed Standards of Conduct Statement

INCOMPLETE OR LATE APPLICATIONS WILL NOT BE CONSIDERED

ACKNOWLEDGEMENT

I hereby attest that the information submitted in and with this application is true and correct to the best of my knowledge and hereby apply for scholarship funds from the Alaska Association of Municipal Clerks to attend the Northwest Clerks Institute in Tacoma, Washington. I understand that I or my municipality must pay all costs **up-front**. I understand that transportation and registration receipts, a Certificate of Completion signed by the NCI Director, and a completed reimbursement form must be submitted by _____ in order to be reimbursed by AAMC. I agree to register for NCI by _____ and to notify AAMC of any cancellation by _____ so other eligible scholarship applicants may be considered. I further understand that AAMC will not be responsible for any cost associated with my cancellation or absence.

Signature of Applicant

Date of Application

Please submit completed application with accompanying documents to the following contact no later than 5 p.m., _____ :

Alaska Association of Municipal Clerks
c/o Alaska Municipal League, Attn: _____
One Sealaska Plaza, Ste. 200, Juneau, AK 99801
Fax: _____ | Email: _____

Contact the Scholarship Committee Chair if you do not receive an email confirming receipt of your application

**STATEMENT OF SUPPORT
BY MUNICIPALITY**

By signing below, I acknowledge that our employee is applying for an Alaska Association of Municipal Clerks (AAMC) Scholarship to attend the Northwest Clerks Institute (NCI) in Tacoma, Washington in June of 20XX. If awarded, our municipality will allow that employee to attend the Northwest Clerks Institute.

Without a scholarship, the municipality cannot fully fund our employee attending the session and the employee will not be able to attend.

I understand that upon being selected for this scholarship, our **municipality or the employee must pay all costs up front**. I understand that to be reimbursed, the recipient **must attend all class hours**; all scholarship recipients are strongly encouraged to stay on-campus at the University of Puget Sound. I understand that the scholarship will reimburse the following costs upon certification of completion of the entire course: early registration fees, meals and housing, and may reimburse a portion of travel costs. I understand that the early registration deadline is _____.

In order for our municipality or employee to be reimbursed, our employee must provide travel and registration receipts, a Certificate of Completion signed by the NCI Director, and a completed evaluation form to AAMC by _____.

I acknowledge that if our employee fails to successfully complete the entire Institute or does not receive a Certificate of Completion signed by the NCI Director, AAMC will not reimburse the scholarship funds.

I acknowledge that our employee will register by _____ and provide AAMC with the cost estimates of travel to _____. I understand that the employee must notify AAMC of any travel cancellations by _____ so that other eligible scholarship applicants may be considered. I acknowledge that AAMC will not be responsible for any cost associated with our applicant's cancellation or absence.

Our municipality is dedicated to higher education and professionalism for our staff and supports training opportunities offered by AAMC.

In order to be eligible for this scholarship, this statement of support must be signed by the supervisor who is authorized to support your attendance (mayor, city manager, presiding officer, or municipal clerk).

Authorized Signature

Date

Authorized Signer's Printed Name & Title

Signer's Phone: _____ Signer's E-mail Address: _____

Municipal Clerk's Signature (if not the applicant or authorized signer)

Statement of Intent for AAMC Scholarship Recipients

The Alaska Association of Municipal Clerks (AAMC) is a non-profit professional organization that promotes sound local government, continuing education and certification through the International Institute of Municipal Clerks (IIMC) and provides networking solutions, services, and benefits to its members.

The AAMC Fundraising Committee works each year on new and creative ways to raise money for the organization. The membership supports the Committee's efforts by selling raffle tickets, providing items for auctions, and purchasing fundraising items. Proceeds from these fundraising efforts are used to provide the scholarship funds being awarded to offset the costs of the Northwest Clerks Institute (NCI) in Tacoma, Washington.

Please read the following information and acknowledge by signing in both locations below:

As an applicant for the Northwest Clerks Institute scholarship from AAMC I acknowledge that:

I am applying for this scholarship with the intent that I plan to continue on in the career field of Clerk, Deputy Clerk, Clerk/Treasurer, or Assistant Clerk.

Applicant Signature

Date

Standards of Conduct Acknowledgement for AAMC Scholarship Recipients

If I am awarded a scholarship to attend the Northwest Clerks Institute in Tacoma, Washington I understand that:

- I am representing my municipality and the State of Alaska at an International Institute of Municipal Clerks (IIMC) internationally recognized and accredited training experience;
- I am representing the Alaska Association of Municipal Clerks (AAMC) as a scholarship recipient;
- I am expected to be physically present and to actively participate in all classroom sessions;
- I am expected to conduct myself in a positive and professional manner during the classroom sessions;
- If my family travels with me, my family members (including children) are not allowed to attend the classroom sessions;
- I am expected to conduct myself responsibly in my time away from the classroom sessions;
- If I fail to successfully complete the entire training or do not receive my Certificate of Completion signed by the NCI Director, AAMC will not reimburse the scholarship funds.

