



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION
MEMBERSHIP/MENTORING COMMITTEE and
REGION LEADERS MEETING AGENDA**

**Monday, September 19, 2022
2:00 p.m.
Microsoft Teams
[Join Teams meeting](#)
Call Option: **(480) 498-8745**
Conference ID: **752 962 563#****

Committee Members: Kara DeArrastia, Chair and Region 5 Leader; Annie Meredith, Co-Chair and Region 2 Leader; Fatima Fernandez, Region 1 Leader; Michelle Stanley, Region 3 Leader; Sherry Aguilar, Region 4 Leader; Ruby Cervantes, Region 6 Leader; Byron Jones, Region 7 Leader; Crystal Hadfield, Region 8 Leader; Alma Andrade, Region 9 Leader; and Sarah Siep, Board Liaison

1. CALL TO ORDER – Roll Call with Introduction of Attendees

2. MINUTES

Discuss and consider approval of the May 10, 2022 Membership/Mentoring Committee and Region Leaders Meeting Minutes. (*Minutes attached*)

3. REPORTS/ACTIVITIES FROM COMMITTEE MEMBERS

- a. Region 1 – Fatima Fernandez
- b. Region 2 – Annie Meredith
- c. Region 3 – Michelle Stanley
- d. Region 4 – Sherry Aguilar
- e. Region 5 – Kara DeArrastia
- f. Region 6 – Ruby Cervantes
- g. Region 7 – Byron Jones
- h. Region 8 – Crystal Hadfield
- i. Region 9 – Alma Andrade
- j. Executive Board – Sarah Siep

4. NEW BUSINESS

- a. Request for volunteers to take minutes at Committee meetings. (*Committee Meeting Schedule attached*)
- b. Overview of the duties and expectations of Committee members and Region Leaders. (*Succession Plans; "Committee Member Performance Expectations" and "Committee Member Attendance Guidelines" Excerpts from AMCA Handbook attached*)
- c. Review of the Committee Assignments for 2022/2023 and a request for volunteers. (*Assignments List and Membership/Mentoring Committee Section of AMCA Handbook attached*)

5. REMINDERS

- a. Please ask your regional members for suggested topics/questions for the AMCA Facebook discussion posts.
- b. Please take photos or screenshots of your regional meetings/activities to send to the Committee Chair.
- c. Submissions for the Fall issue of *The Clerk's Insider* newsletter are due by Monday, October 3rd.
- d. Please notify the Committee Chair of new clerk arrivals, clerk departures/retirements, and promotions.

6. GOOD OF THE ORDER/COMMENTS, SUGGESTIONS, OR INPUT FROM COMMITTEE MEMBERS

7. NEXT MEETING DATE AND LOCATION

Monday, November 21, 2022, at 2:00 p.m.
Microsoft Teams (includes call-in option)

8. ADJOURNMENT

Kara DeArrastia, Deputy City Clerk – City of Tempe
2022/2023 Membership/Mentoring Committee Chair



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION
MEMBERSHIP/MENTORING AND REGION
LEADERS COMMITTEE MEETING MINUTES
Tuesday, May 10, 2022
9:00 a.m.**

Committee Members: Kara DeArrastia, Chair and Region 5 Leader; Fatima Fernandez, Co-Chair and Region 1 Leader; Annie Meredith, Region 2 Leader; Michelle Stanley, Region 3 Leader; Sherry Aguilar, Region 4 Leader; Vanessa Bueras, Region 6 Leader; Region 7 Leader [vacant]; Crystal Hadfield, Regions 8 and 9 Leader; and Carla Reece, Board Liaison

1. CALL TO ORDER – Roll Call

Meeting was called to order by Chair Kara DeArrastia at 9:04 a.m.

Present via Microsoft Teams or Teleconference: Fatima Fernandez, Co-Chair and Region 1 Leader; Annie Meredith, Region 2 Leader; Sherry Aguilar, Region 4 Leader; Kara DeArrastia, Chair and Region 5 Leader; Region 6 Leader Vanessa Bueras; Crystal Hadfield, Regions 8 and 9 Leader, were present.

Absent: Michelle Stanley, Region 3 Leader. Carla Reece, Board Liaison, was also not in attendance.

2. MINUTES

Region 2 Leader Annie Meredith moved to approve the Minutes of the March 22, 2022 Membership / Mentoring Committee and Region Leaders Meeting; Region 6 Leader Vanessa Bueras seconded the motion. Motion carried to approve the minutes of the March 22, 2022 meeting.

3. REPORTS/ACTIVITIES FROM COMMITTEE MEMBERS

Region 1

Region 1 Leader Fatima Fernandez reported that they had a region meeting in March in Camp Verde. Among other items, the attendees discussed Liquor Licenses, specifically at a Winery. She added that she is working with the members of her region to come up with a theme for their Scholarship Region Basket. She stated that in the past, each city has created their own basket instead of a region one.

Region 2

Region 2 Leader Annie Meredith reported that when they last met they discussed splitting their region in half and they will be working on two Scholarship Region Baskets. They have just been busy with elections and waiting to see if there were any write-in candidate filings.

Region 3

Region 3 Leader Michelle Stanley was absent. Chair Kara DeArrastia noted Michelle emailed her and said there is no update for Region 3. Region 3 members were unable to schedule a meeting in April, but they have been emailing the group asking for elections advice as things come up, so

they are still supporting each other. Region 3 will try an in-person meeting before the AMCA Conference in July, although they usually meet during the Conference for breakfast one morning. Michelle does not know how Region 3 celebrated Clerks Week but noted the Town of Payson issued a proclamation.

Region 4

Region 4 Leader Sherry Aguilar reported that they met on April 27th, but she was unable to attend because she had several petition challenges going on. She stated that they voted on a Scholarship Region Basket with a "Date Night" theme.

Region 5

Region 5 Leader Kara DeArrastia reported that she has reminded the Region 5 members regarding the Scholarship Raffle Basket deadline and is hoping to get a regional meeting scheduled for May or June.

Region 6

Region Leader 6 Vanessa Bueras reported that the last time her region met they discussed Board and Committee training as well as topics for the AMCA Facebook page. She reported that their next meeting will be in Florence and at that time, they will discuss a theme for their Scholarship Region Basket.

Region 4 Leader Sherry Aguilar left the meeting at 9:19 a.m.

Regions 8 and 9

Regions 8 and 9 Leader Crystal Hadfield reported that this year's Scholarship Region Basket raffles will be done virtually on Rally-Up, but official plans will be finalized as soon as the Scholarship Committee can meet. She stated that she has been trying to schedule some training from the Liquor License Department but has been unsuccessful. She stated that she also reached out to the Arizona State Library Archives to see if they can come out to offer some training to her region members. She added that her Scholarship Region Basket's theme would also be "Date Night."

