

The Virginia Municipal Clerks Association

Officers Responsibilities

President's Responsibilities

The President is the Chief Executive Officer of the Association and shall preside over all meetings. The President has the power to call special meetings, appoint special committees and the chairs of special committees, shall be an ex officio member of all committees, except the Nominating Committee, and will have such powers and duties as may be delegated by the Executive Committee consistent with the provisions of the Constitution and Bylaws.

APRIL RESPONSIBILITIES:

- During the annual conference business meeting, be prepared to support/discuss budget proposals for the upcoming year. The budget will require approval.
- Prepare Handbook/Resource Guide to be distributed at the Executive Committee meeting to all Officers, Committee Chairs, and Regional Directors.
- Prepare for presentation of plaque to the outgoing President at the annual banquet.
- Prepare brief acceptance speech to be given at annual meeting after installation of officers.
- Hold and preside over the Executive Committee meeting.
- Following the conference, write thank-you notes to the Host Clerk and any significant conference participants.
- Write all Officers, Committee Chairs, Regional Directors congratulating them on their elections/appointments and reviewing goals/charges for the year; request region meeting dates for possible attendance.
- Ask 2nd Vice President to prepare a newsletter article about the conference.
- Arrange VMCA contribution for IIMC Education Foundation.

MAY/JUNE/JULY RESPONSIBILITIES:

- Obtain IIMC list of Virginia delegates registered for IIMC Annual Conference.
- Ask an attending Clerk to arrange group dinner for Virginia clerks during the IIMC Conference.

- Ask 2nd Vice President (or an attending Clerk) to prepare newsletter article about the IIMC Conference.
- Begin planning for VMCA participation in VML and VACo Conferences held in October and November.

AUGUST/SEPTEMBER RESPONSIBILITIES:

- Make arrangements for Executive Committee meeting at the Old Dominion University Municipal Clerks Institute/Academy or other location.
- Prepare agenda for Executive Committee meeting.
- Send meeting date/time/location notice and agenda to all Officers, Committee Chairs, and Regional Directors.
- Hold and preside over Executive Committee meeting.
- Ask 2nd Vice President to prepare newsletter article about the Institute/Academy.

OCTOBER/NOVEMBER RESPONSIBILITIES:

- Finalize/confirm VML and VACo program participation by VMCA:

As applicable, follow up on VMCA sponsorship of education program, VMCA exhibit booth, Virginia products gift basket giveaway, VMCA and IIMC brochure distribution, VMCA banner display, and VMCA notepads/pencil given at education session.

- Write thank-you notes to significant “players” at the VML and VACo Conferences.
- Ask 2nd Vice President to prepare newsletter articles on VMCA programs at the VML and VACo Conferences.

FEBRUARY/MARCH RESPONSIBILITIES:

- Send letters to all Officers, Committee Chairs, Regional Directors thanking them for a successful year and requesting a report on activities for inclusion in the President’s Annual Report distributed at upcoming the VMCA Annual Conference (Mid-March deadline suggested for submission of reports).
- Prepare agenda for business meeting to be held at the upcoming VMCA Annual Conference.
- Prepare Annual Reports (for every registered conference attendee) to be distributed at the upcoming VMCA Annual Conference (approval of budget considered during business meeting).
- Prepare resolution to be presented to Host Clerk at the Annual Conference.
- Prepare farewell remarks as outgoing President for presentation at the Annual Conference.

APRIL RESPONSIBILITIES:

- Work with the Host Clerk for the VMCA Annual Conference program (welcoming remarks, etc.).
- Hold and preside over business meeting.
- Write thank-you notes to the Host Clerk and any significant conference players.

ONGOING TASKS AND RESPONSIBILITIES:

- Send congratulatory letters to Virginia Clerks achieving CMC's sustaining level memberships, or MMC's.
- Ask 2nd Vice President to communicate with potential and new members, CMC's sustaining level memberships, or MMC's.
- Encourage and delegate newsletter articles for VMCA Newsletter distribution.
- Visit regional meetings when possible.
- Remain in contact with IIMC as VMCA's Liaison.
- Be available to take phone calls and field questions from fellow VMCA members.
- Follow-up on progress of specific committee assignments.
- Attend meetings and actively participate on committees as applicable.
- Work with the Host Clerk for the upcoming VMCA Annual Conference planning.
- Keep log of activities during the year in preparation for the annual report at term's end.

First Vice President's Responsibilities

The First Vice President shall assist the President in performing the duties of the office and assume responsibility of the office in the absence of the President. The First Vice President shall automatically ascend to the office of President should that office become vacant between elections. The First Vice President shall assist the President with Virginia Municipal League and Virginia Association of Counties activities, as well as interact with other professional organizations.

APRIL RESPONSIBILITIES:

- Make list of desired goals for upcoming year.
- Make committee Chair assignments for upcoming year.
- Make regional director assignments for upcoming year.
- Work with Host Clerk on Executive Committee meeting arrangements at upcoming annual conference.
- Prepare agenda for Executive Committee.
- Send meeting date/time/location notice and agenda to all Officers, Committee Chairs, and Regional Directors.
- As a member of the Budget Committee, prepare budget proposal for the upcoming year and forward it to the current VMCA President at least 45 days prior to the annual conference business meeting for consideration.

Second Vice President's Responsibilities

The Second Vice President shall be responsible for public relations and shall serve as the liaison with the Regional Directors to maintain membership and encourage new enrollments, as well as other duties assigned by the President. Should the President and Vice President be unable to serve, the Second Vice President shall succeed to the Presidency.

APRIL/MAY RESPONSIBILITIES:

- Prepare article about the annual conference for submission to VMCA newsletter.
- Obtain biographical information from new officers. Prepare press releases announcing new officers and Clerk of the Year. Press releases are submitted to the officers'/Clerk of the Year's hometown newspaper, VML, VACo, IIMC, and other publications as appropriate.
- Prepare newsletter article about Annual IIMC Conference. If not in attendance, delegate the task to someone who was.

