

# Missouri City Clerks and Finance Officers Association

---

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

## 2018-2019 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.

**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 is 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.

**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:** Comprised of one representative from each division whose name is to be submitted by the Division to the President for consideration and appointment. Members 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:** 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.

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

**Silent Auction:** Responsible for running the Silent Auction Booth at the MML Conference. Responsibilities include soliciting donations from regular and associate members and manning the booth at the exhibit hall during the MML conference.

**Technology:** 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.