

EDUCATION COMMITTEE

PURPOSE: The Education Committee is responsible for planning the educational sessions at the following:

Colorado Municipal League Annual Conference (June)
CMCA Annual Conference (November)
Colorado Institute for Municipal Clerks (July)
Master Municipal Clerks Institute (September)
On-the-Road Workshops (April through October)

RESPONSIBILITIES:

1. Identify educational content for various conferences and workshops.
2. Obtain speakers, presenters, and panelists.
3. Arrange for any required materials/audiovisual equipment for sessions.
4. Chair serves on Annual Conference Committee and Site Selection Committee. (See specific sections in Handbook on the process for both of these committees)
5. Work with Institute Director, Colorado Municipal League and Conference Committee in establishment of programs. Work with Train the Trainer Subcommittee to establish On the Road Workshops for the year.
6. Review, at least biennially, the policies, procedures, guidelines, and regulations governing the activities of the committee and recommend updates and changes to them to the Executive Board.

NUMBER OF COMMITTEE MEMBERS: Five. (This number serves only as a guideline for the committee chair. The chair may appoint any number of members necessary to carry out the responsibilities of the committee.)

REPORTS REQUIRED: Written reports are created for the business meetings held at the Colorado Municipal League Conference and at the Institute in July. If no significant events have occurred between the dates of these meetings, the same report may be submitted at each. Another written report, including all activities for the year, is created for the business meeting held at the Annual Conference. Reports for all CMCA meetings should be sent, in duplicate, to the Secretary prior to the meeting. The original of all reports will be preserved by the Historian.

Announcements of workshops and programs for all educational offerings should also be transferred to the Historian.

EDUCATION COMMITTEE (cont)

SPECIFIC ACTIVITIES:

MEETING SCHEDULE

The Education Committee should meet in January to plan Education Sessions throughout the year. The CMCA Board holds a transitional meeting in January as well. It is advised to schedule the meetings together to condense travel for members attending both meetings. Topics to Review would be:

- Finalization of Section Meetings for CML Conference. (Request from CML for information is received in late November)
- Review with Train the Trainer Subcommittee for establishing On The Road Workshops for the year.
- Preliminary Planning and Assignments to Committee members to establish program for Annual Conference.
- Review of Programs for both Institutes (invite Institute Director to attend)

Joint meeting with Conference Committee: On the morning prior to CMCA's transitional meeting, CMCA and CGFOA Annual Conference Committee meets with the previous year's committee to review the November conference and start planning for the current year. The Education Committee Chair serves on this committee.

CMCA Transitional Meeting: The Board and Committee Chairs, out-going and incoming, will meet to review, plan and set goals for the upcoming year.

Other meetings of the Education Committee should be scheduled as seen necessary by the Chair in the planning and finalization of programs for the year.

TRAIN THE TRAINER/ON THE ROAD WORKSHOPS

On the Road Workshops specific to elections, records management, liquor licensing and the nuts and bolts operations of a Municipal Clerk's office are established throughout the State by the Train the Trainer Subcommittee.

Fees to be charged for On the Road Workshops are \$10.00 for CMCA members; \$25.00 for non-members. The non-member fee no longer includes a CMCA membership. Group rates for non-members are \$25.00 for the first four attending, 5 or more \$10.00 a person. The host and a second person from a municipality will get free registration for the workshop they are hosting.

The Train the Trainer Subcommittee works with the Education Committee to coordinate and schedule On the Road Workshops on an annual basis. During the January meeting, educational opportunities for the coming year will be reviewed.

The Train the Trainer Subcommittee prepares a schedule of On the Road Workshops, publishes the schedule in the Communiqué, and posts it on CMCA's website. The subcommittee coordinates the workshops (scheduled between April and October of each year) with trainers and host communities. In addition, certification of new trainers is conducted when necessary and based upon guidelines established by the subcommittee. The Subcommittee on an annual basis considers updates to existing curriculum, as well as consideration of new curriculum (finalizing curriculum by the end of March). Non-Certified clerks will be allowed to participate in the Train the Trainer program as an associate instructor.

ANNUAL CONFERENCE PROGRAM

The Education Committee is responsible for the establishment of the Clerk's section meetings at the Annual Conference. The Education Committee Chair serves on the Annual Conference Committee, along with the President, Vice President, and Past President of CMCA. The Committee members help find speakers, panelist, and have specific assignments for moderating the sessions at the conference. Refer to Annual Conference section to review timetables and responsibilities.

INSTITUTE PROGRAMS

The Education Committee works with the Institute Director in the establishment of the Programs for both Institutes. The Colorado Municipal Clerks Institute held in July is established on a three-year cycle to meet all the criteria established by IIMC for institute training. Therefore, the topics have been established and the Institute Director may need input from the committee on specific speakers. Additionally, input will be needed for the Master Municipal Clerks Institute held in September. Although there are no specific criteria, areas are looked at on management topics and specific advanced training in the clerk's profession.

BUDGET:

Refer to current budget for committee allocation amount.

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