JUNE/JULY RESPONSIBILITIES:

- Ensure the publicity of the 2006 Institute and Academy. Information regarding the date, place, and contact information is submitted to:
 - VMCA Webmaster
 - VML—Town and City Magazine
 - IIMC—News Digest
 - VACo—County Connections
 - Virginia Review Magazine
 - Others as appropriate

OCTOBER/NOVEMBER RESPONSIBILITIES:

- Prepare article about IIMC Institute/Academy for submission to the VMCA newsletter.
- Working with the VML/VACo Task Force, prepare article on success of VMCA programs at VML and VACo conferences for submittal to the VMCA newsletter.

DECEMBER/JANUARY RESPONSIBILITIES:

- Work with host clerk of VMCA annual conference to ensure notice of conference on the IIMC website and other publications as listed herein.

ONGOING TASKS AND RESPONSIBILITIES:

- Refer to Constitution and Bylaws (Article IV) and Policies and Procedures.
- Attend Executive Board Meetings.
- Prepare, and encourage fellow clerks to prepare, articles of interest for the quarterly newsletter.
- Work cooperatively with the Treasurer to send welcome letters to all Virginia Municipal Clerks and provide information concerning education and professional development opportunities.

Treasurer's Responsibilities

The Treasurer shall establish and require compliance with procedures for the receipt, disbursement and keeping of the Association's funds and records, maintain a record of membership, and make disbursements as authorized by the President, or by the Association and/or Executive Committee. The Treasurer shall serve as Chair of the Budget Committee. The Treasurer shall convey all financial records to the succeeding Treasurer within sixty (60) days following the annual meeting.

In order to ensure maintenance of accurate financial records and a process for authorization of disbursement of funds, the Treasurer shall be responsible for the following standard procedures:

- Receive all monies due the Association; be custodian of all funds.
- Make disbursements as authorized by the President, or by the Association and/or Executive Committee.
- Submit monthly financial reports to the President, Budget Committee and Audit Committee Chair and an annual report to the membership.
- Present financial records for an annual audit prior to the annual meeting.
- Send notices of membership dues. Update permanent membership directory information, e-mail addresses, and mailing addresses; notify Web Master of all changes.
- Maintain current e-mail listing of members and those who receive newsletter notification via e-mail; notify membership via e-mail when newsletter posted on web site.
- Attend Executive Committee meetings/annual conferences.
- Chair Budget Committee; present budget to membership at annual conference.
- Seek the approval of the President and Executive Committee before paying annual conference expenses not covered by conference registration fees.

JANUARY RESPONSIBILITIES:

- Schedule a Budget Committee meeting to finalize annual budget (if possible, to coincide with Executive Committee meeting); forward a Draft Budget and supporting documentation to Budget Committee prior to meeting.
- Contact annual conference host clerk regarding financial recordkeeping for conference receipts/expenses; set up excel spreadsheet for annual conference.
- Send third/final membership renewal notices to members.

FEBRUARY RESPONSIBILITIES:

- Order an engraved gavel plaque for the outgoing President.
- Confirm 1st Vice President is obtaining Outgoing President's gift; notify of amount budgeted for gift.
- Forward all documents to Audit Committee Chair for annual audit.

MARCH RESPONSIBILITIES:

- Obtain names of all new CMC/MMC and order engraved cups/clocks.
- Forward Treasurer's report to President for inclusion in annual report.
- Finalize and forward Proposed Budget to President for inclusion in annual report.

APRIL RESPONSIBILITIES:

- Present Treasurer Report at annual conference.
- Present Proposed Budget at annual conference.

MAY RESPONSIBILITIES:

- Set up Membership Notebook for upcoming fiscal year; update non-member information using VML Directory.

JUNE RESPONSIBILITIES:

- Send Membership renewal information to members and non-members; use e-mail for current members; information letter to all non-members.

OCTOBER RESPONSIBILITIES:

- Send third/final membership renewal notices to members.

Secretary's Responsibilities

The Secretary shall be responsible for ensuring that mailing of notices for all regular and special meetings, amendments to the Constitution and Bylaws, and any other correspondence or special notices occur as necessary (The mailing can be electronic or by US mail as applicable). The Secretary shall be the keeper of the seal of the Association. She/he shall keep minutes and record the proceedings of all regular and special meetings of the Association and of the Executive Committee, and shall preserve in a permanent file all records and letters of value to the Association and its officers. She/he shall provide the President and Executive Committee with a copy of minutes of any meeting within sixty days (60) days of such meeting. She/he shall convey all Association minutes and correspondence to the succeeding Secretary within sixty (60) days following the annual meeting.

RESPONSIBILITIES:

- Prepare minutes from Executive Committee meetings held.
- Provide copy of minutes from the Executive Committee meetings to President and members of the Executive Committee.

Historian Responsibilities

- Compile historical records of the Association.
- Write a yearly history to be forwarded to the Executive Committee for presentation at the Annual Meeting.
- Maintain the Association's scrapbook.

The Virginia Municipal Clerks Association

Committee Responsibilities

Audit Committee's Responsibilities

The Audit Committee shall conduct an annual audit of the Association's financial records in sufficient time to make a written report available to members at the Annual Meeting.

When necessary, the Committee shall review the minutes of the Executive Committee and the General Business Meetings to ensure that the appropriate approval was authorized for disbursement of funds that are outside of the normal operating expenses.

