

## COMMUNIQUE

**PURPOSE:** The purpose of the Communique Committee is to create/edit and distribute the bi-monthly Communique.

### **RESPONSIBILITIES:**

1. Solicit persons to write regular feature articles for each issue of the Communique.
2. Distribute copies of the Communique to every member of CMCA and to the following:

International Institute of Municipal Clerks  
Colorado Municipal League  
IIMC Region VIII Directors  
IIMC Region VIII State Association Presidents

Email the newsletter to the Association's Web Page Committee and then e-mail a link to those on the mailing list who have e-mail. Hard copies should be mailed to those who do not have e-mail.

3. Promote Municipal Clerks Week through the Communique.
4. Solicit and bill advertisers for the Communique
5. 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:** The Communique Committee may recruit members of the executive board, the district representatives and any other persons as necessary to serve as reporters for the Communique.

**REPORTS REQUIRED:** Written reports are created for the business meetings held at the Colorado Municipal League Conference and at the CMC Institute. 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.

Copies of each issue of the Communique should also be transferred to the Historian.

## **Communique (cont)**

### **SPECIFIC ACTIVITIES:**

1. Create six issues of the Communique for distribution in February, April, June, August, October, and December.
2. Identify the cutoff dates for submitting articles to each issue of the Communique
3. Solicit advertisers for Communique to defray costs of publication, bill them, and forward the money on to the Treasurer. Quarter page ad: annual rate - \$200 or \$50 per issue. (see Transition Meeting Minutes 1/22/99). This duty may be shared by the Ways and Means Committee
4. The Web Site, Membership and Communique Committee will coordinate with Kathy Barta to maintain a consistent e-mail address list.
5. Notification that a new edition of the Communique is available on the CMCA Web Site shall be sent to all Municipal Clerks in the State, regardless of membership status
6. The standard method of distribution for the Communique shall be via a link to the CMCA Web Site. An email notification shall be sent out once the new edition is posted to the site. Any municipality not having electronic access will be provided with a hard copy of the newsletter/
7. Keep a standard column to release dates of upcoming workshops around the State.
8. Standard column of new CMCA members and transitions. This information should come from the Membership Committee.
9. Work with the Web Page Committee to link Communique issues to CMCA website.
10. Promote Municipal Clerks Week through the Communique.
11. Publish article from the President regarding changes to IIMC Master Municipal Clerk Academy program.

### **BUDGET:**

Refer to current budget for committee allocation amount.

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