



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

**Tuesday, May 10, 2022  
9:00 a.m.**

**Microsoft Teams**

**[Join Teams meeting](#)**

**Call Option: (480) 498-8745**

**Phone Conference ID: 375 703 945#**

*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; Vacant, Region 7 Leader; Crystal Hadfield, Regions 8 and 9 Leader; and Carla Reece, Board Liaison*

**1. CALL TO ORDER – Roll Call**

**2. MINUTES**

Discuss and consider approval of the minutes from the March 22, 2022 Membership/Mentoring Committee and Region Leaders meetings. (*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 – Vanessa Bueras
- g. Regions 8 and 9 – Crystal Hadfield
- h. Executive Board

**4. OLD BUSINESS**

- a. 2022-2023 AMCA Membership Application/Renewal Reminder (*Application attached*)

**To become an AMCA member today, click [here](#) to apply online or fill out the form below:**

[AMCA Membership Application - Renewal FY23.pdf](#)

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

**5. NEW BUSINESS**

- a. 2022 Clerks Week – how did your regions and municipalities celebrate?
- b. Revised Membership/Mentoring Committee and Region Leaders Section in AMCA Handbook (*April 2022 Handbook excerpts attached*)

- 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?

**6. REMINDERS**

- a. Scholarship Fundraiser Basket Raffle: Submit pictures and descriptions of your basket/raffle items to Crystal Hadfield at [chadfield@willcox.az.gov](mailto: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.
- b. Please ask your regional members for suggested topics or questions for the AMCA Facebook discussion posts.
- c. Please continue sending photos and screenshots of your regional meetings and activities to the Committee Chair.
- d. Submissions for the Summer issue of *The Clerk's Insider* newsletter are due by Wednesday, June 1st.
- e. Please notify the Committee Chair of new clerk arrivals, clerk departures/retirements, or promotions.

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

**8. NEXT MEETING DATE AND LOCATION**

To be determined after new fiscal year begins.

**9. ADJOURNMENT**

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



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION  
MEMBERSHIP/MENTORING AND REGION  
LEADERS COMMITTEE MEETING MINUTES  
Tuesday, March 22, 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; Michelle Stanley, Region 3 Leader; Sherry Aguilar, Region 4 Leader; Kara DeArrastia, Chair and Region 5 Leader; Crystal Hadfield, Regions 8 and 9 Leader, were present.

Absent: Region 6 Leader Vanessa Bueras and Region 7 Leader Cherry Lawson (Resigned). Carla Reece, Board Liaison, was also not in attendance.

**2. MINUTES**

Region 2 Leader Annie Meredith moved to approve the Minutes of the December 8, 2021 and January 12, 2022 Membership / Mentoring Committee and Region Leaders Meetings; Region 1 Leader Fatima Fernandez seconded the motion. Motion carried to approve the minutes of the December 8, 2021 and January 12, 2022 meetings.

**3. REPORTS/ACTIVITIES FROM COMMITTEE MEMBERS**

Region 1

Region 1 Leader Fatima Fernandez gave a report on the Region 1 meeting held on March 3, 2022. The meeting was held at a local winery in Camp Verde and the main topics of discussion were regarding special event and liquor license classes. There was not enough time to review all of the materials presented to the attendees. There are staffing changes at the State Liquor Board, issues with smaller municipalities regarding special event processes, and limited amount of time for review and approval. The attendees split up into two teams for round table discussions. The group also briefly touched on gift baskets for the upcoming AMCA Annual Elections Training. The next meeting will be at the AMCA Annual Conference in July, most likely over dinner.

## Region 2

Region 2 Leader Annie Meredith reported that they held their region meeting over Zoom on March 1, 2022; discussion took place about holding a future meeting where everyone can meet in-person. The attendees discussed upcoming educational opportunities such as the Spring Best Practices, Athenian Dialogue, and the Annual Elections Training in July. They talked about possibly holding a regional dinner during the Annual Conference and explored ideas for their raffle baskets. The group also discussed updates to the Arizona State Library, Archives, and Public Records General Retention Schedules and appreciated the AMCA Records Committee sharing those updates. Meeting attendees briefly talked about the upcoming elections in their municipalities and their experience using the E-Qual online petition program for the first time. No candidates have filed to date in the Region 2 cities and towns.