Budget Committee's Responsibilities

The Budget Committee shall be comprised of the following members: Incoming President, Past President, Secretary, Treasurer, and an Association member appointed by the President. The Treasurer of the Association shall assume the chair of the Budget Committee. The Budget Committee shall be responsible to establish an annual budget for the Association. The Budget Committee shall present the budget to the President no later than thirty (30) days in advance of the annual meeting. Said budget shall be presented to and adopted by the general membership of the Association at the annual meeting.

In order to ensure maintenance of accurate financial records and a process for authorization of disbursement of funds, the Treasurer shall be responsible for the following standard procedures:

- Minutes of all Executive Committee and general business meetings shall be provided to the Audit Committee as a part of the financial records.
- A copy of Executive Committee votes/resolutions shall be referenced and made a part of the financial records for each expenditure outside normal operating expenses.
- A formal letter to each new/incoming Treasurer shall be included with the financial records. Said letter shall be prepared to transmit the checking account information with accompanying check and the certificates of deposit documentation.
- An established system delineating the status of membership dues (those paid and those outstanding).
- The financial records shall include a copy of the immediate/past audit document to verify the beginning date and account balances for the current audit.

Constitution and Bylaws Committee's Responsibilities

The Constitution and Bylaws Committee shall be responsible for reviewing the Association Constitution and Bylaws and the Policies and Procedures and shall make recommendations for amendments as necessary.

The Committee's responsibilities are:

- Developing proposed amendments to the Constitution and Bylaws as directed by the Executive Committee of the Association.
- Submitting the proposed amendments to the President of the Association by February 1 for approval.
- Submitting proposed amendments once approved by the President, to the full membership no later than March 1 for adoption at the annual meeting.

Clerk of the Year Committee's Responsibilities

The Clerk of the Year Committee shall receive nominations from the membership for this award based on the following criteria: has demonstrated extraordinary individual job performance; has been a member of the Association for at least two years; has provided innovative ideas to the Virginia Municipal Clerks Association and/or their locality; has demonstrated a commitment to professional development; has established a commitment to community involvement; and has presented a positive on-the-job attitude. The recipient of this award must be a member in good standing. Eligibility for subsequent awards per recipient shall be restricted to five (5) years following the initial award. The award will be made at the Annual Meeting.

The Committee's responsibilities are:

- Sending a letter to the head of the local governments within the state soliciting nominations for Clerk of the Year in January.
- Submitting an article in the fall issue of *For the Record* soliciting nominations for Clerk of the Year.
- Sending an e-mail or in the case where the Clerk has no e-mail address, a written letter to the VMCA members in January soliciting nominations for Clerk of the Year.
- Working with the Treasurer to have the Clerk of the Year plaque prepared to be presented to the recipient at the Annual Meeting.
- Preparing remarks for the recipient of the Clerk of the Year's presentation at the Annual Meeting.

Education and Professional Development Committee's Responsibilities

The mission of the Education and Professional Development Committee is to encourage fellow clerks to continue their personal and professional growth and development through continuing education. Details of such development opportunities shall be published in *For The Record* as appropriate.

The Committee's responsibilities are:

- The Committee shall provide input into the education activities of the annual meeting as well as serve as liaison in developing the certification courses offered at the Institute and Academy.
- The Committee shall submit an annual report within 60 days following the Institute/Academy to the IIMC Education Director as delineated in the IIMC Education Program and Certification Guide, which includes: (1) the Provider's report; and (2) the State Education Committees Annual Evaluation Form as defined by IIMC.

Newsletter Responsibilities

The President of the Association shall name the jurisdiction to be responsible for the Association's Newsletter (*For the Record*).

- The newsletter shall be published three times a year: February 15, June 15 and October 15 and shall be made available to all Association members.
- The June 15 issue only shall include membership information and shall be made available to all Virginia Clerks.
- The Newsletter editor establishes the deadline for submission of articles.
- Articles shall be submitted to the editor on disk, e-mail or other means (in addition to hard copy) to assist the editor in expediting the development of the newsletter.
- The President shall review all issues before final printing.
- All producing costs are incurred by the Association.

Nominating Committee's Responsibilities

The Nominating shall consider the qualifications of members and obtain the consent of all candidates proposed for nomination.

The Committee's responsibilities are:

- Submit article for the October issue of *For the Record* regarding upcoming vacancies of Officers.
- Submitting one name for each office to be filled.
- Coordinating with the First Vice President for his/her input in selecting an executive committee.
- Submitting a report for publication in the January issue of *For the Record* as well as present the report at the Annual Meeting. Nominations may be made from the floor; however, no name may be placed in nomination without the prior consent of the nominee.

Parliamentarian Responsibilities

The Parliamentarian shall be appointed by the President and shall interpret the Constitution and Bylaws of the Association upon request and keep members informed of changes, review all proposed amendments to the Constitution and Bylaws, and present recommendations to the Association for approval, and maintain a current file on the Constitution and Bylaws of the IIMC. The Parliamentarian shall rule on procedures to assure all actions of the Association are in accordance with Robert's Rules of Order, Newly Revised. There shall be no term limitation for the position of Parliamentarian. The Parliamentarian need not be a member of the Association.

Scholarship Committee's Responsibilities

The Scholarship Committee shall consider the financial need of members and/or localities. The scholarship shall be awarded to attend the Association's Institute or Academy.

- A scholarship shall be awarded to only one person per jurisdiction per year.
- The scholarship is nontransferable
- The scholarship shall be paid directly to the locality after the scholarship recipient has provided receipt of evidence from the event verifying his/her attendance for the full required period of time.
- Partial scholarships may be awarded in order to provide financial assistance to more clerks.
- Criteria in awarding the scholarships shall be based on: recipient must be in good standing: number of years enrolled in the Municipal Clerks Institute; years of service as Clerk or Deputy Clerk; years of membership in the Association and IIMC; and years of attendance at Association conferences.
- Association scholarships in an amount not to exceed the registration cost of one Institution attendee are available to Association and IIMC members for both the Institute and Academy.