Applicant Signature

Date

APPLICATIONS ARE DUE BY 5:00 P.M. _____

COURSE DESCRIPTIONS AND ADDITIONAL INFORMATION ON THE NORTHWEST CLERKS INSTITUTE CAN BE FOUND AT <https://www.nwclerks.org/event/23ea0f2c-4707-4143-a52e-5d2cc3e78946/summary>

If you have questions or concerns regarding the scholarship process, please contact a member of the AAMC Scholarship Committee:

Chair email	City Clerk	City of _____	907- _____
Member email	City Clerk	City of _____	907- _____
Member email	City Clerk	City of _____	907- _____
Member email	City Clerk	City of _____	907- _____
Member email	City Clerk	City of _____	907- _____
Member email	City Clerk	City of _____	907- _____
Member email	City Clerk	City of _____	907- _____

**ALASKA ASSOCIATION OF MUNICIPAL CLERKS
NORTHWEST CLERKS INSTITUTE
20XX SCHOLARSHIP CRITERIA/SCORING SHEET**

NAME: _____ COMMUNITY: _____

- ☐ Applications must include the following information:
****If an application is missing any of the following items, it is considered incomplete and will not be scored****

- | | |
|---|--|
| <input type="checkbox"/> Signed Application | <input type="checkbox"/> Signed Statement of Support from Municipality |
| <input type="checkbox"/> Documented Estimate of Travel Costs | <input type="checkbox"/> Signed Statement of Intent |
| <input type="checkbox"/> Statements of Financial and Training Needs | <input type="checkbox"/> Signed Standards of Conduct Statement |

- ☐ Member of AAMC as of application deadline or one-time complimentary membership?

- ☐ Eligible for a one-time complimentary membership?

****If applicant is not a member or is not eligible for a one-time complimentary membership, do not score****

_____ Length of Membership with AAMC

_____ 4 years or more (2 points)

_____ 1-3 years (1 point, includes complementary membership)

_____ Current position:

_____ Full time Clerk or Clerk-Treasurer (5 points)	_____ Part time Clerk or Clerk-Treasurer (4 points)
_____ Full time Deputy (3 points)	_____ Part time Deputy (2 points)
_____ Full time Assistant (2 points)	_____ Part time Assistant (1 point)

_____ Time in Office

_____ Less than 4 years (3 points)

_____ 4-8 years (2 points)

_____ 8-10 years (1 point)

_____ 10+ years (0 points)

_____ Travel costs ****must provide verification of estimate****

_____ \$1,201 or more (5 points)

_____ \$801–1,200 (3 points)

_____ \$0-800 (1 point)

_____ Education Points

_____ Less than 50 (2 points)

_____ 50 education points but no CMC (1 point)

_____ Already obtained CMC (0 points)

_____ Service on any AAMC Committee (1 point)

_____ Current Member of IIMC (1 point)

_____ Previous attendance at Northwest Clerks Institute

_____ None (3 points)

_____ 1 session (2 points)

_____ 2 sessions (1 point)

_____ 3 or more sessions (0 points)

_____ Brief explanation of reason for applying for scholarship (0 to 4 points)

_____ **TOTAL POINTS (Total of 26 points available)**

**Alaska Association of Municipal Clerks**

c/o Alaska Municipal League
One Sealaska Plaza, Suite 200
Juneau, AK 99801

Date

Name

Muni

Address

Address

Dear ____,

Congratulations! On behalf of the Alaska Association of Municipal Clerks (AAMC) Executive Board and Scholarship Committee, I am happy to inform you that you have been selected to receive a scholarship to attend the Northwest Clerks Institute at the University of Puget Sound in Tacoma, Washington.

This is a reimbursement scholarship. **You or your municipality must pay all costs up front** prior to attendance at the Institute. The reimbursement amount is up to \$x,xxx to defray the following costs: early registration (\$xxx if registered by _____), meals and housing (\$xxx if registered by _____), and a travel allowance of \$xxx.

Registration: Register and make your airfare reservations for the Institute no later than _____, – if **you register after this date you are responsible for any late fee charges for NCI registration.** You may register online at: <https://www.nwclerks.org/event/23ea0f2c-4707-4143-a52e-5d2cc3e78946/websitePage:79c47d9b-8235-4b48-b749-7ddb7b35a216>.

Cancellation: If you are unable to attend, you must notify AAMC (Scholarship Chair) and the Northwest Clerks Institute no later than _____.

