



Alaska Association Of Municipal Clerk's

Guide to Chairing a Committee



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Greetings Chairs!

The Executive Board is very excited to welcome you to your position chairing one of our many committees. Volunteers like you make it possible for AAMC to offer so many great opportunities to our membership.

The goal of the Executive Board is to enlist the many talented Clerk's within the organization to help continue serving our membership to the best of our abilities. This handbook was developed to help guide you in your responsibilities as a chair and give direction of where to locate other resources that will assist you in your role.

Thank you for your willingness to help the Alaska Association of Municipal Clerk's by chairing a committee.

Sincerely,

The Executive Board

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About AAMC

Mission Statement

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, provides networking solutions, services and benefits to its members.

Objectives / Goals

AAMC aims to recognize and promote the professionalism of the municipal clerk's office in Alaska by offering training and networking programs.

Responsibilities

The roles of a chair will vary depending on the needs of the committee; the following are consistent in all committees.

Arrange committee meetings

It is important that committee meetings be conducted throughout the year. In consideration of the size of our state and difficulty gathering meetings are conducted via teleconference. The teleconference schedule is managed by the AAMC President. Prior to scheduling a meeting contact the President to make sure the line is available.

Prepares meeting agendas

What meeting is complete without an agenda? Having an agenda in advance of the meeting prepares committee members for what tasks need to be accomplished during your meeting.

Delegates responsibilities to committee members

The purpose of having a committee is to share the responsibilities, so please remember your members are there to help you!

Involves members in decision making

Often times your committee is going to make recommendations to the Executive Board, it is very important to give your members every opportunity to weigh in on matters.

Reports committee work to the Second Vice President

The Executive Board likes to know what is happening within your committee, often time the actions of one committee affects what is taking place in another committee. If the Executive Board is aware of committee activities a duplication of work can be prevented or it will help identify when something needs to be assigned to a committee.

Keeps a record of committee activities

What else can you say, were Clerk's and we know how important tracking history is to any organization.

Meeting deadlines

Some committees may only need to meet once or twice a year; however, if you have an active committee it is recommended that you meet at least quarterly. You should have your meeting early enough each quarter so that an update can be sent and included in the Oracle. Keeping the membership engaged and informed is our goal.

Resources

AAMC Website

The AAMC website offers a great deal of information that will help you not only as a Committee Chair, but also as a Municipal Clerk. The following items are available for review or download on the website at www.alaskaclerks.org.

- AAMC By-Laws
- Policies and Procedures (Broken down to define the roles of the Executive Boards and **Committees.**)
- AAMC Handbook – a great tool for all municipal clerks.

AAMC Teleconference Information

Committees meet by teleconference. Please contact the AAMC President to verify if the phone line is available. Please use the following instructions for teleconferences:

- Everyone attending the meeting dials the number: 1-855-257-8693.
 - Committee chair starts the meeting by using the moderator pin: 3601833
 - Members join the meeting by using the participant pin: 7507902