Executive Board

Board Liaison Carla Reece was absent. Chair Kara DeArrastia noted she attended the last Executive Board meeting on Thursday, April 21st, which is when the latest revisions to the AMCA Handbook were approved. The Handbook sections addressing the Membership/Mentoring Committee and Region Leaders and the Committee Chair roles and responsibilities are included in the packet materials for this meeting and will be further discussed during the second New Business item. She announced the next Executive Board meeting is scheduled for Thursday, May 19th at 10 a.m.

4. OLD BUSINESS

- a. 2022-2023 AMCA Membership Application/Renewal Reminder.

Chair Kara DeArrastia asked that Region leaders remind their members to renew and to also share with others who may be interested in joining the Association. Over the coming weeks, she will monitor the AMCA Membership List and reach out to Region Leaders who still have members with outstanding renewal dues.

- b. Municipal Clerk's Handbook Project – table until the beginning of new fiscal year for discussion among new Committee members.

Chair Kara DeArrastia stated that due to the Region 7 Leader vacancy and the current fiscal year winding down, she believed it would be more appropriate to postpone further discussion on the Municipal Clerk's Handbook topics and materials until the new fiscal year began with a new group of Committee members. She thanked all the Region Leaders for their valuable feedback, and she looks forward to continuing this project in the new fiscal year.

5. NEW BUSINESS

- a. 2022 Clerks Week – how did your regions and municipalities celebrate?

Chair Kara DeArrastia asked that attendees share how their regions and municipalities celebrated Clerks Week last week. She stated that she saw many great posts on Facebook and on the AMCA Listserv in addition to the montage video that the League compiled from what the different municipalities shared.

Region 2 Leader Annie Meredith stated that in Kingman, the Mayor issued a Clerks Week proclamation. She stated that the Mayor visited the City Clerk's Office and thanked the staff. She added that the City Manager took all the Clerk staff to lunch.

Region 6 Leader Vanessa Bueras stated that Maricopa did not celebrate Clerks Week. She added that the Mayor does not issue proclamations for associations that city staff are members of.

Region 1 Leader Fatima Fernandez reported that the Prescott Valley Town Clerk's Office did not celebrate Clerks Week either as they are also short staffed.

Chair Kara DeArrastia reported that in Tempe, the Mayor issued a Clerks Week proclamation during one of their City Council meetings. She added that their Public Information Officer shared the information on the City's website as well as on social media.

Regions 8 and 9 Leader Crystal Hadfield mentioned there was no Clerks Week proclamation or celebration in Willcox this year.

Some Committee members briefly shared their experiences maintaining an in-person meeting format for their municipality's Council meetings throughout the COVID pandemic, including offering a virtual component for people to attend and/or participate remotely.

- b. Revised Membership/Mentoring Committee and Region Leaders Section in AMCA Handbook.

Chair Kara DeArrastia highlighted the new roles and responsibilities for the Membership/Mentoring Committee and Region Leaders, as recently approved by the Executive Board at their April meeting:

- b. Serve as the contact for regional information.
 - Collect information regarding new employees that may benefit from AMCA membership; notify the Membership/Mentoring Committee Chair of the new members

within the region and request that information regarding AMCA and IIMC be forwarded to the individuals.

- Collect information regarding when members leave employment, retire or receive promotions and notify the Membership/Mentoring Committee Chair, the AMCA President and the League.
- Provide Exit Interview Form* to exiting members and submit to Chair.

* The “Exit Interview Form” (Form) shall identify the length of time the exiting member has been a member of the AMCA and request their choice of gift, if applicable, forwarding address, and, if retiring, whether they wish to be invited to the Annual Business Meeting and whether they wish to submit a picture and statement to be displayed during the Annual Business Meeting that is held after their retirement. Completed Forms may be included in an upcoming AMCA Newsletter and/or other communication outlets.

- e. Develop a data collection form and send to new AMCA members.
 - Submit completed data collection forms to the Communications Committee Chair for inclusion in an upcoming AMCA Newsletter and/or for other communication outlets such as websites and social media as appropriate.

Kara said the other Committee and Region Leader roles and responsibilities appear to remain the same as what was outlined in last year’s AMCA Handbook. She noted the first Committee meeting of the new fiscal year would begin discussions of creating the forms collecting information on incoming and outgoing AMCA members.

- c. 2022 AMCA Summer Athenian Dialogue: Mon., July 25th, Fountain Hills Community Center; Annual Conference and Elections Training: Tues. – Thurs., July 26th – 28th, Fountain Hills Community Center.
 - Possible get-together/social gathering of Committee members during this event?

Chair Kara DeArrastia asked the group if they would be interested in getting together in a social setting during the AMCA Annual Conference in July. She stated that she will send a follow-up email to coordinate a date and time for a possible in-person meeting during the event.

6. REMINDERS

- a. Scholarship Fundraiser Basket Raffle: Submit pictures and descriptions of your basket/raffle items to Crystal Hadfield at chadfield@willcox.az.gov no later than July 1st. Items will be listed on the Rally Up online auction platform no later than July 13th and bidding starts on the 13th. The online auctions will end on July 27th at 11:59 p.m. and winners will be announced on the 28th at the Annual/Elections Training that morning.

Chair Kara DeArrastia gave a brief overview for this item. She appreciates the Regions who have begun collecting scholarship fundraiser items for their raffle baskets.

- b. Please ask your regional members for suggested topics or questions for the AMCA Facebook discussion posts.

Chair Kara DeArrastia reminded Region Leaders to please solicit new questions or ideas for the

AMCA Facebook discussion posts from their region members to share with the Communications Committee.

- c. Please continue sending photos and screenshots of your regional meetings and activities to the Committee Chair.

Chair Kara DeArrastia thanked Region Leaders for sending her photos and screenshots of their regional meetings and activities and asked them to continue doing so for inclusion in the AMCA Annual Meeting Presentation.

- d. Submissions for the Summer issue of *The Clerk's Insider* newsletter are due by Wednesday, June 1st.

Chair Kara DeArrastia encouraged Region Leaders to solicit article ideas from their region members and to also write up a recap of their regional meetings, including a group photo or screenshot, for inclusion in the newsletter.

- e. Please notify the Committee Chair of new clerk arrivals, clerk departures/retirements, or promotions.

Chair Kara DeArrastia reminded everyone to please let her know of any new clerks in their regions, any members who are leaving or retiring, or any members who are being promoted, so she can make sure those announcements are highlighted in the AMCA newsletter and Facebook group.

- 7. GOOD OF THE ORDER/COMMENTS, SUGGESTIONS, OR INPUT FROM COMMITTEE MEMBERS**
Some Committee members briefly commented on their Council candidates' participation utilizing the new Equal system and their municipality's process for appointing Council or Mayor vacancies. The Fountain Hills Town Clerk opening was also mentioned.

Chair Kara DeArrastia thanked everyone for their contributions, engagement, work, and participation over the past year and said she hoped to see them in July.

- 8. NEXT MEETING DATE AND LOCATION**
To be determined after new fiscal year begins.

- 9. ADJOURNMENT**
The meeting was adjourned at 10:24 a.m.

