

# Missouri City Clerks and Finance Officers Association

[moccfoa.org](http://moccfoa.org)

## 2016-2017 COMMITTEE & CHAIR STATEMENT OF INTEREST

<b>Name:</b>	<b>Title:</b>
<b>City:</b>	<b>Telephone:</b>
<b>Address:</b>	<b>Division:</b>
<b>Email Address:</b>	

**Number in priority order the Committee(s) you are interested in serving on:**

_____	Audit Committee	_____	Membership/Mentoring Committee
_____	Budget Committee	_____	Newsletter Committee
_____	Bylaws Committee	_____	Certification Committee <i>(Continuing MRCC required)</i>
_____	Education Committee	_____	Outstanding City Clerk Committee
_____	Historian Committee	_____	Scholarship Committee
_____	Legislative Committee	_____	Silent Auction Committee
_____	Life Member (Circle of Friends)	_____	Technology Committee

**Are you interested in serving as a Committee Chair for 2016-2017?**       **Yes**       **No**  
 If yes, which committee do you want to chair?  
 If you previously served on this committee, state when:

**Have you served as a Committee Chair on other MoCCFOA committees?**       **Yes**       **No**  
 If yes, give a brief explanation of your success while serving as Committee Chair:

**MoCCFOA Retreat:**  
 The MoCCFOA Retreat will be held on Saturday, June 11<sup>th</sup>, at the Holiday Inn Executive Center in Columbia. It is not required but is very important for Committee Chairs to attend the retreat. The retreat provides training for the Committee Chairs and a time to plan as a group for the upcoming year. The retreat serves as an excellent opportunity to become familiar with the role of a Chair and get information on the committee from the prior Chair. All retreat expenses are the responsibility of the attendee.

Would you be able to attend the retreat?       **Yes**       **No**       **Not Sure**

By completing this form, you will assist me in selecting clerks that have a desire to serve on MoCCFOA Committees and serve as Committee Chairs. It is important for the success of our organization to know everyone's interest, desires, and abilities in this process.

**Return Forms by April 1, 2016 as follows:**

- Forms can be given to me or turned in at the registration table at the Spring Institute
- You can mail or email your form to me as noted below

**Thank you for your willingness to serve the Missouri City Clerks and Finance Officers Association.**

*Betty Montaño*  
 Incoming President  
 City of Kirkwood  
[montanbk@kirkwoodmo.org](mailto:montanbk@kirkwoodmo.org)  
 139 South Kirkwood Road  
 Kirkwood, MO 63122  
 (314) 822-5802

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## 2016-2017 COMMITTEE DESCRIPTIONS

**Audit:** Insure all monies received are properly recorded and deposited, all expenditures are accurate and properly recorded, bank statements are reconciled with the Treasurer's records, President and Treasurer are appropriately bonded, and assure all financial records are kept in a neat and orderly manner.

**Budget and Finance:** Chaired by the MoCCFOA Treasurer. Prepare a balanced budget for the next fiscal year running May 1<sup>st</sup> through April 30<sup>th</sup>. The completed budget is submitted to the President with a written statement. Proposed budget is submitted to the members at the Spring Institute for approval.

**Bylaws:** Review the Bylaws for potential problems or changes. Recommendations are submitted to the full membership for approval.

**Certification:** Stand-alone committee consisting of clerks with a minimum of "Continuing MRCC" designation and minimum of five years of service in the organization. Members must have served either on the Education Committee or Executive Board prior to appointment. Committee consists of seven members, one of which shall serve as the Committee Chair and must be a Missouri Professional City Clerk (MPCC). Initial appointments will be two members for four one-year, two members for two years, and three members for three years. Reappointments will be three-year terms. The Committee assists the University Education Director with applications for certification and review Certification Progress Plans, which are part of the certification process and outlined in the Standing Rules.

**Education:** Plan, coordinate, and implement training sessions for the MoCCFOA Spring Institute, MML Conference, in conjunction with the liaisons from the Missouri Municipal League and an IIMC approved university and Fall Regionals.

**Historian:** Responsible for all historical records of the Association. Committee shall obtain articles and/or pictures regarding the organization and its members and keep records of minutes and other hard copy documents as appropriate.

**Legislative:** 1) Study and evaluate proposed legislation that may affect city clerks, finance officers or municipalities; 2) Identify and develop legislative positions on issues of concern to the city clerks, finance officers or municipalities; 3) Monitor legislation proposed on behalf of the city clerks and finance officers; 4) Effectively lobby on behalf of city clerks and finance officers, including appearing before legislative bodies in support of or in opposition to the proposed pending legislation; 5) Work closely with the Missouri Municipal League in conjunction with the MoCCFOA representatives to the MML Board. Membership shall include representatives from all classes of cities.

**Membership/Mentoring:** Contact new clerks and clerks that are not members and encourage them to join the Association by giving them information about the benefits of membership. Welcome and give assistance to new city clerks and new members throughout the year and plan activities for first-time attendees at the Spring Institute.

**Newsletter:** Gather news, prepare and send quarterly newsletter to all members of the Association and post on website.

**Outstanding City Clerk:** Promote and publicize the award, encourage nomination and distribution of nomination forms upon request, review nominations to verify that nominees have met the minimum requirements.

**Oversight Committee:** Comprised of one representative from each division whose name is to be submitted by the Division to the President for consideration and appointment. Must verify that the organization is receiving services from the University as outlined in the approved contract. Audit the University's accounting at the conclusion of each conference by reviewing the bills (hotel, speakers, supplies, etc.) and money received for registration and sponsorships. The President and Oversight Committee Chair will not sign off for payments until the committee is satisfied that all obligations have been met. In order to preserve continuity with the Oversight Committee, the Chair of this committee shall not be limited to one year.

**Public Relations Committee:** Comprised of two members of each division who have been elected by their division. Assign members to attend Board or Council meetings to present city clerks with their certification designation in the presence of the elected officials. Keep open communications with IIMC and increase elected officials' awareness of the Association's educational programs and work ethic within the organization.

**Life Member "A Circle of Friends":** Keep in contact with retirees of the Association and invite them to the annual conference banquet, determine if a member qualified to receive a Life Membership Certificate and retirement pin, make appropriate arrangements for the presentation of the retirement pin and Life Membership Certificate to the retiring member. Division Directors are responsible for notifying the committee and President of any pending retirements.

**Scholarship Committee:** Award scholarships to qualified applicants to attend the MoCCFOA Spring Institute, New Clerks' Conference and Regional Conferences.

**Technology Committee:** Responsible for all technological facets of the organization including, but not limited to , creation and maintenance of a website, updating the membership directory, and making technical assistance available to members.