

COLORADO MUNICIPAL CLERKS' ASSOCIATION MISSION STATEMENT

The mission of the Colorado Municipal Clerks' Association is to educate municipal clerks and promote a better understanding of the function and responsibilities of the profession.

2007/2008 Goals and Objectives

- Continue to expand education opportunities to clerks by:
 - Examining ways to link members to new or alternative training opportunities. (For those who cannot attend traditional class-room training)
 - Exploring and gathering information about use of webinars/online courses for training.
- Pursue increasing IIMC credit for attendance at CMCA On-The-Road Workshops and the Annual Conference. (The membership approved at the November 2006 General Meeting to approve funds and authorize a letter to be sent to invite Mohammad Eftekhari, Ph.D., IIMC Director of Education/Research to the CMCA/CGFOA/Regional VIII 2007 Conference and Regional meeting)
- Pursue and implement an Associates Degree for Clerks
- Explore feasibility of broadening education sessions at the Annual Conference to reach out to other associations where clerks perform additional duties such as municipal court and human resources.
- Develop new member packet.
- Research Educational standards including information regarding a Colorado Municipal Clerk State Certification program.

2006 Goals and Objectives

- Increase awareness that the Master Municipal Clerks academy program has been modified. A Bachelor's Degree is no longer required to obtain your MMC designation provided you have 15 years of experience as a municipal clerk. The length of time before you can apply for your next sustaining level has been reduced from 2 years to one.
- Continue to expand education opportunities for clerks by:
- Examining ways to link members to new or alternative training opportunities to bring education to those clerks who are unable to leave their office.
- Exploring and gathering information about Wyoming's use of webinars for training purposes to see if it is a viable alternative to classroom training for CMCA members.
- Creating a curriculum for a Nuts and Bolts II Workshop – a goal that the Education Committee is currently working on.
- Pursue increasing IIMC credit for attendance at CMCA On the Road workshops and the Annual Conference.
- Pursue and implement an Associates Degree for Colorado clerks.
- Explore the feasibility of broadening education sessions at the Annual Conference to reach out to other associations where clerks perform additional duties such as municipal court and human resources.
- Develop new member packet a goal that the Membership Committee is currently working on.

2005 Goals and Objectives

- Work with CML to review election statutes for potential amendments and clarifications.
- Review and clarify Contract for Services with Administrative Alternatives (Kathy Barta)
- Review process for nominating individuals for CMCA Awards with the goal of increasing participation and simplifying the nomination process and for developing a system to insure recipients are present, whenever possible, at the Annual Conference to receive their awards.
- Maintain high quality educational opportunities for Clerks in all regions of the state.
- Establish Executive Board liaisons with CMCA Committees.
- Create a Quill Award Nomination Committee and submit a Colorado Clerk's name for this award.
- Issue a Request of Proposal to Colorado communities for site selection for the Region VIII Conference in 2007.

2004 Goals and Objectives

- Continue to expand the educational opportunities to all Municipal Clerks. Begin the process of bridging these educational opportunities to County Clerks.
- Update Clerks Handbook relative to the International Institute of Municipal Clerks (IIMC) assessment guidelines.
- Maintain the accuracy of and accessibility to membership list. Continue to consolidate the various e-mail lists into one master list.
- Increase membership in CMCA by 5%.

2003 Goals and Objectives

- Continue and expand educational opportunities to all members in all geographic areas.
- Increase communication to members through the Communiqué and Web site.
- Update Clerk's Handbook/CML.
- Ensure accuracy of and accessibility to membership list/labels/directory
- List Serv access for CMCA Clerks

2002 Goals and Objectives

- Continue and expand educational opportunities to all members in all geographic areas.
- Increase communication to members through the Communiqué and Web Site.
- Update Clerk's Handbook.
- Ensure accuracy of and accessibility to membership list/labels.