Reimbursement: To be reimbursed for actual costs up to the maximum award amount of \$xxx, your request must be sent to Alaska Association of Municipal Clerks, c/o [current chair's name, mailing address and email] no later than _____. The following must be included:

- A completed reimbursement request form (attached)
- Receipts for airfare, registration and housing/meal package
- Certificate of Completion signed by the Institute Director

AAMC is not responsible for costs associated with cancellation, late registration or failure to attend class time.

Have a wonderful time of learning and networking at the Northwest Clerks Institute. Scholarship funds are available thanks to the extraordinary efforts of the AAMC Fundraising Committee and the generous support of those who participate in the raffles and auctions.

Sincerely,

Current Chair Name

AAMC Scholarship Committee Chair

**Alaska Association of Municipal Clerks**

c/o Alaska Municipal League
One Sealaska Plaza, Suite 200
Juneau, AK 99801

Date

Name

Muni

Address

Address

Dear ____,

We are sorry to inform you that you were not selected as a recipient of the 20xx NCI Scholarship award.

Thank you for applying. This year had an increased number of applicants vying for this scholarship making it an extremely competitive process. To ensure fairness, each application was carefully reviewed to ensure the applicant's needs aligned with the purpose of the scholarship and met the eligibility requirements as defined in the AAMC 20xx NCI Scholarship Program.

AAMC values continued education, and we encourage you to continue working towards your designation as a Certified Municipal Clerk.

Sincerely,

Current Chair Name

AAMC Scholarship Committee Chair



Alaska Association of Municipal Clerks
 c/o Alaska Municipal League
 One Sealaska Plaza, Suite 200
 Juneau, AK 99801

NORTHWEST CLERKS INSTITUTE SCHOLARSHIP REIMBURSEMENT REQUEST FORM

To be eligible for reimbursement, you must provide the following information along with this completed form:

- Copy of your airfare/other transportation receipts
- Copy of receipt for registration and housing/meals
- Copy of Certificate of Participation signed by the Northwest Clerks Institute Director

Email or mail this form along with the information above by _____ to:

Via USPS: Current Scholarship Committee Chair's name and mailing address

Via Email: Current Scholarship Committee Chair's email address

Scholarship Recipient Information:

Name: _____ Title: _____

Municipality: _____

Municipality Address: _____

Phone: _____ Email: _____

Please indicate which PD class you attended: PD I PD II PD III PD IV

PD I-III	PD IV
NCI Registration Fee (\$xxx)	NCI Registration Fee (\$xxx)
Housing/M meal Package (\$xxx)	Housing/M meal Package (\$xxx)
Travel Allowance (\$xxx)	Travel Allowance (\$xxx)
Total Amount of Reimbursement (\$x,xxx)	Total Amount of Reimbursement (\$x,xxx)

Reimbursement Information:

A reimbursement check for the scholarship amount awarded will be issued within 30 days of receipt if all paperwork is submitted and complete.

Please specify the municipality or individual the reimbursement check should be issued to along with a mailing address:

Payable to: _____

Address: _____

City: _____ State: _____ Zip: _____

APPENDIX B

AAMC POLICIES

Certification of Attendance

To receive certification of attendance for attending AAMC academy or annual conference, the following criteria must be met:

- A. When attending a one-day academy class, which is a minimum of six (6) hours in length, a person may not be absent for more than thirty (30) minutes of class time.
- B. When attending an annual conference a person may not be absent for more than 15 minutes of each class session to receive credit for that session.

Conference Registration Changes

Changes must be made in writing and received by mail, email, or fax 15 calendar days prior to the event or session.

Conference Registration Fee Refunds

All requests for refunds must be made and submitted to the AAMC President in writing within thirty days from the start of the conference. Requests for refund shall include:

- Name, email and phone number of the individual registered.
- Reason the refund request is being made.
- Amount of the refund being requested.
- Agency name and mailing address the refund should be made to.

Requests for refunds for the following reasons may be approved by the AAMC President:

- Received 15 days prior to an event or session - A full refund will be given.
- Received less than 15 days prior to an event or session - Any cancellations made not based on emergency will be charged a \$50 cancellation fee.
- Received within 5 days after the event or session – any cancellation made not based on an emergency will be charged a \$75 cancellation fee.
- Received more than 5 days after the event or session – no refund will be given; any unpaid invoices will remain due in full.

Cancellation fees or refunds may be waived by the Executive Board if the cancellation was due to an emergency. The following shall be considered an emergency: family medical, personal medical, bereavement, municipal emergency, or travel restraints due to inclement weather. All requests based on a municipal emergency must be accompanied by a letter stating the nature of the emergency signed by the Mayor or Manager.

Purchase Orders & Invoicing

Invoices issued by AAMC will be limited to membership dues and fundraising purchases or donations. All other invoices must be requested in writing and approved by the AAMC Treasurer or the Fundraising Chair.