Vanessa Bueras
Minutes Taker

Kara DeArrastia, Deputy City Clerk – City of Tempe
2021/2022 Membership/Mentoring Committee Chair

**AMCA MEMBERSHIP/MENTORING COMMITTEE AND REGION LEADERS
MEETING SCHEDULE: AUGUST 2022 – JULY 2023**

DATE	TIME	LOCATION	MINUTES-TAKER*
Monday, September 19, 2022	2 to 4 p.m.	Microsoft Teams (includes call-in option)	Kara DeArrastia
Monday, November 21, 2022	2 to 4 p.m.	Microsoft Teams (includes call-in option)	<i>Need Volunteer</i>
Tuesday, January 17, 2023* <i>*due to Martin Luther King Jr. Day</i>	10 a.m. to 12 p.m.	Microsoft Teams (includes call-in option)	<i>Need Volunteer</i>
Monday, March 20, 2023	2 to 4 p.m.	Microsoft Teams (includes call-in option)	<i>Need Volunteer</i>
Monday, May 15, 2023	2 to 4 p.m.	Microsoft Teams (includes call-in option)	<i>Need Volunteer</i>

**Possible alternate minutes-taker: Name*

Contact:

Kara DeArrastia, AMCA Membership/Mentoring Committee Chair

Deputy City Clerk, City of Tempe

(480) 350-8947

Kara_Dearrastia@tempe.gov

AMCA MEMBERSHIP/MENTORING COMMITTEE CALENDAR

Committee Member Duties and Expectations Throughout the Year

- Solicit Region Mentors for the Mentoring Program Statewide as needed. Increase participation with the Mentoring Program for both recruiting Mentors and reach out to new members who are requesting a Mentor.
- Notify the Committee Chair of new clerk arrivals, clerk departures/retirements, or promotions.
- Be an active advocate and ambassador for the values, mission, and vision of the AMCA.
- Work with fellow Committee members to fulfill the obligations of Committee membership as articulated in the AMCA Handbook and this Succession Plan.
- Communicate and cooperate with other AMCA Committees and members to support the goals of the Association.
- Act in a manner that contributes to the effective operation of the Committee.
- Work with fellow Committee members and the AMCA Executive Board (Board) to ensure that the Committee functions well. This includes, but is not necessarily limited to the following:
 - a. Focus on the good of the organization, independent of personal agenda, self-interest, or the influence of others.
 - b. Support Committee decisions once they are made.
 - c. Support the AMCA's policies and procedures for conducting business.
- Regularly attend Committee meetings.
- Prepare for Committee meetings by reviewing materials in advance and bringing the materials to meetings. Use conversation as a core business practice, asking strategic questions and participating in dialogue.
- Keep informed about the organization, its issues, and its connection to the community through active participation within the organization and conscientious connection outside the organization.
- As appropriate, use personal and professional contacts and expertise to benefit the organization, without compromising ethics or trespassing on relationships.
- Be willing to perform Committee research and other assignments, as needed.
- Inform the Board and Committee Chair of any potential conflicts of interest, whether real or perceived, and abide by the decision of the Board related to the situation.
- Agree to step down from Committee position if unable to fulfill these expectations.

Committee Chair/Co-Chair Duties and Expectations Throughout the Year

Committee meetings are generally held on a set weekday and time every other month from September to May, to allow time for members to satisfy their Region Leader meeting requirements.

Allot two hours for a Committee meeting, to allow sufficient discussion of agenda items.

If a meeting is held virtually, make sure to record the meeting to assist in minutes-taking.

Become familiar with the Membership/Mentoring Committee, Region Leaders, and Committee Member Performance Expectations sections in the AMCA Handbook.

The Committee Chair is expected to serve for two years, while the Co-Chair works in conjunction with the Chair during that time, with the possibility of moving on to Chair after the two-year period.

Chair/Co-Chair's monthly duties include:

- Provide new or updated Committee forms to the League of Arizona Cities and Towns (League) at AMCAinfo@azleague.org for posting to the AMCA website, as needed.
- Email the relevant packet of materials to new members when they first join (the Committee Chair is copied on the Welcome to AMCA notification) and annually email the relevant packet of materials inviting potential members to join.
- Verify with the Board liaison of any follow-up items or Committee assignments after each Board meeting.
- Provide Membership/Mentoring Committee updates at the Communications Committee's monthly meetings. If the Chair is unable to attend a meeting, they must ask the Co-Chair to attend in their absence.
- Provide Committee updates at the Board's monthly meetings. If the Chair is unable to attend a meeting, they must ask the Co-Chair to attend in their absence.
- Mentor members and promote active committee participation; aid the Board in the support and promotion of AMCA leadership roles and the AMCA mission statement.
- Assign a Mentor to a Mentee upon request via an application submission by contacting the volunteer mentor(s) located in the same Region as the requestor and verifying that they have capacity to take on a new mentee.
- Provide input to the AMCA President regarding Region Leader appointments.
- Inform the League of any known clerk retirements, promotions, or departures, to ensure the current listing of members is up-to-date.
- Submit updates and articles to the Communications Committee Chair for inclusion in the AMCA newsletter. Also, submit postings promoting various topics to the AMCA Facebook group.
- Regularly communicate with each other as well as with the Board and Board liaison.
- Monitor participation of the Committee members and report any issues related to performance expectations to the Board, as needed.

JULY

Responsible Party	Action Needed
Committee Chair/Co-Chair	<ul style="list-style-type: none">• Attend the AMCA Executive Board's Annual Business Meeting in July. If the Chair is unable to attend the meeting, they must ask the Co-Chair to attend in their absence.

AUGUST

Responsible Party	Action Needed
<p style="text-align: center;">Committee Chair/Co-Chair</p>	<ul style="list-style-type: none"> • Send a welcome email to the Committee members to include an introduction of the Chair and Co-Chair. This email should also ask the members to specify their preferences for a telephone-only meeting or a virtual meeting with a phone-in option and a standard weekday and time to meet, to assist in setting a schedule of meetings for the fiscal year. • Based on the member responses, schedule the first Committee meeting in September and send a 'save the date' email to the members so they can reserve the date and time on their calendar. • Review the master AMCA membership list and notify the League at AMCAinfo@azleague.org with updates as needed. • Share the listing of all previous year members who have not yet paid their renewal dues with the Committee members and ask them to provide a reminder to the clerks who have members in their respective region who have not renewed. • Reach out to the listed Mentors on the AMCA Region Mentors List to confirm their interest in continuing to serve as a Mentor and update the List as needed. Send the updated list to the League for posting to the AMCA website. • Attend the Board's August meeting and present the Committee updates. If the Chair is unable to attend the meeting, they must ask the Co-Chair to attend in their absence.
<p style="text-align: center;">Committee Member</p>	<ul style="list-style-type: none"> • Respond to the questions included in the welcome email from the Chair and Co-Chair. • Use personal communication methods to reach out to the clerks of the municipalities with unpaid membership dues or non-renewed membership. Notify the Committee Chair if those members have renewed or declined membership or have left the municipality.