## Region 3

Region 3 Leader Michelle Stanley commented that she did not have a report or any new updates.

## Region 4

Region 4 Leader Sherry Aguilar reported Region 4 held their quarterly meeting on January 11, 2022 hosted by the City of Avondale and the only topic listed was the process for filing Council vacancies and further discussion took place on the new E-Qual online petition program. The next quarterly breakfast is being hosted by the City of Glendale to take place on Wednesday, April 27, 2022. Sherry said she was not sure of the topics at this point, but she expected they will include election updates.

## Region 5

Region 5 Leader Kara DeArrastia reported that the City of Scottsdale and Clerk Ben Lane hosted a Region 5 quarterly meeting virtually on Wednesday, March 9th. Discussions focused on the return to in-person Council, Board, and Commission meetings and continuation of virtual attendance and/or participation, the Council nomination and voting process to fill Board and Commission openings, and engagement of non-Clerk's Office employees in records management duties. Kara noted she also reminded attendees about upcoming AMCA training opportunities, Scholarship Raffle Basket planning, and Clerks Week video montage call for volunteers. She said the next regional meeting will take place in April or May.

## Region 6

Region Leader Vanessa Bueras was absent – no report given.

## Region 7

Chair Kara DeArrastia reported that Cherry Lawson had resigned from the Region 7 Leader position and said she was hoping to get someone to fill this position in the interim through the end of this fiscal year (June 30, 2022).

### Regions 8 and 9

Regions 8 and 9 Leader Crystal Hadfield reported that the regions are working with the Arizona Department of Liquor to find available dates for their next meeting for liquor license process training. Crystal asked if there are educational points available for this type of training? General discussion was that educational points are pre-approved by the IIMC, but to check on the AMCA website. There is an opportunity on the application process for CMC or MMC certification to add miscellaneous training for points, which can include FEMA classes. Crystal further reported that the Scholarship Committee will meet today to discuss this year's scholarship raffle baskets. More information to follow.

### Executive Board

Board Liaison Carla Reece was absent. Chair Kara DeArrastia commented that she spoke with AMCA President Teresa Riza about the Executive Board meeting on March 17, 2022 and the discussion regarding proposed changes to the AMCA Constitution relating to the Board composition. The Handbook and Constitution Committee compiled a report from the Proposed Constitutional Amendments Survey responses and presented to the AMCA Executive Board for discussion which included possible changes to the composition of the Board. The Board decided to give the membership another opportunity for everyone to review and provide comments before the proposed changes go out to a vote of the membership.

Region 3 Leader Michelle Stanley commented that she attended the March 17th Board meeting and the Board commented that the survey had a very low turnout of approximately 25% of the membership.

## **4. OLD BUSINESS**

- a. Discuss input received from AMCA Regions 5, 6, and 7.

Chair Kara DeArrastia thanked all Region Leaders for sharing comments from their region members on encouraging region meeting attendance and sharing of different topics for discussion. A recurring theme is to encourage in-person attendance where feasible. She further commented on Region 5 discussion of the AMCA Region Map. The majority agreed to keep the boundaries the same, but Jennifer Pena, City of Apache Junction Clerk, commented that her City is different in the fact that it falls between two Regions 5 and 6, and may have more in common with Region 6 due to election topics that were more of an interest for her since the majority of her City falls within mainly Pinal County. However, she agrees the region boundaries should remain the same, but she will attend Region 6 meetings when there are topics of interest.

Kara commented that Region 5 will continue with virtual meetings until further notice. Region 6 is fine with the current Region Map and agrees to continue with virtual meetings since the cities and towns are so spread out as this would give them a better opportunity to meet.

No feedback for Region 7; the current Leader position is vacant. At this point, Kara did not feel any further discussions on the Region Map were needed. No other comments were made for this topic.

- b. Discuss additions/revisions to Municipal Clerk's Handbook Table of Contents, ideas for the Resource Guide, and next steps in the project.

