

Other Resources for Clerks

Several other sources available to assist the Municipal Clerk in carrying out the duties of the profession are noted as follows:

- The NCAMC enjoys a great deal of support from the Institute of Government, which conducts schools and short courses for government officials year-round, and develops a number of publications to assist those officials in their jobs. In addition, faculty members have expertise in various subject matter areas, and are available for consultation. An Institute faculty member has been appointed to serve in an advisory capacity to Municipal Clerks.
- As its most active affiliate member, the NCAMC enjoys a special relationship with the North Carolina League of Municipalities, as well as the distinction of holding a permanent voting seat on its Board of Directors. Like the IOG, the League offers a variety of services to its member municipalities. A League staff member serves as liaison to the Association.
- Membership in the International Institute of Municipal Clerks (IIMC) is also encouraged, and it acts in much the same manner as the North Carolina Association, but on a much larger scale. Composed of approximately 10,200 members representing every state in the United States, the Canadian provinces and ten other countries, the IIMC offers to its members technical bulletins and reprints from its monthly "News Digest" related to the duties of the Clerk's office. Two consecutive years of membership in the IIMC is one of the requirements for the Certified Municipal Clerk designation.

How do I join the North Carolina Association of Municipal Clerks?

Every city, town, or village clerk, deputy clerk, or assistant clerk is eligible for active membership in the Association. Annual dues are \$50 for Clerks and \$40 for Deputy/Assistant Clerks when the Clerk is also a member. Complete the form below and return with dues payable to North Carolina Association of Municipal Clerks, Post Office Box 3069, Raleigh, North Carolina 27602. If you have any questions concerning membership, you may call (919) 715-4000.

Membership Application

North Carolina Association of Municipal Clerks
Post Office Box 3069
Raleigh, North Carolina 27602

Please enroll me as an active member of the N.C. Association of Municipal Clerks.

Enclosed are my annual dues in the amount of \$_____ (see above).

Name _____

Title _____

Municipality _____

Date of Birth _____

Business Address _____

Home Address _____

Business Phone _____

E-mail Address _____

Home Phone _____

North Carolina Association of Municipal Clerks



*The Professional Association for
North Carolina Municipal Clerks*

What is NCAMC?

The North Carolina Association of Municipal Clerks is a professional organization of city, town, and village clerks from across the state, dedicated to the continued growth and development of the Municipal Clerk, the oldest public servant known as the cornerstone of local government.

In 1974 at the 65th annual convention of the North Carolina League of Municipalities, a small group of clerks met to discuss the possibility of organizing a statewide association. At the League Board of Directors' meeting in February, 1975, a resolution was adopted approving the organization of the North Carolina Association of Municipal Clerks and authorizing it as an affiliate organization of the League. In the years since its inception, the organization has grown to a membership of more than 400. The Association is governed by a Board of Directors elected from the membership from across the state.

The Association provides continuing opportunities for clerks to gain knowledge and skills that increase effectiveness and efficiency in carrying out their duties.

Purpose

The purpose of the North Carolina Association of Municipal Clerks is:

to provide means whereby efficiency and improvements may be achieved in the operation of the Clerks' offices in the cities, towns, and villages of North Carolina by:

(a) Promoting cooperation among municipal clerks through the interchange of experience and methods of conducting their offices, that each may profit from the experience of others.

(b) Promoting periodic conferences and meetings of clerks for discussion of mutual problems, and by research to find solutions for same.

(c) Promoting a closer business association among the municipal clerks to better enable them to uphold the principles of good government and citizenship.

Benefits of Association Membership

The benefits begin immediately, through the contacts that you will establish and cultivate with other members, people who perform the same job that you do. Some of the more tangible benefits are also summarized here.

Monthly Newsletter

"Minute by Minute," which keeps members abreast of professional news of members, as well as information on activities of the Association, is mailed to members monthly. Published by the Publicity Committee, the newsletter coordinator welcomes items of interest from all members.

Clerks' Reference Guide

A joint effort of the Education Committee and the North Carolina League of Municipalities, the Reference Guide is a valuable tool that assists in the performance of duties and responsibilities of the clerk. The Guide was originally published in 1979 through a grant from the Department of Natural Resources and Community Development and is revised periodically as needed. It contains information on topics such as Budget and Fiscal Control, Personnel, Purchase and Sale of Property, and Elections.

Membership Directory

A directory of members of the Association is provided to members and updated periodically.

MORE Manual

MORE: A "Common Sense" Guide to Minutes, Ordinances, Resolutions, Etc. is made available to all clerks in the state.

Activities and Education Programs

The Association sponsors various programs to promote the exchange of information and ideas among clerks:

Annual City/County Clerks' School

A three-day conference featuring educational sessions for both new and experienced clerks is held each January and sponsored by the Institute of Government in Chapel Hill.

Regional Schools

Regional Schools are held each spring at several locations throughout the state. These day-long sessions are designed to provide a convenient and accessible educational opportunity for clerks.

Annual Conference

The Association's Annual Conference is held in August with the location typically rotating from the coast to the piedmont to the mountains of North Carolina. The three-day conference provides educational and professional networking opportunities.

League Conference

The Association sponsors program sessions during the N.C. League of Municipalities' Conference in October which all clerks are encouraged to attend.

IIMC Certification School

Established in 1980 with assistance from the Institute of Government, completion of the certification course over a two-year program fulfills the education requirements for the Certified Municipal Clerk designation. The Association also offers a scholarship for this school.

We Share Our Services (WSOS)

The Association offers the WSOS Mentoring Program that assigns an experienced clerk to a new clerk to help at anytime or in any area in which assistance or guidance is needed.

College Scholarship

Each year at the Annual Conference the Association awards a College Scholarship. Eligibility requirements and applications are published in the January newsletter.