

Missouri City Clerks and Finance Officers Association

moccfoa.org

2026-2027 COMMITTEE MEMBER & COMMITTEE CHAIR STATEMENT OF INTEREST

Name:	Title:
City:	Telephone:
Address:	Division:
Email Address:	

Deadline for Forms: March 31, 2026

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

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

Public Relations and Oversight Committee Members are appointed by Divisions

Are you interested in serving as a Committee Chair for 2026-2027? **Yes** **No**

If yes, which committee would you like 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:

Annually, we hold the MoCCFOA Retreat at the Holiday Inn Executive Center in Columbia; **all Committee Chairs are asked to attend**. The retreat is an excellent opportunity for Committee Chairs to gain insight and help create a vision for the future of the Association. This will be a time to brainstorm and plan as a group for an exciting and successful upcoming year. This year's retreat is scheduled for Saturday, May 2nd and Sunday, May 3rd, 2026.

Are you able to attend the retreat May 2-3, 2026, in Columbia, MO? **Yes** **No**

Committee Chairs / Committee Members – please email, fax or mail your form, or they may be given to me or turned in at the registration table at the Spring Institute. (Deadline: March 31, 2026)

By completing this form, you are noting your desire and commitment to serve on MoCCFOA Committees as a member or as Committee Chair. It is important for the success of our organization to know everyone's interest, desires and abilities in this process.

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

Melissa Mattson

Melissa Mattson, MMC, MPCC
 President-Elect
 Deputy City Clerk

mmattson@albanymo.net

City of Albany
 106 E Clay St.
 Albany, MO 64402
 (660)726-3935 phone / (660)726-5823 fax

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COMMITTEES DESCRIPTION

Audit: The Audit Committee is responsible for making sure all monies received are properly recorded and deposited, all expenditures are accurate and properly recorded, bank statements are reconciled with the treasurer's records, appropriate bonding for all officers and assuring that all financial records are kept in a neat and orderly manner. The Audit Committee shall perform quarterly reconciliation of the Association's bank statements to assure accurate record keeping.

Budget and Finance: Chaired by the MoCCFOA Treasurer, duties consist of preparing a balanced budget for the next fiscal year that runs from May 1 through April 30. The completed budget is submitted to the President with a written statement. At the Spring Institute, the proposed budget is submitted to the members for approval.

Bylaws: The objective of this committee is to review the bylaws for potential problems or changes. Recommendations are submitted to the full membership for approval.

Certification: The Certification Committee is a stand-alone committee consisting of clerks with a minimum of "Continuing MRCC" designation and a minimum of five (5) years of service in the organization. Members must have served either on the Education Committee or Executive Board prior to appointment to the committee. The committee shall consist of seven (7) members, one of which shall serve as the Committee Chairman and must be a Missouri Professional City Clerk (MPCC); each serving a term of three (3) years. The role of the Certification Committee is to review and approve applications and award certification.

Education: This committee shall plan, coordinate and implement the training sessions for the MoCCFOA at the annual Spring Institute, the Fall MML Conference, the Fall Regional Conference and Region VII Conferences, in conjunction with the liaisons from the Missouri Municipal League and an IIMC approved university.

Historian Committee: Responsible for all historical records for the Association. This 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.

Membership: This committee contacts new clerks and clerks that are not members and encourages them to join the association by giving them information about the benefits of membership. The committee works with the Treasurer to track non-renewals, retiree replacements and encourages them to renew their membership. They maintain a comprehensive list of all cities in Missouri and work with the Division Directors to contact non-member cities, city clerks and other eligible employees and invite them to join MoCCFOA.

Mentoring: The objective of this committee is to welcome, give assistance and mentor new city clerks and new members throughout the year along with planning activities for first time attendees at the spring institute. The committee develops ways to welcome new members such as: contacting new members by phone or email periodically, along with creating and distributing welcome packets. They introduce them to MoCCFOA and what it has to offer. In conjunction with the Division Directors, they work to inform them of and meet with them at various training sessions, meetings and conferences.

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Newsletter: This committee is responsible for gathering news, preparing and distributing the quarterly newsletter to all members of the Association in the months of January, April, July and October, and to forward to the Technology Committee to post the newsletter on the Association's website.

Outstanding City Clerk: Committee duties include promotion and appropriate publicity of the award, to encourage nominations and distribution of nomination forms upon request. The committee is responsible for reviewing nominations to verify that nominees have met the minimum requirements.

Oversight Committee: This committee is comprised of one representative from each division whose name is to be submitted by the Division to the President for consideration and appointment by May 1st of each year. The main responsibility of the committee is to verify that the organization is receiving services from the University as outlined in the approved contract. At the conclusion of each conference the committee will audit the University's accounting by reviewing the bills (for the hotel, speakers, supplies, etc.) as well as the money received for registration and sponsorships. The President and Oversight Committee Chairman 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 Chairman of this committee shall not be limited to a one-year term. The choice of Chairman is solely the responsibility of the President.

Public Relations Committee: This committee shall consist of at least 2 members from each division. It will be the duty of the Committee to assign members to attend Board or Council meetings to present City Clerk's with their certification designation in the presence of the elected officials. Responsible for keeping open communications with IIMC and increasing elected officials' awareness of the Association's educational programs and work ethic within the organization.

Life Member "A Circle of Friends": The objective of this committee is to keep in contact with individuals who have been awarded life membership in the Association and to invite them to the Annual Conference Banquet. Division Directors will be responsible for notifying the committee and the President of any prospective life members. The committee shall determine if a member is qualified to receive a Life Membership Certificate and Circle of Friends pin. The committee shall make the appropriate arrangements for the presentation of the pin and Life Membership Certificate to the member. This may be done by one of the committee members or another member of the MoCCFOA as deemed appropriate.

Scholarship Committee: It shall be the responsibility of this committee to award scholarships to qualified applicants to attend the Missouri City Clerks and Finance Officers Association Spring Institute, New Clerk's Conference, Regional Conferences and other conferences and/or training opportunities approved by the members of the Association or as established in the Rules of Procedure.

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.

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