



IIMC COMMITTEE VOLUNTEER APPLICATION 2018

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

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

To be considered for the 2018-2019 Committee assignments, your application must be received by IIMC Headquarters no later than **JANUARY 14, 2018**.

Place
Postage
Here

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

IIMC STANDING COMMITTEES

Budget and Planning

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

Conference

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

Education and Professional Development

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

Elections

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

International Relations

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

Legislative

The Committee monitors and reviews national and international legislation and trends pertinent to the Municipal Clerk profession and provides reports when needed regarding new legislation and trends.

Membership/Mentoring

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

Policy Review

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

Public Relations/Marketing

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

Records Management

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

Research & Resource

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

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

**DEADLINE TO SUBMIT A
COMMITTEE APPLICATION TO
IIMC HEADQUARTERS IS
JANUARY 14, 2018**



IIMC COMMITTEE APPLICATION FORM -- 2018

Name _____ Title _____

Municipality _____ Phone _____ FAX _____ E-mail _____

Address _____

City _____ State/Province/
Country _____ Postal/
Zip Code _____

Years as a Municipal Clerk _____ Years as a Deputy Clerk _____ Years as an IIMC Member _____

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

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

What is the population of your municipality? _____

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

Which Committee(s)? _____

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

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

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

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

1. _____ 2. _____

3. _____ 4. _____

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

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

Deadline: January 14, 2018

signature

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

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

E-mail: hq@iimc.com

Committee Volunteers Needed

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

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

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

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

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