Web Development/Web Master Responsibilities

The Web Master shall continually update the Association's website and shall be responsible for adding information as approved by the President.

- Must have good computer knowledge and skills.
- Knowledge and experience in the creation of web-based applications using Microsoft tools and technologies.
- A working knowledge of illustration, graphics and photography.
- Knowledge and experience with HTML, DHTML, Javascript and database protocols.
- Must have good English oral and written communications skills.
- Ability to work effectively with others.
- Must work closely with the VMCA Treasurer to keep the Web Directory/Handbook, mailing labels, email addresses and membership directory up-to-date.
- Plans for regular updates of pages to maintain timeliness of data.
- Reviews, spell-checks, error checks all web content prior to and after release, to maintain high level of quality of the pages.
- Performs all day-to-day maintenance of web pages and responding to e-mail about the pages.
- Writes structured, validated, and documented HTML code for ease of maintenance so that the code can be read and understood by others.
- Keeps current with HTML language and web tool developments in order to use the new features.
- Is a resource person to all VMCA members and the general public.

Regional Directors' Responsibilities

Regional Directors are appointed by the President, one to represent each of the ten regions.

Directors' responsibilities are:

- Soliciting and secure membership for the Association.
- Communicating with Clerks within their Region regarding VMCA issues.
- Promoting certification and continuing education for the Institute and Academy, as well as, provide educational opportunities at regional meetings.
- Coordinating regular meetings (monthly or quarterly) to promote networking opportunities through VMCA for Clerks to continually improve processes within their offices by learning from other Clerks throughout the region and state.
- Preparing articles for submission in VMCA's *For the Record* in January, June and October of each year.
- Preparing a Regional Annual Report to the President of the Association to be included in the conference materials for the Annual Meeting.

VIRGINIA MUNICIPAL CLERKS ASSOCIATION



GUIDELINES FOR HOSTING THE ANNUAL CONFERENCE

VMCA CONFERENCE GUIDELINES

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HOSTING A CONFERENCE

The following guidelines were developed to assist future Host Clerks with the detailed planning and timing of the VMCA Annual Conference. They are designed to be used as reference and not necessarily the absolute plan for the conference. Host Clerks are encouraged to be innovative, creative, and fiscally responsible when planning the conference.

The future Host Clerk should send a letter of request to the President of the Virginia Municipal Clerks Association stating that their locality/region would like to host a conference in a particular year. The letter of request will be considered by VMCA at the next Annual Meeting for approval.

The annual conference is held in mid-April of each year, usually during the third week of the month. Proposed dates of the conference should be submitted to, and approved by, the President and Executive Committee.

The Host Clerk will serve as the primary contact for the conference and should enlist the assistance of fellow clerks and staff members in their region. During the year prior to the annual conference, the Host Clerk should plan to attend VMCA Executive Committee meetings in order to provide updates about the conference plans to the board.

The Host Clerk shall contact the prior year's Host Clerk for suggestions in planning the conference.

A YEAR BEFORE THE ANNUAL CONFERENCE QUICK REFERENCE CHECK LIST

April/May	Negotiate Room Rates Sign Contract with Conference Hotel Inform Exec. Committee of Date/Location Establish Conference Committee/Regional Clerks
May-December	Start Creating Conference Program Keep Conference Hotel Apprised of Your Plans Obtain Sponsors to Assist with Financing Schedule/Contract Presenters, Tours, Transportation, etc. Begin to Establish Conference Budget
December	Establish Conference Budget Contact Treasurer to set up Bank Account/Registration process Develop List of Vendors Start to Develop Registration Packet Forms
January	President/Executive Comm. Approves Program Invite Your Mayor/Chairman to Welcome VMCA Conference Registration Packets Distributed Conference Registration Packet Posted on VMCA website
Feb/March	Collect Registrations/Set Up Data Base to Track Deposit Incoming Registration Fees in VMCA Bank Account Check Periodically with Hotel Regarding Room Reservations
March	Registration Deadline Confirm Conference Program with Hotel Obtain Estimated Invoice from Conference Hotel Based on Number Attending
April	Hold Successful Conference Submit Evaluation Forms to Executive Committee Submit All Invoices to Treasurer for Payment Send "Thank Yous" as Appropriate

SELECTION OF HOTEL FOR CONFERENCE

The Host Clerk is responsible for contacting conference hotels in the locality as possible conference sites. Initial meetings and tours should be scheduled with potential hotels. The following are things that should be considered when meeting with staff of a potential conference hotel:

- Dates for conference should be finalized one year or more before the future conference. The Host Clerk should advise the current President of the conference dates. Conference dates must be approved by the Executive Committee.
- Host Clerk should execute a contract with the conference hotel one year in advance of the conference. Host Clerk should negotiate and fix room rates prior to executing contract, and block a specific number of rooms. Contract should indicate that if all blocked rooms are not reserved by the registration deadline, no penalty will apply.
- Room registrations will be handled directly by the hotel.
- The Host Clerk should establish a relationship with the sales and catering personnel at the conference hotel.
- Adequate on-site, free parking is desirable.
- The VMCA President's Suite should be complimentary by the hotel and specified in the contract.
- Negotiate a second complimentary room if possible. If the President of IIMC and/or the IIMC Regional Director agree to attend the VMCA conference, all of his/her costs (registration and hotel) should be figured into the overall conference costs.
- Room rates should be negotiated for the best possible rate, and at a rate that is customary and reasonable for the area.
- In order for the hotel to better meet conference needs, the Host Clerk should provide hotel with a tentative conference agenda. Update the hotel personnel as changes occur.
- Check with hotel for any set-up fees, room fees, and catering and beverage minimums required by hotel. Most hotels charge for technical support—screens, podiums, laptop computers, microphones, and this could add hundreds of dollars to your cost, so establish charges from the beginning. Include the costs for AV equipment in the registration fee. If the hotel will allow you to bring in your AV equipment and your personnel, do so.
- Make sure the hotel has ample meeting space for your needs; large conference room, dining facilities, comfortable space for vendors close to the conference classrooms (with adequate electrical and computer outlets). The vendors are an important part of ensuring

the conference is a financial success, so you will want them to feel comfortable and welcomed.