SEPTEMBER COMMITTEE MEETING PRE-MEETING DUTIES

Responsible Party	Action Needed
Committee Chair/Co-Chair	<ul style="list-style-type: none"> • Based on the members' meeting preferences, prepare a tentative schedule of Committee meetings during the fiscal year – a minimum of four meetings is required. Meetings may take place in conjunction with any AMCA meeting or via telephone conference calls and/or virtual meeting tools. • Develop the agenda for the Committee's first meeting in September and email the draft agenda to the Committee members for their feedback. • Once finalized, email the agenda packet to the League at AMCAinfo@azleague.org for posting to the AMCA website. • Email the agenda packet to the AMCA Listserv at amca@list.azclerks.org. • Email the listing of previous year members with unpaid renewal dues to the Committee members and ask them to provide a reminder to the clerks who have members in their respective region who have not renewed.
Committee Member	<ul style="list-style-type: none"> • Review the draft meeting agenda and provide feedback to the Committee Chair, if any. • Provide a reminder to the clerks who have members in their respective region who have not renewed. Notify the Committee Chair if those members have renewed or declined membership or have left the municipality.

Agenda Items for September Meeting
<ul style="list-style-type: none"> • Introduction of Committee members • Approval of the minutes from the last Committee meeting (likely in May) • Review the Committee requirements, including attendance and participation • Finalize and approve the Committee meeting schedule for the fiscal year • Finalize and approve a list of minutes-takers for the Committee meetings – also specify a backup in case the assigned taker is not available • Review the latest listing of previous year members with unpaid renewal dues and provide status updates • Review the Board's assignments for the Committee and develop an implementation plan to achieve those assignments (include timeframes if possible) • Discuss any new ideas and goals for the fiscal year

SEPTEMBER COMMITTEE MEETING POST-MEETING DUTIES

Responsible Party	Action Needed
Committee Chair/Co-Chair	<ul style="list-style-type: none"> • Email the approved schedule of Committee meetings to the Committee members. The schedule should also include the assigned minutes-taker for each meeting and the name of the backup minutes-taker in case the assigned taker is not available. Include a reminder to members that if they are unable to take minutes for a meeting they were assigned, they are responsible for notifying the Committee Chair. • Prepare a meeting series in Outlook and email it to all Committee members so they can add the pertinent meeting information to their calendar. • Email the Committee meeting schedule to AMCAinfo@azleague.org for posting to the AMCA website calendar and to the Communications Committee Chair for inclusion in the AMCA newsletter. • Email a brief summary of the Committee’s discussions and actions after the meeting, including the expected next meeting date, to the AMCA Listserv at amca@list.azclerks.org and to the League at AMCAinfo@azleague.org. • Email the approved minutes from the last Committee meeting to the Listserv and League. • Notify the Board liaison of any follow-up items after the Committee meeting. Use the Board Communication Coversheet when presenting any items for discussion at the Board Retreat; provide the document and any attachments to the Board for the packet. • Email the draft meeting minutes to the Committee members for review before posting the minutes to the AMCA website by sending an email to AMCAinfo@azleague.org.
Committee Member	<ul style="list-style-type: none"> • Take note of the Committee meeting schedule and the meeting they are responsible for taking minutes of, if applicable. • Accept the Outlook meeting series invite so the meetings show up on their calendar. • Review the draft meeting minutes and provide feedback to the Committee Chair, if any. • Work on any assignments or research and report updates to the Committee Chair, as needed.

OCTOBER

Responsible Party	Action Needed
Committee Chair/Co-Chair	<ul style="list-style-type: none">• Prepare a document outlining the Committee's plan of action for their assignments from the Board and listing their goals for the fiscal year. Email this document to the Board for the Retreat packet.• Attend the Board Retreat and present the Committee updates, ask any questions regarding the Board assignments, and outline the items the Committee members think they can work on this year and their plan of action for those items. If the Chair is unable to attend the Retreat, they must ask the Co-Chair to attend in their absence.

NOVEMBER COMMITTEE MEETING PRE-MEETING DUTIES

Responsible Party	Action Needed
Committee Chair/Co-Chair	<ul style="list-style-type: none"> • Review with the Board liaison the Committee assignments made from the Board Retreat. • Develop the agenda for the Committee’s meeting in November and email the draft agenda to the Committee members for their feedback. • Email a reminder to the minutes-taker assigned to the meeting with the minutes template attached. • Once finalized, email the agenda packet to the League at AMCAinfo@azleague.org for posting to the AMCA website. • Email the agenda packet to the AMCA Listserv at amca@list.azclerks.org.
Committee Member	<ul style="list-style-type: none"> • Review the draft meeting agenda and provide feedback to the Committee Chair, if any. • Notify the Committee Chair if they are unable to attend the meeting.

Agenda Items for November Meeting
<ul style="list-style-type: none"> • Approval of the minutes from the last Committee meeting (likely in September) • Reports/activities from each Region Leader/Co-Leader • Review the Membership/Mentoring Committee and Region Leaders section of the AMCA Handbook, and propose any changes for presentation to the Board by January • Review any new Board assignments for the Committee • Include a reminder about when submissions for the Winter issue of the AMCA newsletter are due

NOVEMBER COMMITTEE MEETING POST-MEETING DUTIES

Responsible Party	Action Needed
Committee Chair/Co-Chair	<ul style="list-style-type: none"> • Email a brief summary of the Committee’s discussions and actions after the meeting, including the expected next meeting date, to the AMCA Listserv at amca@list.azclerks.org and to the League at AMCAinfo@azleague.org. • Email the approved minutes from the last Committee meeting to the Listserv and League. • Notify the Board liaison of any follow-up items after the Committee meeting. Use the Board Communication Coversheet when presenting any items for discussion at the next Board meeting; provide the document and any attachments to the Board for the packet. • Email the draft meeting minutes to the Committee members for review before posting the minutes to the AMCA website by sending an email to AMCAinfo@azleague.org.
Committee Member	<ul style="list-style-type: none"> • Review the draft meeting minutes and provide feedback to the Committee Chair, if any. • Work on any assignments or research and report updates to the Committee Chair, as needed.

DECEMBER

Responsible Party	Action Needed
Committee Chair/Co-Chair	<ul style="list-style-type: none">• Highlight the members' suggested changes to the Membership/Mentoring Committee and Region Leaders section of the AMCA Handbook and email the document to the Board liaison for inclusion in the Board's agenda packet for review and approval at their January meeting.• Attend the Board's December meeting and present the Committee updates and any items for discussion. Use the Board Communication Coversheet when presenting any items for discussion; provide the document and any attachments to the Board for the packet. If the Chair is unable to attend the meeting, they must ask the Co-Chair to attend in their absence.• Submit information about the AMCA Mentoring Program to the Communications Committee Chair for posting to the AMCA Facebook group in January to coincide with National Mentoring Month.