Voting in AAMC Elections

Secretary’s Note: As determined by the executive board at its July 22, 2015 meeting, policy provisions regarding Absentee and Electronic Voting were removed from the P&Ps; however should a future need arise and the executive board determines a need for Absentee/Electronic Voting the following are the procedures with which to conduct such voting.

Absentee Voting

In accordance with AAMC bylaws, Article III, Section 2, and Section 3, you must be a member in good standing by July 31 of each year to be eligible to vote absentee. The Elections Committee will verify the eligibility of the voter to the most current membership list provided by the Membership Committee.

Absentee voting can be conducted by mail or by an electronic means. The absentee voter shall be notified and sign that they are aware that by voting absentee they will not be able to vote at the annual business meeting, which would include voting on write-in candidates that are nominated from the floor.

The Elections Committee and the Membership Committee will work together to ensure that accidental double voting does not occur.

Absentee ballots shall be made available to the membership no sooner than providing the Executive Board with the list of the qualified candidates and no later than August 15th; absentee voting shall end August 31st.

The Elections Committee Chair or designee shall be custodian of all returned voted ballots and shall keep them in a safe place and assure that they remain unopened until such date as the ballots are to be counted. Any ballots received after the deadline shall be marked as late and shall not be opened.

Any absentee voting process not specifically outlined in the policies and procedures will be established by the Elections Committee with the approval of the Executive Board.

Electronic Voting

Includes posting the ballot to the AAMC website and other electronic means.

Posting Ballot to AAMC Website:

- Members will be notified when absentee voting will begin. An absentee voter application process will not be used;
- Instructions on how to vote shall be provided;
- The “Voter Certificate and Identification” shall read substantially as follows:
 - I will not vote in the AAMC election in any other manner and I understand that by voting absentee, I will not be able to vote at the annual business meeting, which would include write-in candidates that are nominated from the floor;
 - I understand that by using electronic transmission to vote absentee, I am voluntarily waiving a portion of my right to a secret ballot to the extent necessary to process my ballot;
- The voter will be required to sign and print their name, provide the name of their municipality, and the date;
- A witness signature shall be required

- The voter will have the option to submit their ballot via e-mail or by fax to the Elections Committee member who is designated to receive the absentee ballots.

Should the election be conducted by any other electronic means than posting the ballot to the AAMC website, the Elections Committee shall create the process with the approval of the Executive Board.

By-Mail Voting

If conducted by mail, any election supply and postage costs shall be submitted to the President for payment or reimbursement.

- An absentee voter application process will be used;
- Instructions on how to vote will be provided;
- The link to the candidate information on the AAMC website will be provided with the instructions;
- The “Voter Certificate and Identification” shall read substantially as follows:
 - I will not vote in the AAMC election in any other manner and I understand that by voting absentee, I will not be able to vote at the annual business meeting, which would include write-in candidates that are nominated from the floor;
- The voter will be required to sign and print their name, provide the name of their municipality, and the date;
- A witness signature shall be required

Counting Absentee Ballots

- Absentee Ballots must be received by 8/31 to be counted.
- The Elections Committee shall count the absentee ballots before the annual business meeting. Should the Elections Committee count the ballots at a time during the annual conference, no less than three members shall be present while counting the absentee ballots.
- Should the Elections Committee need to count the ballots prior to the annual conference, they shall meet in-person, or by a combination of in-person and teleconference for the purposes of counting the ballots; provided, however, that the Elections Committee Chair or designee who is in custody of the ballots and at least one additional person to serve as a witness shall be physically present during the opening of any voted ballots received. It is not mandatory that such witness be a member of AAMC.

The Elections Committee shall:

- Verify eligibility of voters by comparing the names with the list of eligible voters provide by the Membership Committee. The voter must be qualified to vote at the time of voting.
- Any ballots received after 8/31 and/or ballots which cannot be matched and verified with the membership list shall remain unopened.
- During the counting process the voter’s confidentiality shall be maintained as much as possible.
- Read aloud the votes for each candidate for the respective positions.

- In the event of a combination in-person/teleconference meeting of the Elections Committee, two members not physically present shall first be tasked with recording the vote tally, and then those physically present shall be assigned with recording the vote tally. In no event shall there be less than two members marking the vote tally.
- A tick mark is made for each vote read. When the tick marks total five then the two tally workers shall say “Tally”. This assures that both tally workers are in sync with each other. If needed, when each batch of twenty-five ballots are read the tally workers will change pens so the ink colors are different than the pens previously used. This allows a minimum of re-counting if the tally workers do not agree during the counting process.
- When the counting and tabulation of ballots has been completed, and before the committee adjourns, the Elections Committee Chair or designee shall prepare a ballot certification.
- Absentee ballots shall be retained until after the annual business meeting.
- The absentee votes shall be reported along with the in-person voting at the annual business meeting.

The Elections Committee shall provide to the Membership Committee a list of those members who voted absentee at least two weeks prior to the conference.