- Establish a “Conference Registration” area at the hotel. You must staff the registration desk/area and set registration times.
- Following the conference, the Incoming President will hold an Executive Committee Meeting with new officers and regional directors. A meeting room/space should be reserved for this purpose.
- Taste test the food offered by the hotel.
- Include tax and gratuity on any catering costs, and include in the registration fee. The hotel will often provide you with an “all inclusive” price.
- Generally, the President’s Reception is held immediately before the Annual dinner (banquet), and can be planned at the hotel or off site as the Host Clerk desires. Traditionally, Municipal Code Corporation generously finances in part, or in whole, the President’s Reception. Host Clerk should contact Dale Barstow of MMC in December/January prior to conference regarding sponsorship.
- Complimentary flowers or a gift basket is placed in the President’s room prior to check-in. Some hotels will do this as a complimentary service, but if not, the host locality should provide the flowers/gift.
- Prior to the conference, and if possible, obtain an estimated invoice for all costs based on the number of registrations. Establish when all hotel charges must be paid. The best practice is to receive an itemized bill payable within 30 days following the conference. At close of the conference, the Host Clerk should review the tentative charges with the hotel sales staff to insure that negotiated costs have been maintained. All conference invoices will be sent to the Treasurer for processing and payment.
- Periodically, the Host Clerk should reconcile the conference registrations with the hotel room reservations.
- Check, check, and check again!

ESTABLISH A CONFERENCE BUDGET

Once the hotel is selected and prices for all services have been determined, a conference budget should be created to use as a guide for formalizing the conference registration fee.

The budget should factor in all anticipated costs including:

Hotel Costs:

1. Audio/Visual/Technical Equipment
2. Meeting Room Fees
3. Hospitality Room Fees
4. Set up fees
5. Catering (food, drink, and break costs) – include tax and gratuity
6. Miscellaneous Banquet fees
7. Vendor Exhibition Area fees
8. VMCA President's Hotel Room
9. IIMC President's or representative's Hotel Room
10. IIMC Regional Director's Hotel Room

Other Related Costs:

- VMCA President's Registration Fee
- IIMC President's (and guest's) Registration Fee
- IIMC Regional Director's Registration Fee
- Name Badges (Ribbons for Hosts and Officers should be attached to appropriate name badges).
- VMCA Conference Gift: Determine if a VMCA conference gift will be purchased by the host locality and what it will be. The gift should be ordered and received prior to the conference. Ideally, conference gift should be provided by the locality, but if not possible, the cost of the gift could be included in the registration fee. The host locality may wish to fund the cost of the gift in the budget year prior to the conference year.
- President's Basket or flowers for his/her room (hotel may do this complimentary)
- Printing of Conference Agenda, Banquet Programs, Postcards, Registration Materials, Speakers Materials
- Postage fees for Postcards and Registration Mail-out (approximately 450), Sponsor Solicitation Letters
- Speakers fees or mileage charges
- Banquet Entertainment and Decorations

- Flowers for Officers (new and old) for Banquet

Once all fees and expenses are estimated and totaled, divide that figure by anticipated number of attendees to get the price per attendee or registration fee. Every effort should be made to have the conference revenues and expenditures break even, or have a small surplus of funds, to avoid the host locality or VMCA from having to cover unexpected costs.

Before the Treasurer can issue a check for payment of any conference costs that exceed revenues generated by the registration fees, the Executive Committee must review and authorize the expenditure of VMCA funds.

The Host Clerk is encouraged to identify and contact sponsors for the conference. This could be neighboring localities or local business that your locality does business with. Any additional monies raised would help to offset conference expenses and keep registration fees low.

REGISTRATION FOR VMCA CONFERENCE

The Host Clerk may take responsibility for all printing and mailing costs incurred for the conference, or the upfront funds from VMCA may be used for this purpose.

Registration packets should include a cover letter, conference registration form, conference hotel registration information, directions/map to the hotel, and preferably, information about the host locality.

Along with the clerk registration fee, a “guest” fee should be determined based on actual cost. Guests are not included in conference educational sessions.

Clerks should be reminded to “save the date” in November or December before the conference. This can be done by either regular mail or electronic mail. The Treasurer can provide a current mailing list of VMCA members and non-members of VA localities. E-mail addresses are available on the VMCA website.

Registration packets will be prepared and mailed or electronically mailed to approximately 450 people in January. The registration packet shall be posted on the VMCA website.

The VMCA President’s conference registration shall be absorbed by the organization and must be figured into the overall conference costs.

The President of the International Institute of Municipal Clerks and IIMC Regional Director shall be invited to the conference, and if one or both attend (and guest), registration costs must be figured into the overall conference costs.

The Director of the IIMC Institute/Academy Programs shall be sent a registration packet.

The Host Clerk or designated Registration Chair will receive all incoming registrations for the conference and keep an accurate database of all information. If possible, receipt of registrations should be confirmed by electronic mail.

The database will be used to prepare name badges for all attendees (and guests), speakers, sponsors, vendors, and Board members.

Board member badges will have officer identification ribbons attached.

VENDOR REGISTRATION

The Host Clerk or designated Registration Chair shall mail registration packets to vendors at the same time they are sent to clerks. Registration packets should include a cover letter, conference vendor registration form, conference hotel registration information, directions/map to the hotel, and preferably, information about the host locality.

