

## **VOLUNTEER FOR CCMFOA COMMITTEE POSITIONS**

Following is the list of CCMFOA Committees and a description of what the Committee does. Please consider serving on a CCMFOA Committee for the 2010-2011 year. We need you!

**Education/Program Planning Committee** – chaired by the CCMFOA Vice-President, this committee's membership includes three members of the Board of Directors, and five members-at-large. This committee meets in March, June and November of each year in Wichita to plan the education programs for CCMFOA— Pre-Conference, Spring Conference, Institute, Academy and hosting of IIMC Region VII Meetings. The Institute Director is an ex-officio member.

**Education/Certification Committee** – chaired by the CCMFOA Vice-President, this committee's membership includes three members of the Board of Directors and five members-at-large who are CMCs or MMCs. This committee assists fellow clerks to answer questions regarding the Certification or MMC application/ process during a scheduled session at the spring conference. The Chair also sends letters of congratulations to new MMCs and letters of congratulation to new CMCs, including recognition of the governing bodies and city administrators for supporting the education programs of CCMFOA and for their continued support of continuing education.

**Hospitality Committee** – this committee is responsible for providing entertainment, beverages, and/or food for social hours and/or receptions unless these items are to be provided as part of a program activity. The committee oversees the manning of the hospitality room when it is open during Spring Conference, and Certification Institute/Academy.

**Legislative Committee** – this committee is responsible for monitoring state and federal legislation that affects Municipal Clerks and Finance Officers and to propose legislation and/or coordinate efforts for or against such legislation consistent with the legislative goals and policies of the League of Kansas Municipalities, IIMC and CCMFOA.

**Manual & By-laws Committee** – this committee is responsible for reviewing the Association's by-laws and handbook, submitting recommendations to the Board of Directors, and publishing changes.

**Membership/Mentoring/Regional Committee** – chaired by the CCMFOA Treasurer, this committee's membership includes one or two representatives from each region. This committee encourages CCMFOA membership and involvement. The regional committee members also coordinate gatherings to bring City Clerks and Municipal Finance Officers together on a regional basis for local networking and sharing of information.

**Newsletter/Publicity Committee** – this committee is responsible for coordinating and publishing the Association's quarterly newsletter--WINGS.

**Nominating Committee** – this committee is comprised of two past presidents and a member-at-large. The committee is responsible for selecting a slate of officers and directors from the Association membership for election during the annual spring conference.

**Silent Auction/Promotional Sales Committee** – this committee is responsible for coordinating the annual Silent Auction in conjunction with CCMFOA's booth at the League of Kansas Municipalities annual conference and oversees the sale of CCMFOA promotional items.

**Historian/Archive Committee** - this committee is responsible for reviewing and maintaining all documents of the Association for records retention and historical preservation.

If you are interested in serving on any of the CCMFOA committees please fill out the following application form and return it to Marian Cook, City Clerk, 8500 Santa Fe Drive, Overland Park, KS 66212. You can also email to [Marian.Cook@opkansas.org](mailto:Marian.Cook@opkansas.org) or fax to 913-890-1151.

**APPLICATION TO SERVE ON A CCMFOA COMMITTEE 2010/2011**

Get involved in CCMFOA Develop your leadership/interpersonal skills.  
You also earn Professional/Social Contribution points toward your MMC.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Cell No. \_\_\_\_\_ E-mail \_\_\_\_\_

Please pick three in order of preference 1-3.

- Education/Program Planning Committee
- Education/Certification Committee
- Hospitality Committee
- Legislative Committee
- Manual & By-laws Committee
- Membership/Mentoring/Regional Committee
- Newsletter/Publicity Committee
- Nominating Committee
- Silent Auction/Promotional Sales Committee
- Historian/Archive Committee

(Please check all that apply)

New Clerk  Seeking CMC  CMC  Seeking MMC  MMC  
Certification Institute 2009:  Year 1  Year 2  Year 3

How many years of service in city government? \_\_\_\_\_

City Classification:  City of 1<sup>st</sup> class;  City of 2<sup>nd</sup> class;  City of 3<sup>rd</sup> class

Return to Marian Cook, City Clerk, 8500 Santa Fe Drive, Overland Park, KS 66212; fax it to me at 913-890-1151; or email it to Marian.Cook@opkansas.org.

Additional forms will be available at the spring conference and applications will be accepted through Friday, March 12, 2010.