2001 Goals and Objectives

- Provide educational opportunities for members in every district of the state by completing the foundation of Train the Trainer program, including training of additional trainers from strategic locations throughout the state. Maintain high-quality educational programs.
- Maintain consistency of association by creating activity calendars of "to dos" for officers and committee chairs.
- Reduce mailing costs by placing current issue of the Communiqué on the CMCA Web Page for members with computer capability to access.
- Re-channel Public Relations function of Communiqué editor to Web Page Committee so news releases can be added to the Web Page and distributed to other agencies.
- Increase membership by sending first issue of the Communiqué to all Colorado municipal clerks and by mailing membership brochure in follow-up to non-member clerks.

2000 Goals and Objectives

(CMCA continued work toward the 1999 Goals in 2000. No new goals were set)

1999 Goals and Objectives

- Increase involvement in CMCA at all levels. Bring in new members, continue to provide education to all, reach out to get involved.
- Act on information received in survey conducted in 1998 to meet member's needs.
- Have "Train the Trainer" program ready to go on the Road in 2000.
- Determine the future of the Annual Conference if not held with CGFOA
- Increase vendor participation in Annual Conference.
- Continue building partnership with County Clerks' Association started in 1998.
- Continue publication of annual report and distribute to CML, IIMC and other agencies.
- Update Policy and Committee handbook annually.

1998 Goals and Objectives

- Increase awareness of advanced educational opportunities to Clerks who have earned a CMC.
- Capitalize on the opportunity to train Clerks to teach other clerks through the educational programs offered by CMCA.
- Include Train the Trainer program in the Institute curriculum.
- Assist in providing better awareness of the organization's goals and objectives.
- Request input in Communiqué
- Include a copy of CMCA's current year goals in the Communiqué.
- Implement a "new member" information packet for distribution to potential new members:
 - Bylaws
 - Budget
 - Brochure
 - Minutes
 - Communiqué
 - On the Road Workshop Packets
- Conduct a survey of current members -
 - How are we doing?
 - What are your needs?
 - What kinds of programs would you like to see?
 - Incorporate results in annual report.
- Reach out to partner with other organizations that CMCA interacts with -
 - Liaison program? (DOLA, ARMA, CGFOA, CAMTA, CAMCA, etc.)
 - Assign a Director to be CMCA's representative with the County Clerks.
- Establish procedures for update and amendment of the Policies and Procedures Handbook.
 - Include Historian
 - Assign Director
 - Report progress/completion in November 1998
- Continue publication of the annual report - distribute to CML, IIMC and other agencies.

1997 Goals

- Implementation of the findings of the Institute Task Force.
- Implementation of a program for increased membership in CMCA.
- Review the 1996 Scholarship fund raising efforts.
- Continue to address legislative issues.
 - Specific work on changing Caucus Day away from April Municipal Elections.
- Continue to offer educational opportunities through CML Annual Meeting, On the Road Workshops, Institutes and the Association's Annual Conference.
- Encourage membership attendance at the programs offered.
- Implementation of any approved measure on CMCA Bylaws at the 1996 Annual Conference Annual Meeting.

1996 Goals

- Establish a Task force to review the curriculum of the Colorado Municipal Clerk's Institute.
- Review the committee structure of the Association and define the roles of the Chairs and Board members.
- Completion of the Committee Chair and Board Handbook.
- Review avenues to increase the membership of CMCA.
- Continue to offer educational opportunities through CML Annual Meeting, On the Road Workshops, Institutes and the Association's Annual Conference.
 - Encourage membership attendance at the programs offered.
- Increase awareness of CMCA Scholarship Programs.
- Review how Association raises funds for Scholarships.
- CMCA Bylaws reviewed with specific recommendations on Board structure, membership structure, and establishment of policies and procedures manual.
- Establishment of Legislative Issues Task Force to keep membership apprised of legislative issues affecting out functions a municipal clerks and our municipalities.
- Reinstate the Historian position as part of the Records Management Committee

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