The vendor's registration fee for the conference should be more than that of the clerks in order to offset conference expenses.

Host Clerk should determine whether or not to invite vendors to attend meals during the conference. If they are included, food costs should be reflected in vendor's registration fee.

When the vendors arrive, make sure that they are advised of their allotted display space at the conference and have at least one table and chair available for each vendor's use. Check with the hotel about electric and electronic connections, if needed by vendor.

Vendors should be listed in the conference directory and should receive a registration packet similar to the clerk packet.

Certain vendors, such as Municipal Code Corporation, have generously sponsored events at the VMCA Annual Meeting. The letters of request for sponsorships should be sent out in December prior to the conference in April.

PUBLICITY

VMCA membership should be apprised of the conference dates and location by the Host Clerk via the VMCA newsletter "For the Record." The first article should appear in the December/January issue prior to the conference.

The conference should be posted on the VMCA website, and advertised in the IIMC Magazine News Digest, in the VML Magazine Town and City, in the VaCo Magazine County Connections, the Virginia Review, and in any other publication as determined by the Host Clerk. The Host Clerk will work with the Second Vice-President regarding publicity.

REGISTRATION AND INTERACTION WITH TREASURER

The Host Clerk or designated Registration Chair will maintain a master list of conference registrations that are received.

Most Important: Prior to registration time, the Host Clerk should contact the VMCA Treasurer to arrange for the best method of depositing registration receipts in the VMCA bank account at the Bank of America.

The receipt of deposit and copy of the checks deposited will need to be provided to the Treasurer. The Treasurer will need a copy of the deposit receipt from the bank and a copy of each check that is deposited. This information may be provided either electronically, by fax, or by mail. Periodically, the Host Clerk and Treasurer shall reconcile their receipts for accuracy.

The Host Clerk or designated Registration Chair shall provide the Treasurer with a list of conference attendees. The Treasurer will check the list to make sure that all registrants are members in good standing.

If any advanced payments need to be made, the Host Clerk will contact the Treasurer and let her know who to make the check payable to and provide her with a copy of the invoice for the merchandise/service, etc. If the Host Clerk should need advance funds to help with pre-conference expenses, \$1,000 shall be made available from the Association to the Host Clerk. This money is not a contribution to the conference, but will be made available for pre-conference expenses (deposits, etc) if necessary. The Treasurer will keep records of any advanced payments.

The Treasurer needs to know the name(s) of the person who will be authorized to request checks, and she will need to know if the Host Clerk's approval is required for all expenditures.

A final accounting report on the Conference will be provided to the Executive Committee and Host Clerk by the Treasurer.

THE CONFERENCE AGENDA WEDNESDAY – FRIDAY

- The Host Clerk may designate a Program Chair to assist with this aspect of the conference.
- Establish a time for conference registration on Wednesday afternoon/evening. Arrange for staff to work the registration.
- Establish a time for conference registration on Thursday morning prior to the Opening Session. The Host Clerk should arrange for an Invocation, Pledge of Allegiance, and Posting of Colors by local honor guard.
- Invite the host locality's Chairman/Mayor to welcome VMCA group.
- The main conference meeting room should be set up "classroom" style, with hotel providing paper/pencil/water.
- Research and schedule speakers for the educational portion of the conference. It is preferable not to provide honorariums to speakers. However, if there is a fee charged by a particular speaker, a contract should be executed and fees determined. Speaker fees should be figured into the registration fee.
- Any biographical information and handouts should be prepared before the sessions begin.
- Speakers should be presented with a gift of appreciation at the conclusion of their presentation, unless they are to be paid an honorarium.
- The current President is responsible for organization of the Annual Business Meeting.
- Check with the President regarding having the VMCA banners brought to meeting. Most hotels have VA and US flags for Pledge of Allegiance and Posting of Colors.
- Banquet – the Host Clerk or designated Banquet Chair should work directly with the President about the Banquet Program. The Host Clerk is responsible for preparing and printing the program. The Host Clerk should work with the President and Incoming President to ascertain how they want the events to flow, preferred room setup, and special designation of tables/seating. The Host Clerk or Banquet Chair is responsible for arranging entertainment for the banquet.
- The "Clerk of the Year" Award is made at the banquet.
- Determine specified break times in which conference attendees can visit with Vendors.
- Keep the President and Executive Committee informed as you plan.

TRANSPORTATION FOR THE CONFERENCE

Should the Host Clerk determine that transportation is needed for a conference event, buses or vans should be contracted, or if possible, donated for the conference. School buses or vans are sometimes donated by the locality to be used for transportation to conference events.

The Host Clerk and staff should be on hand to help coordinate seating and departure time. Information should be provided to attendees about departure and return trip times in the conference packet or on the conference program.

Should a fee for transportation be involved, the cost should be included as part of the conference registration or paid by the locality.

CATERING FOR CONFERENCE

The Host Clerk or designated Banquet Chairman shall meet with the hotel representative regarding proposed meal plans for the conference and costs associated with them. Provide them with a copy of the conference program. Keep in mind the catering charges will be the most significant costs that will be included in the registration fee. Every effort should be made to get vendor or business sponsorships for all meals, receptions, and breaks. Appropriate recognition of any sponsorship should be made, verbally and in writing, with all conference materials.

Meals to be Included:

Breakfast – two days
Lunch – one day
Banquet Dinner
President's Reception
Breaks

BANQUET PREPARATION

The President will work with the Host Clerk or designated Banquet Chair to determine the Banquet Program. Meet with her/him to find out how the program will flow, room set up preferences, etc.

Logistics/Things to Consider:

- Number of tables available; number of seats at each table
- Tables to be reserved?
- Host Clerk should confirm with hotel catering that tablecloths and centerpieces are provided for the banquet.
- Decorations
- If possible, the evening program can be placed at each place setting by the hotel staff.
- Podium and Audio/Visual Needs
- Determine entertainment and scheduling of the entertainment for the evening.
- Music
- Confer with President regarding layout of banquet room and head table (if desired).