JANUARY COMMITTEE MEETING PRE-MEETING DUTIES

Responsible Party	Action Needed
Committee Chair/Co-Chair	<ul style="list-style-type: none"> • Review with the Board liaison any new assignments for the Committee. • Develop the agenda for the Committee’s meeting in January and email the draft agenda to the Committee members for their feedback. • Email a reminder to the minutes-taker assigned to the meeting with the minutes template attached. • Once finalized, email the agenda packet to the League at AMCAinfo@azleague.org for posting to the AMCA website. • Email the agenda packet to the AMCA Listserv at amca@list.azclerks.org.
Committee Member	<ul style="list-style-type: none"> • Review the draft meeting agenda and provide feedback to the Committee Chair, if any. • Notify the Committee Chair if they are unable to attend the meeting.

Agenda Items for January Meeting
<ul style="list-style-type: none"> • Approval of the minutes from the last Committee meeting (likely in November) • Reports/activities from each Region Leader/Co-Leader • Provide input to the Communications Committee regarding the Clerks Week Celebration Packet for the AMCA website • Review the “What is a Municipal Clerk?” and “Welcome to AMCA” brochures, and determine whether any updates are needed • Review any new Board assignments for the Committee • Include a reminder about when submissions for the Spring issue of the AMCA newsletter are due

JANUARY COMMITTEE MEETING POST-MEETING DUTIES

Responsible Party	Action Needed
Committee Chair/Co-Chair	<ul style="list-style-type: none"> • Email a brief summary of the Committee’s discussions and actions after the meeting, including the expected next meeting date, to the AMCA Listserv at amca@list.azclerks.org and to the League at AMCAinfo@azleague.org. • Email the approved minutes from the last Committee meeting to the Listserv and League. • Notify the Board liaison of any follow-up items after the Committee meeting. Use the Board Communication Coversheet when presenting any items for discussion at the next Board meeting; provide the document and any attachments to the Board for the packet. • Email the draft meeting minutes to the Committee members for review before posting the minutes to the AMCA website by sending an email to AMCAinfo@azleague.org. • If the Board approved changes proposed to the Membership/Mentoring and Region Leaders Committee section of the AMCA Handbook, email the approved changes to the Handbook and Constitution Committee Chair and Co-Chair for incorporation into the Handbook.
Committee Member	<ul style="list-style-type: none"> • Review the draft meeting minutes and provide feedback to the Committee Chair, if any. • Work on any assignments or research and report updates to the Committee Chair, as needed.

FEBRUARY

Responsible Party	Action Needed
Committee Chair/Co-Chair	<ul style="list-style-type: none">• Attend the Board's February meeting and present the Committee updates and any items for discussion. Use the Board Communication Coversheet when presenting any items for discussion; provide the document and any attachments to the Board for the packet. If the Chair is unable to attend the meeting, they must ask the Co-Chair to attend in their absence.

MARCH COMMITTEE MEETING PRE-MEETING DUTIES

Responsible Party	Action Needed
Committee Chair/Co-Chair	<ul style="list-style-type: none"> • Review with the Board liaison any new Board assignments for the Committee. • Develop the agenda for the Committee’s meeting in March and email the draft agenda to the Committee members for their feedback. • Email a reminder to the minutes-taker assigned to the meeting with the minutes template attached. • Once finalized, email the agenda packet to the League at AMCAinfo@azleague.org for posting to the AMCA website. • Email the agenda packet to the AMCA Listserv at amca@list.azclerks.org.
Committee Member	<ul style="list-style-type: none"> • Review the draft meeting agenda and provide feedback to the Committee Chair, if any. • Notify the Committee Chair if they are unable to attend the meeting.

Agenda Items for March Meeting
<ul style="list-style-type: none"> • Approval of the minutes from the last Committee meeting (likely in January) • Reports/activities from each Region Leader/Co-Leader • Review the AMCA Clerk Areas of Expertise spreadsheet and recommend any needed changes • Review any new Board assignments for the Committee • Include a reminder about when submissions for the Summer issue of the AMCA newsletter are due

MARCH COMMITTEE MEETING POST-MEETING DUTIES

Responsible Party	Action Needed
Committee Chair/Co-Chair	<ul style="list-style-type: none"> • Email a brief summary of the Committee’s discussions and actions after the meeting, including the expected next meeting date, to the AMCA Listserv at amca@list.azclerks.org and to the League at AMCAinfo@azleague.org. • Email the approved minutes from the last Committee meeting to the Listserv and League. • Notify the Board liaison of any follow-up items after the Committee meeting. Use the Board Communication Coversheet when presenting any items for discussion at the next Board meeting; provide the document and any attachments to the Board for the packet. • Email the draft meeting minutes to the Committee members for review before posting the minutes to the AMCA website by sending an email to AMCAinfo@azleague.org.
Committee Member	<ul style="list-style-type: none"> • Review the draft meeting minutes and provide feedback to the Committee Chair, if any. • Work on any assignments or research and report updates to the Committee Chair, as needed.

APRIL

Responsible Party	Action Needed
Committee Chair/Co-Chair	<ul style="list-style-type: none">• Attend the Board's April meeting and present the Committee updates and any items for discussion. Use the Board Communication Coversheet when presenting any items for discussion; provide the document and any attachments to the Board for the packet. If the Chair is unable to attend the meeting, they must ask the Co-Chair to attend in their absence.

MAY COMMITTEE MEETING PRE-MEETING DUTIES

Responsible Party	Action Needed
Committee Chair/Co-Chair	<ul style="list-style-type: none"> • Review with the Board liaison any new Board assignments for the Committee. • Develop the agenda for the Committee’s meeting in May and email the draft agenda to the Committee members for their feedback. • Email a reminder to the minutes-taker assigned to the meeting with the minutes template attached. • Once finalized, email the agenda packet to the League at AMCAinfo@azleague.org for posting to the AMCA website. • Email the agenda packet to the AMCA Listserv at amca@list.azclerks.org. • Email the current listing of Mentors to the AMCA President so they can receive Certificates of Appreciation for the fiscal year.
Committee Member	<ul style="list-style-type: none"> • Review the draft meeting agenda and provide feedback to the Committee Chair, if any. • Notify the Committee Chair if they are unable to attend the meeting.

Agenda Items for May Meeting
<ul style="list-style-type: none"> • Approval of the minutes from the last Committee meeting (likely in March) • Reports/activities from each Region Leader/Co-Leader • Review the Committee succession plan and determine whether any updates are needed • Review any new Board assignments for the Committee • Include a reminder about when submissions for the Summer issue of the AMCA newsletter are due

MAY COMMITTEE MEETING POST-MEETING DUTIES

Responsible Party	Action Needed
Committee Chair/Co-Chair	<ul style="list-style-type: none"> • Email a brief summary of the Committee’s discussions and actions after the meeting, including the expected next meeting date, to the AMCA Listserv at amca@list.azclerks.org and to the League at AMCAinfo@azleague.org. • Email the approved minutes from the last Committee meeting to the Listserv and League. • Notify the Board liaison of any follow-up items after the Committee meeting. Use the Board Communication Coversheet when presenting any items for discussion at the next Board meeting; provide the document and any attachments to the Board for the packet. • Email the draft meeting minutes to the Committee members for review before posting the minutes to the AMCA website by sending an email to AMCAinfo@azleague.org. • Prepare an annual report of the Membership/Mentoring Committee for inclusion in the AMCA Annual Report. The annual report should include the Committee’s activities for the year, accomplishments, and efforts in support of the strategic plan goals, as applicable.
Committee Member	<ul style="list-style-type: none"> • Review the draft meeting minutes and provide feedback to the Committee Chair, if any. • Work on any assignments or research and report updates to the Committee Chair, as needed.

