



2010 - 2011 CMCA Goals – Work Plan

**Brenda Madison, President
 Laura Bauer, Vice-President**

1. **Continue expanding educational opportunities to Municipal Clerks by:**
 - a. **Examining ways to link members to new or alternative training opportunities**
 - b. **Go forward with the use of webinars and on-line courses for training.**

<u>Responsible</u>	<u>Completion Date</u>
Board	Ongoing
Education Committee	
Institute Director	

2. **Continue developing a strong relationship with IIMC through communication with the Board and Executive Director and participation on committees.**

<u>Responsible</u>	<u>Completion Date</u>
Board	Ongoing
IIMC Liaisons	
General Membership	

3. **Continue working through and with the IIMC Board and Executive Director to improve quality of education.**

<u>Responsible</u>	<u>Completion Date</u>
Board	Ongoing
Education Committee	
Institute Director	
IIMC Liaisons	

4. **Codify the CMCA Boards and Commissions Handbook**

<u>Responsible</u>	<u>Completion Date</u>
Directors	June 2010
Committee Chairs/Vice-Chairs	and Ongoing

5. **Continue upgrades to the CMCA website.**

<u>Responsible</u>	<u>Completion Date</u>
Website Committee	June 2010
Marketing Committee	and Ongoing

6. **Establish a new standing committee called “Marketing Committee” to help finance CMCA projects.**

<u>Responsible</u>	<u>Completion Date</u>
Marketing Committee	June 2010
Website Committee	and Ongoing
Ways and Means Committee	
Communiqué Committee	

7. **Update and consolidate the informational booklets provided by Colorado Municipal League that relate to the Municipal Clerk profession.**

<u>Responsible</u>	<u>Completion Date</u>
Vice President	August 2010
Ad Hoc Committees	

8. **Acquire Copyright for new RIM-ERM Toolkit.**

<u>Responsible</u>	<u>Completion Date</u>
Kathryn Young	June 2010
Records Management Committee	

9. **Continue Ad-Hoc Committee to review and revise the CMCA By-laws.**

<u>Responsible</u>	<u>Completion Date</u>
Kathryn Young	August 2010
Past Presidents (Amy Phillips, Nancy Vincent, Cindy Morse)	