DOOR PRIZE SOLICITATION

The Host Clerk will have the option of soliciting and awarding door prizes during and/or at the close of the conference. Door prizes should be requested in writing by the Host Clerk or designated Door Prize Chair.

PRINT MATERIALS

The Host Clerk is responsible for the printing of all materials associated with the conference with the exception of the Business meeting materials (Annual Reports). The current VMCA President will collect, copy, and prepare for the distribution of the reports at the conference.

Print materials needed:

- Information brochure/flyer from the future host locality to be distributed to members at the current year's annual conference with the dates and location of next annual conference (if known).
- Program for Annual Meeting (see attached sample).
- Hotel Reservation Form (some conference hotels have this form or you might have to create your own).
- Conference Registration Form (see attached sample).
- Vendor Registration Form (see attached sample); include draft program.
- Miscellaneous documents to be included with registration materials, such as maps, location of shopping areas, and area restaurants.
- Letter of Request to Municipal Code Corporation regarding sponsorship and thank you letter for agreeing to sponsor (see attached samples).
- Banquet Program (see attached sample).
- Directory of Conference Attendees for distribution at conference.
- Name badges for attendees/vendors/guests.
- Solicitation of Door Prize letter (see attached sample).
- Conference Evaluation Form.

AFTER THE CONFERENCE

1. The Host Clerk is responsible for forwarding all invoices to the Treasurer for payment.
2. The Host Clerk will send the completed Conference Evaluation Forms to the VMCA Executive Committee.
3. The Host Clerk shall prepare the appropriate “thank you” correspondence for the speakers, vendors, sponsors, and staff.

APPENDIX



CITY OF WILLIAMSBURG
Office of the Clerk of Council

February 9, 2004

Dear VMCA Conference Participant:

The City of Williamsburg is pleased to host the 27th Annual Conference of the Virginia Municipal Clerks Association on April 21-23, 2004. The conference will be held at the Williamsburg Hospitality House, 415 Richmond Road. Our city is easily accessible by car, train, or air.

We hope that you will find the schedule of events and educational sessions interesting and intriguing. Note that we have scheduled a walking tour of the Historic Area on Wednesday evening, concluding at Shield's Tavern, where we will enjoy the Chef's Bountiful Selection Dinner in 18th Century style. Please bring comfortable clothes and your walking shoes! As outlined in the enclosed brochure, the remainder of our sessions will focus on Virginia history, local government, and professional development.

The Conference Registration form, transportation information brochure, and a map of Williamsburg are enclosed. The Hotel's Registration form is also provided, or you may call the hotel's 800 number for a reservation. A block of rooms has been reserved, so please mention either VMCA or Group # 5014 if you call the hotel. Parking is provided on site.

We hope that you will join us in Williamsburg for this fun, educational conference. Please mail your registration form no later than Monday, March 15. Please call me if you have questions at (757) 220-6103.

Sincerely,

Shelia Y. Crist

Williamsburg Welcomes



VMCA
27th Annual Conference
April 21-23, 2004
Williamsburg, Virginia



Registration Fee:
Guest Fee:

Conference Registration Form

PLEASE TYPE OR PRINT CLEARLY

Name:	
Name for Name badge:	
Title:	
Organization:	
Address:	
E-Mail:	
Phone:	
Fax:	
Guest Name:	
Guest Address:	
Note special needs:	

Mail this form, along with your **check, made payable to VMCA**

Shelia Y. Crist, City of Williamsburg, 401 Lafayette Street, Williamsburg, VA 23185
scrist@williamsburgva.gov
(T) 757-220-6103 (F) 757-220-6107

Registration Deadline:
March 15, 2004

Please no refunds after
MARCH 31 2004

VENDOR LETTER

«Title» «FirstName» «LastName»
«JobTitle»
«Company»
«Address1»
«City», «State» «PostalCode»

Dear VMCA Conference Exhibitor:

Mark Your Calendar: April 20 – 22, 2005!

Region IX is pleased to host the 28th Annual Conference of the Virginia Municipal Clerks Association on April 20-22, 2005 in Chesterfield County. The conference will be held at the Sheraton Park South, 9901 Midlothian Turnpike. We invite you to participate.

Clerks are always looking for ways to improve processes and be more innovative and efficient while providing the best customer service possible. A vendor area will be designated outside of the conference classroom and a table provided for your use. We do have a limited amount of space for vendors, however. Our conference program is outlined in the attached draft agenda.

If you are interested in attending the VMCA Conference, please contact me by December 31, 2004. A Vendor Registration Form as well as a Hotel Registration form will be sent to you closer to the event. Your registration of \$350 plus \$150 for each additional staff person attending will also include breakfast, reception and banquet.

We welcome your participation and look forward to hearing from you.

Sincerely,

Lisa Elko, CMC

Attachment



Williamsburg Welcomes



VMCA Annual Conference

April 21-23, 2004

Williamsburg Hospitality House, Williamsburg, VA

VENDOR Registration Form

Vendor Registration: \$350.00, plus
\$150.00 for each additional staff person attending.