JUNE

Responsible Party	Action Needed
Committee Chair/Co-Chair	<ul style="list-style-type: none">• Forward to the AMCA President the Committee's annual report for the Annual Business Meeting packet.• Email the Committee's succession plan and documents to the Vice President.• Attend the Board's June meeting and present the Committee updates and any items for discussion. Use the Board Communication Coversheet when presenting any items for discussion; provide the document and any attachments to the Board for the packet. If the Chair is unable to attend the meeting, they must ask the Co-Chair to attend in their absence• Register for the Annual Conference and plan to attend the Annual Business Meeting in July.

AMCA REGION LEADERS CALENDAR

Region Leader Duties and Expectations Throughout the Year

A minimum of four region meetings should be held during the fiscal year.

Allot two hours for a region meeting, to allow sufficient discussion of agenda items.

If a meeting is held virtually, make sure to record the meeting to assist in minutes-taking.

Become familiar with the Membership/Mentoring Committee, Region Leaders, and Committee Member Performance Expectations sections in the AMCA Handbook.

Region Leader/Co-Leader's monthly duties include:

- Maintain a contact list for members within their region and distribute the updated list to members whenever changes are made.
- Disperse AMCA information to the region members.
- Remind the region members of deadlines for articles in the AMCA newsletter.
- Provide region updates at the Membership/Mentoring Committee's meetings. If the Region Leader is unable to attend a meeting, they must ask the Co-Leader to attend in their absence, if applicable.
- Encourage the region members to contact their Region Leader when a new clerk comes to a community, so that contact may be made on behalf of AMCA.
- Obtain general information about the new clerk, e.g. biographical information, etc., and forward that information to the Communications Committee Chair for publication in the AMCA newsletter and posting on the AMCA website.
- Whenever there is a new municipal clerk within their region, call or email the city/town clerk to welcome them to the municipal clerks' field and inform them of assistance available through the AMCA, the Secretary of State's office, the Election Officials of Arizona organization, and the International Institute of Municipal Clerks (IIMC).
- Notify the Membership/Mentoring Committee Chair of the new clerk, and request that information regarding AMCA and IIMC be forwarded to the new clerk.
- Encourage the region members to inform their Region Leader when a clerk leaves employment, retires, or has been promoted, so that the Region Leader can immediately notify the Membership/Mentoring Committee Chair.
- Submit updates and articles to the Communications Committee Chair for inclusion in the AMCA newsletter. Also, submit postings promoting their region to the AMCA Facebook group.
- Regularly communicate with each other as well as with the Membership/Mentoring Committee Chair.

JULY

Responsible Party	Action Needed
Region Leader/Co-Leader	<ul style="list-style-type: none">• Become familiar with the resources posted on the AMCA website at https://www.azclerks.org and the municipalities located within their region.

AUGUST

Responsible Party	Action Needed
Region Leader/Co-Leader	<ul style="list-style-type: none"> • Use personal communication methods to reach out to the municipal clerks of the jurisdictions with unpaid membership dues or non-renewed membership and provide updates to the Membership/Mentoring Committee Chair. • Review the contact list for their region members and make updates as needed, based on the master AMCA membership list posted on the Members Only section of the AMCA website. • Send a welcome email to the region members to include an introduction of the Region Leader and Co-Leader, if applicable, and the members contact list. This email should also ask the members to specify their preference to meet over the phone, virtually, or in-person, and if anyone was interested in hosting or co-hosting the first region meeting for the fiscal year. • If there is a volunteer to host or co-host a meeting, work with that member to schedule the first region meeting in either September or October and send a 'save the date' email to the members so they can reserve the date and time on their calendar. • If there are no volunteers to host or co-host a meeting in either September or October, pick a few dates the Region Leader can host the meeting and send those dates to the region members to choose the dates they can attend the meeting.

Ideas for Agenda Items:

<p>Agenda Packets and Meeting Deadlines</p> <p>Annexations</p> <p>Annual Clerks Week</p> <p>Boards and Commissions</p> <p>Candidate Packets</p> <p>Code of Ethics</p> <p>Educational Training Opportunities</p> <p>Election Update</p> <p>E-Qual System</p> <p>Executive Session Minutes</p> <p>Legislative Update</p> <p>Liquor Licenses</p>

<p>Mentoring Program</p> <p>News/Information</p> <p>Orientation for Newly Elected Councilmembers</p> <p>Processes related to Remote, In-Person, and/or Hybrid Meetings</p> <p>Public Safety Personnel Retirement Board</p> <p>Publicity Pamphlets</p> <p>Records Management</p> <p>Software Projects</p> <p>Succession Planning</p> <p>Upcoming Events</p> <p>Volunteer Opportunities</p>

SEPTEMBER/OCTOBER REGION MEETING PRE-MEETING DUTIES

Responsible Party	Action Needed
Meeting Host	<ul style="list-style-type: none"> • The initial meeting should establish what type of meetings the region members would like to hold and how often the region should meet. At this meeting, guidelines may be established specific to the region. • Three weeks prior to meeting: Email a meeting invite notifying the region members of date, time, and place of the meeting, including directions if applicable. Request all agenda items be submitted to the meeting host no later than two weeks prior to the meeting. • One week prior to meeting: E-mail a meeting reminder and the agenda to the region members confirming date, time, and place of the meeting. If the meeting is in person and food will be provided to the attendees, request an RSVP for the food count. • Email the agenda packet (including the minutes from the previous meeting) to the League of Arizona Cities and Towns (League) at AMCAinfo@azleague.org for posting to the AMCA website. • Be prepared to take minutes of the meeting (ask the Region Leader for the template if needed). • Day of Meeting: If the meeting is held in person, provide a sign-in sheet and copies of the agenda for the attendees. Take photos and share them with the Region Leader for inclusion in the AMCA newsletter or posting to the AMCA Facebook group.

Agenda Items for Initial Meeting in September/October

- Introduction of attendees
- Approval of the minutes from the last region meeting
- Discussion of region meeting goals
- Finalize and approve a quarterly rotating meeting schedule (minimum of 4 meetings during the fiscal year)
- Items requested by members
- Include a reminder about when submissions for the Winter issue of the AMCA newsletter are due
- Include a reminder about notifying the Region Leader of new clerk arrivals, clerk departures or retirements, or clerk promotions

SEPTEMBER/OCTOBER REGION MEETING POST-MEETING DUTIES

Responsible Party	Action Needed
<p style="text-align: center;">Region Leader/Co-Leader</p>	<ul style="list-style-type: none"> • Email the approved schedule of region meetings to the region members. • Email the region meeting schedule to AMCAinfo@azleague.org for posting to the AMCA website calendar and to the Communications Committee Chair for inclusion in the AMCA newsletter. • Email the approved minutes from the last region meeting to the League for posting to the AMCA website. • Email the draft meeting minutes to the region members for review before posting the minutes to the AMCA website by sending an email to AMCAinfo@azleague.org.