Chair Kara DeArrastia displayed the proposed table of contents on the screen to discuss. She commented that the layout has not changed since the last meeting; everyone has been busy with elections and other Clerk duties. Kara asked if members see any changes or other topics that might be helpful to new Clerks or Clerk staff coming in due to retirements, etc. There will also be a reference type guide for various topics that will reflect law changes; this will be a general guide covering most responsibilities in the Clerk's Office.

Region 2 Leader Annie Meredith commented that this document is phenomenal especially for newer Clerks or Clerk staff coming in, or to cover items that they perform but not all the time; this will be a great go-to guide. Annie said she is going to be on a Clerk's Panel and indicated that all of these topics in the document are what the Clerks requested in the survey. She further commented that she has a resource guide that she gave to her Deputy for guidance.

Kara commented that Jennifer Pena found an old Clerk's handbook from the 1990s, so she used this as a baseline guide. AMCA currently has a resources checklist that is provided to new members, but this handbook would include many more topics.

Kara commented that the Committee has one more meeting in May that members can follow up on the handbook. She asked the group if they want to have an in-person meeting at the Annual Conference in July. Perhaps they could discuss what they would like to focus on and what their goals should be for the next fiscal year. Maybe a planning session? Kara asked for their thoughts on this.

Regions 8 and 9 Leader Crystal Hadfield thought it would be a great idea to do this and share ideas. Annie commented that she is willing to meet in person, but there may be several Committee meetings taking place during the Annual Conference. Annie also commented that she has put out the word to Region 2 if anyone else would like to serve as Region Leader, but she has not received any response. Region 4 Leader Sherry Aguilar commented that she is proof of this as well and has served several years in row as Region 4 Leader and Chair for this Committee. Further discussion took place about succession for this Committee. Sherry commented that she believes it will be up to the incoming AMCA President for assignments to the various Committees. Kara commented that she does like serving as Chair; this is helpful to gain points for certification.

## 5. ANNOUNCEMENTS

- a. 2022-2023 AMCA Membership Application and Renewal is now open: Please encourage your regional members to renew their membership for July 2022 – June 2023 and solicit non-members to consider joining the AMCA.

Chair Kara DeArrastia gave a brief overview for this item. She asked that Region leaders remind their members to renew and to also share with others that may be interested in joining the Association.

- b. Registrations are open for:
  - AMCA 2022 Spring Athenian Dialogue – Mon., April 18, 8:30 am-3:30 pm, Goodyear Recreation Campus
  - AMCA 2022 Spring Best Practices – Tues., April 19, 8:15 am-3:30 pm, Goodyear Recreation Campus
  - 2022 Certified Municipal Clerk (CMC) Institute – June 6-10, 8:00 am-5:00 pm (Mon.-Fri.), Arizona Center in Downtown Phoenix
  - 2022 Master Municipal Clerk (MMC) Academy – June 21-23, 2022, 8:00 am-5:00 pm (Tues.-Thurs.), Arizona Center in Downtown Phoenix

Chair Kara DeArrastia gave a brief overview for this section and commented on the location change for the Institute/Academy.

A question came up about Scholarship Awards. Regions 8 and 9 Leader Crystal Hadfield commented that this has not been decided yet but currently there are six applications to review.

- c. Applications for AMCA Executive Board Secretary position are due April 18th.
- d. Volunteers wanted for 2022 Clerks Week Video Montage – video submissions due by April 8th.

Chair Kara DeArrastia commented that the deadline is coming up and for the Region Leaders to spread the word about this project. One video has been submitted to date by Apache Junction.

- e. Mark your calendars: AMCA Annual Conference and Elections Workshop will be held in-person on July 26-28 in Fountain Hills.

Chair Kara DeArrastia said more information will more provided about the upcoming Annual Conference and Elections Training.