PLEASE TYPE OR PRINT CLEARLY

Name of Business/Organization:	
Name:	
Title:	
Address:	
E-Mail:	
Phone:	
Fax:	
Additional Staff Person's Name	
Guest Address:	
Briefly Describe Product or Service:	

Mail this form, along with your *check, made payable to VMCA*

To: Shelia Y. Crist, City of Williamsburg, 401 Lafayette Street, Williamsburg, VA 23185

scrist@ci.williamsburg.va.us

(T) 757-220-6103 (F) 757-220-6107

REGISTRATION DEADLINE: MARCH 15, 2004

Please, No Refunds After March 31, 2004

REQUEST LETTER TO HOST PRESIDENT'S RECEPTION

**Municipal Code Corporation
P.O. Box 2235
Tallahassee, FL 32316-2235**

Attn: Mr. Dale Barstow

Dear Dale:

Region IX of the Virginia Municipal Clerks Association is honored to be hosting the Virginia Municipal Clerks Association annual meeting in Chesterfield, Virginia. Registration will commence on Wednesday, April 20, 2005 and the meeting will conclude around noon on Friday, April 22nd. A complete registration packet will be mailed to you.

Municipal Code Corporation has graciously hosted the President's Reception in prior years, and I am hopeful that you would be willing to continue that tradition. The Region IX Clerks will be meeting with the hotel staff in the near future to determine the reception menu and the associated costs.

I look forward to your favorable response to this request in the near future. Best wishes for a peaceful and joyous holiday season!

Sincerely,

THANK YOU LETTER FOR AGREEING TO HOST

Dear Dale:

Thank you for committing to host the President's Reception at the 2005 Virginia Municipal Clerks Annual Conference to be held April 20-22, 2005. The conference will be held at the Sheraton Park South, 9901 Midlothian Turnpike, Richmond, Virginia. Directions and a hotel brochure are enclosed for your convenience.

Attached you will find the host and hotel registration forms, as well as the conference agenda for the meeting. Please mail your registration forms no later than Friday, March 11, 2005. A vendor table will be provided for you at the conference.

Please feel free to contact me if you have any questions. I look forward to seeing you in April.

Sincerely,

Virginia Municipal Clerks Association

27th Annual Conference

PROGRAM

Wednesday, April 21, 2004:

- 11:00 a.m. Registration Check-In - Empire Registration Desk
- 3:00 p.m. Official Hotel Check-In
- 1 - 5 p.m. Explore Williamsburg (on your own)
- 5:30 p.m. Walking Tour - Depart from Hotel Lobby
- 5:45 p.m. ***“A Capital Stroll Down A Capital Street”*** A walking tour through the Historic Area Elizabeth Hay, Historic Interpreter & Tom Hay, Supervisor, Courthouse of 1770
- 7:15 p.m. Cook’s Bountiful Selection - *18th Century Dining at Shields Tavern* (everyone must be present for group to be seated)
- 8:45 - 9 p.m. Return to hotel - bus available

Thursday, April 22, 2004:

- 6:30 - 8 a.m. Breakfast Buffet in Papillon
- 8:00 a.m. Registration Check-In - Empire Registration Desk
- 8:30 a.m. Opening Session - Empire Ballroom
Posting of Colors by
Williamsburg Honor Guard
Pledge of Allegiance
Welcome - Jeanne Zeidler, Mayor, City of Williamsburg
Welcome - Phillip Campbell, VMCA President
- 9:00 a.m. ***“Formal & Informal Roles of Local Government in 18th Century Virginia”*** Kevin Kelly, Historian, Colonial Williamsburg Foundation - Empire Ballroom
- 9:45 a.m. Break/Exhibitors
- 10:00 a.m. ***“All Roads Lead to Richmond -Local Government Authority and Responsibility”*** - Jack Edwards, Professor Emeritus, College of William and Mary - Empire Ballroom
- 11:00 a.m. VMCA Business Meeting - Williamsburg Ballroom
- 12:00 Noon Lunch - Williamsburg Ballroom
- 1:00 p.m. ***“Change - the Cheese Experience”*** (An effective way to deal with change in the workplace and in your life) Susan Luck, Training Manager, State Department of Human Resources Management - Empire Ballroom

Thursday, April 22, 2004 (continued):

- 2:30 p.m. Afternoon Break/Exhibitors
Sponsored by: Reams Computer Corporation
- 3 - 4:30 p.m. ***“It’s A Juggling Act”*** (Time and Life Management Concepts) - September Sanderlin,
Training and Organizational Development Consultant - Empire Ballroom
- 6:00 p.m. President’s Reception/Cash Bar
Hotel Courtyard
Sponsored by: Municipal Code Corporation
- 7:00 p.m. Annual Program and Dinner
Dinner Attire
Westminster Ballroom

Friday, April 23, 2004:

- 6:30 - 8 a.m. Breakfast Buffet in Papillon
- 9:00 a.m. ***“Update on State Records Program”*** Theresa Reitz, CRM, Manager, Records Analysis,
Library of Virginia - Empire Ballroom
- 9:45 a.m. Break
- 10:00 a.m. ***“Mind Over Matter”*** - Modern Stress Reduction Techniques, Caroline Rogers, Certified
Yoga Instructor - Empire Ballroom
- 11:00 a.m. Door Prizes and Adjourn

Sample Banquet Dinner and Program

Welcome and Introductions—Host Clerk

Invocation—(select)

Dinner

Appetizer

Jumbo Shrimp Cocktail

Entree

Roast Prime Rib of Beef

Dessert

**Dark and White Chocolate Napoleon
With Fresh Seasonal Berries**

Music Provided by _____

Clerk of the Year Award

President's Farewell

Installation of Officers

President's Message

Closing

LETTER REQUESTING DOOR PRIZE DONATION

February 23, 2004

Ms. Holly Smith
Master Craftsmen Shop
255 Richmond Road
Williamsburg, VA 23185

Dear Ms. Smith:

The City of Williamsburg will host the Annual Conference of the Virginia Municipal Clerks Association on April 21-23, 2004, at the Williamsburg Hospitality House. The membership is comprised of local government clerks from cities, counties, and towns in the State of Virginia.

We would very much appreciate your donation of a Master Craftsmen Shop item to be used as a door prize at the conference. Thank you very much for your consideration.

Sincerely,

Shelia Y. Crist
Clerk of Council