DECEMBER/JANUARY COMMITTEE MEETING PRE-MEETING DUTIES

Responsible Party	Action Needed
Meeting Host	<ul style="list-style-type: none"> • Three weeks prior to meeting: Email a meeting invite notifying the region members of date, time, and place of the meeting, including directions if applicable. Request all agenda items be submitted to the meeting host no later than two weeks prior to the meeting. • One week prior to meeting: E-mail a meeting reminder and the agenda to the region members confirming date, time, and place of the meeting. If the meeting is in person and food will be provided to the attendees, request an RSVP for the food count. • Email the agenda packet (including the minutes from the previous meeting) to the League of Arizona Cities and Towns (League) at AMCAinfo@azleague.org for posting to the AMCA website. • Be prepared to take minutes of the meeting (ask the Region Leader for the template if needed). • Day of Meeting: If the meeting is held in person, provide a sign-in sheet and copies of the agenda for the attendees. Take photos and share them with the Region Leader for inclusion in the AMCA newsletter or posting to the AMCA Facebook group.

Agenda Items for Meeting in December/January
<ul style="list-style-type: none"> • Approval of the minutes from the last region meeting • Items requested by members • Include a reminder about when submissions for the Spring issue of the AMCA newsletter are due • Include a reminder about notifying the Region Leader of new clerk arrivals, clerk departures or retirements, or clerk promotions

DECEMBER/JANUARY COMMITTEE MEETING POST-MEETING DUTIES

Responsible Party	Action Needed
Region Leader/Co-Leader	<ul style="list-style-type: none">• Email the approved minutes from the last region meeting to the League for posting to the AMCA website.• Email the draft meeting minutes to the region members for review before posting the minutes to the AMCA website by sending an email to AMCAinfo@azleague.org.

MARCH/APRIL COMMITTEE MEETING PRE-MEETING DUTIES

Responsible Party	Action Needed
Meeting Host	<ul style="list-style-type: none"> • Three weeks prior to meeting: Email a meeting invite notifying the region members of date, time, and place of the meeting, including directions if applicable. Request all agenda items be submitted to the meeting host no later than two weeks prior to the meeting. • One week prior to meeting: E-mail a meeting reminder and the agenda to the region members confirming date, time, and place of the meeting. If the meeting is in person and food will be provided to the attendees, request an RSVP for the food count. • Email the agenda packet (including the minutes from the previous meeting) to the League of Arizona Cities and Towns (League) at AMCAinfo@azleague.org for posting to the AMCA website. • Be prepared to take minutes of the meeting (ask the Region Leader for the template if needed). • Day of Meeting: If the meeting is held in person, provide a sign-in sheet and copies of the agenda for the attendees. Take photos and share them with the Region Leader for inclusion in the AMCA newsletter or posting to the AMCA Facebook group.

Agenda Items for Meeting in March/April
<ul style="list-style-type: none"> • Approval of the minutes from the last region meeting • Discuss planned activities promoting the Annual Clerks Week in May • Items requested by members • Include a reminder about notifying the Region Leader of new clerk arrivals, clerk departures or retirements, or clerk promotions • Include a reminder about when submissions for the Summer issue of the AMCA newsletter are due

MARCH/APRIL COMMITTEE MEETING POST-MEETING DUTIES

Responsible Party	Action Needed
Region Leader/Co-Leader	<ul style="list-style-type: none">• Email the approved minutes from the last region meeting to the League for posting to the AMCA website.• Email the draft meeting minutes to the region members for review before posting the minutes to the AMCA website by sending an email to AMCAinfo@azleague.org.

MAY/JUNE COMMITTEE MEETING PRE-MEETING DUTIES

Responsible Party	Action Needed
Meeting Host	<ul style="list-style-type: none"> • Three weeks prior to meeting: Email a meeting invite notifying the region members of date, time, and place of the meeting, including directions if applicable. Request all agenda items be submitted to the meeting host no later than two weeks prior to the meeting. • One week prior to meeting: E-mail a meeting reminder and the agenda to the region members confirming date, time, and place of the meeting. If the meeting is in person and food will be provided to the attendees, request an RSVP for the food count. • Email the agenda packet (including the minutes from the previous meeting) to the League of Arizona Cities and Towns (League) at AMCAinfo@azleague.org for posting to the AMCA website. • Be prepared to take minutes of the meeting (ask the Region Leader for the template if needed). • Day of Meeting: If the meeting is held in person, provide a sign-in sheet and copies of the agenda for the attendees. Take photos and share them with the Region Leader for inclusion in the AMCA newsletter or posting to the AMCA Facebook group.

Agenda Items for Meeting in May/June
<ul style="list-style-type: none"> • Approval of the minutes from the last region meeting • Items requested by members • Include a reminder about notifying the Region Leader of new clerk arrivals, clerk departures or retirements, or clerk promotions • Include a reminder about when submissions for the Fall issue of the AMCA newsletter are due

MAY/JUNE COMMITTEE MEETING POST-MEETING DUTIES

Responsible Party	Action Needed
Region Leader/Co-Leader	<ul style="list-style-type: none">• Email the approved minutes from the last region meeting to the League for posting to the AMCA website.• Email the draft meeting minutes to the region members for review before posting the minutes to the AMCA website by sending an email to AMCAinfo@azleague.org.

COMMITTEE MEMBER PERFORMANCE EXPECTATIONS

By volunteering for an AMCA Committee, members agree to meet the expectations outlined below and strive to perform accordingly.

1. Be an active advocate and ambassador for the values, mission and vision of the AMCA.
2. Work with fellow Committee members to fulfill the obligations of Committee membership and cooperate with other AMCA Committees and members to support the goals of the Association and the Executive Board as articulated in the AMCA Handbook.
3. Act in a manner that contributes to the effective operation of the Committee – and work with fellow Committee members and the AMCA Executive Board to ensure that the Committee functions well. This includes – but is not necessarily limited to the following:
 - a. Focus on the good of the organization, independent of personal agenda, self-interest, or the influence of others.
 - b. Support Committee decisions once they are made.
 - c. Support AMCA's policies and procedures for conducting business.
4. Regularly attend Committee meetings.
5. Prepare for Committee meetings by reviewing materials in advance and bringing the materials to meetings. Use conversation as a core business practice, asking strategic questions and participating in dialogue.
6. Keep informed about the Association, its issues, and its connection to the community through active participation within the Association and conscientious connection outside the Association.
7. As appropriate, use personal and professional contacts and expertise to benefit the Association, without compromising ethics or trespassing on relationships.
8. Be willing to perform Committee research and other assignments, as needed.
9. Inform the AMCA Executive Board and your Committee Chair of any potential conflicts of interest, whether real or perceived, and abide by the decision of the Executive Board related to the situation.
10. Agree to step down from the Committee position if unable to fulfill these expectations.

Committee Member Attendance Guidelines

Any Committee member may voluntarily resign from a Committee by submitting a written resignation to the Committee Chair.

1. Any member of a Committee may be administratively removed from a Committee if the following applies:
 - a. A member fails to attend three (3) consecutive or 75% of the scheduled Committee meetings without any other participation.
 - b. Extraordinary circumstances, such as serious illness, may be considered by the Board Liaison when determining whether to administratively remove a member from a Committee.
 - c. Any Committee member who ceases to be a member of the AMCA shall be administratively removed from the Committee.

It is the responsibility of each Committee member to ensure compliance with these performance expectations. Committee Chairpersons and the respective Executive Board Committee Liaisons will monitor participation and report to the Executive Board, as needed. The Executive Board may remove Committee members that do not regularly attend Committee meetings. Additionally, removal from a Committee by the AMCA Executive Board may result in denial of International Institute of Municipal Clerk (IIMC) certification points for non-participating members.

Adopted September 2018

AMCA MEMBERSHIP/MENTORING COMMITTEE ASSIGNMENTS

TASKS	ASSIGNED TO	DUE DATE
Assist League of Arizona Cities and Towns (League) staff with past due memberships for 2022/2023	Region Leaders	Complete
Take photos of regional meetings/activities for AMCA Annual Meeting Presentation	Region Leaders	Throughout the year
Collect information re: new employees who may benefit from AMCA membership & notify Committee Chair <i>(Details outlined in 1.b. under Committee section of AMCA Handbook)</i>	Region Leaders	Throughout the year
Collect information re: when members leave employment, retire or receive promotions & notify Committee Chair <i>(Details outlined in 1.b. under Committee section of AMCA Handbook)</i>	Region Leaders	Throughout the year
Review the Clerk Areas of Expertise spreadsheet and make updates as needed	Committee Chair & Volunteer	September 2022
Submit articles promoting Mentoring Program for AMCA Newsletter issues Provide mentoring information to Communications Committee Chair for periodic Facebook and LinkedIn posts	Committee Chair & Volunteers	September 2022 December 2022 March 2023 June 2023
Develop data collection form to send to new AMCA members <i>(Details outlined in 1.e. under Committee section of AMCA Handbook)</i>	Need Volunteers	November 2022
Develop and maintain "Exit Interview Form" for members to complete when they leave AMCA <i>(Details outlined in 2.h. under Committee section of AMCA Handbook)</i>	Committee Chair & Volunteer	January 2023

TASKS	ASSIGNED TO	DUE DATE
Municipal Clerk's Handbook Project	Committee members	Project to commence in November 2022, with periodic updates throughout 2023
Update the Resources List for AMCA members	Committee Chair & Volunteers	February 2023
Update the AMCA Mentoring Program brochure and application forms	Committee Chair w/input from Committee members	March 2023
Interview AMCA members at AMCA trainings & Annual Conference for use in a promotional montage video	Need Volunteers	July 2023

MEMBERSHIP/MENTORING COMMITTEE AND REGION LEADERS

The Membership/Mentoring Committee's purpose is to coordinate with representatives from each of the AMCA Regions regarding membership information within the Association and manage the mentorship program. The Membership/Mentoring Committee and Region Leaders was established to assist members new to the profession or to the state through the facilitation and exchange of ideas, experiences and information between members. The Membership/Mentoring Committee members shall be comprised of a representative from each AMCA Region. Each Region Leader shall work together on the Membership/Mentoring Committee to ensure that AMCA membership records are accurate and that membership recruitment efforts encompass the entire State.

The AMCA Membership/Mentoring Committee shall:

1. Serve as Region Leader for their respective AMCA Region.
 - a. Use communication methods to contact individuals within their region, when possible, including when a new member is in their region.
 - Call or email new members to welcome them and provide information about assistance available through the AMCA, the Secretary of State's office (SOS), the Election Officials of Arizona organization, and the IIMC.
 - b. Serve as the contact for regional information.
 - Collect information regarding new employees that may benefit from AMCA membership; notify the Membership/Mentoring Committee Chair of the new members within the region and request that information regarding AMCA and IIMC be forwarded to the individuals.
 - Collect information regarding when members leave employment, retire or receive promotions and notify the Membership/Mentoring Committee Chair, the AMCA President and the League.
 - Provide Exit Interview Form to exiting members and submit to Chair.
 - c. Conduct meetings within their region and establish the method for such meetings, i.e. in-person, virtual, by phone, etc. as well as the frequency of the meetings.
 - d. Serve as information facilitator for their region.
 - AMCA information shall be dispersed to the Region Leaders; Region Leaders shall, in turn, disperse the information to members in their region.
 - e. Develop a data collection form and send to new AMCA members.
 - Submit completed data collection forms to the Communications Committee Chair for inclusion in an upcoming AMCA Newsletter and/or for other communication outlets such as websites and social media as appropriate.

2. The Chairperson shall coordinate and manage AMCA membership.
 - a. Review the list of AMCA members to identify which members have not renewed their membership.
 - b. Contact individual who have not renewed their AMCA membership to remind them of renewal requirements.
 - c. Work with the League to maintain an updated membership list.
 - d. Develop recruitment strategies to increase AMCA membership.
 - e. Maintain and update recruitment and welcome brochures that may be provided to recruit non-members and orient new members.
 - "What is a Municipal Clerk?"
 - "Welcome to AMCA"
 - f. At least 60 days before the Annual Meeting, prepare a current listing of members (including any known retirements and/or terminations).
 - g. At least 60 days before the Annual Meeting, work with the Executive Board Treasurer to prepare and submit to the League a list of members who are eligible for all awards. The Membership/Mentoring Committee Chair may need to contact the Region Leaders to gather the needed information.
 - h. Develop and maintain an "Exit Interview Form" (Form) for members to complete when they leave AMCA.
 - i. The Form shall identify the length of time the exiting member has been a member of the AMCA and request their choice of gift, if applicable, forwarding address, and, if retiring, whether they wish to be invited to the Annual Business Meeting and whether they wish to submit a picture and statement to be displayed during the Annual Business Meeting that is held after their retirement.
 - ii. Completed Forms may be included in an upcoming AMCA Newsletter and/or other communication outlets.
3. Manage the AMCA mentoring program.
 - a. Ensure that each AMCA Region has at least one individual providing mentoring services to new members.
 - b. Advertise mentoring services to new members.
 - c. Assign a mentor to work with any member who has applied for mentoring services.
 - d. Develop and maintain a Membership/Mentoring Committee and Region Leaders succession plan for use as a guiding document for the next Committee.
4. Work with the League to electronically send out the membership forms in a timely manner.
5. Manage the Clerk Areas of Expertise spreadsheet.
 - a. Review annually and make updates as needed.
 - b. Ensure the most current information is available on the AMCA website.

Revised February 2021; Revised April 2022