- f. Scholarship Fundraiser Basket Raffle: Start soliciting ideas for basket themes and gift items from your regional members. The Fundraiser will be held virtually again this year in addition to in-person at the Annual Conference (more information will be provided by the Scholarship Committee following their March 22nd meeting)

Chair Kara DeArrastia appreciates the Regions that have already started discussions about this. More information to follow from Regions 8 and 9 Leader Crystal Hadfield after their Scholarship Committee meeting today. At their last meeting, the Committee decided to offer the online raffle again, same as last year. Information will be sent out to the membership before the Conference with complete details. Basket delivery was also a point of discussion.

## 6. REMINDERS

- a. 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. Kara further commented that the AMCA LinkedIn page is being revised for further outreach to the membership.

- b. 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.

- c. 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.

- d. 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

Region 4 Leader Sherry Aguilar asked for clarification on this year's Elections Training: will there be a virtual component to this or strictly in-person? Region 2 Leader Annie Meredith commented that she is on the Education Committee, and it was decided to offer the training this year in-person, same as this year's Spring Best Practices. Consensus was that most members



want to attend in-person after being held virtually for so long. More information to follow after the next Education Committee meeting on March 30th.

No other comments or suggestions were made.

**8. NEXT MEETING DATE AND LOCATION**

Tuesday, May 10, 2022, from 9 to 11 a.m., via Microsoft Teams (includes call-in option)  
Minutes Taker: Region 6 Leader, Vanessa Bueras

**9. ADJOURNMENT**

The meeting was adjourned at 10:23 a.m.

Sherry Aguilar  
Minutes Taker

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

DRAFT



# 2022-2023 MEMBERSHIP APPLICATION / RENEWAL

Please enroll me as a member of the Arizona Municipal Clerks' Association.  
My remittance for the proper dues is enclosed. Membership year is July 1, 2022 through June 30, 2023.

New Member     Renewal (due by July 15, 2022)

Full Name \_\_\_\_\_ Title \_\_\_\_\_

Department \_\_\_\_\_  City  Town  County  Special District    Population \_\_\_\_\_

Name of City / Town / County or Special District \_\_\_\_\_

Please designate your Region ([click here](#) to view Region Map)

R-1     R-2     R-3     R-4     R-5     R-6     R-7     R-8     R-9

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_

Please designate whether you have earned your CMC or MMC status:  CMC Year \_\_\_\_\_  MMC Year \_\_\_\_\_

Please designate whether you have completed the State Election Officer Certification Program:  Yes  No  
If yes, in what year? \_\_\_\_\_

## Membership Category/ Fees (choose one)

*For detailed membership definitions, please see the reverse.*

### FULL MEMBER (Max 2 per city/town): *Municipal, District or County Clerk, Deputy or Assistant Clerk (voting member)*

- FULL MEMBER (Population OVER 20,000) .....  \$170
- FULL MEMBER (Population UNDER 20,000) .....  \$95

ASSOCIATE MEMBER: *Other governmental employee (non-voting member)* .....  \$70

RETIRED MEMBER .....  \$10

STUDENT MEMBER .....  \$20

Voluntary Contribution to the AMCA Education Fund    \$ \_\_\_\_\_

ENTER TOTAL AMOUNT DUE    \$ \_\_\_\_\_

## Payment Methods

**CHECK** – Return form with check made payable to:  
Arizona Municipal Clerk's Association  
1820 W Washington St, Phoenix AZ 85007

**CREDIT CARD** – Complete form on the following page.  
Email completed forms to: [league@azleague.org](mailto:league@azleague.org)

Questions: [AMCAInfo@azleague.org](mailto:AMCAInfo@azleague.org)

**ARTICLE II of the AMCA Constitution**  
**Membership**

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Section A. **Full Members.** Any Arizona city/town clerk, assistant or deputy city/town clerk or other person who may serve as a municipal clerk and/or those with similar titles who serve government bodies in Arizona in administrative capacities with management responsibilities and duties that include four of the following, may become a Full Member by submitting an application and paying the applicable membership dues for the current year.

1. General management;
2. Meeting administration;
3. Elections administration;
4. Records management;
5. Custody of the official seal and execution of official documents;
6. Stewardship of by-laws, Articles of Incorporation, ordinances, resolutions, and other legal instruments;
7. Financial management;
8. Human resources management.

In no case shall a municipality have more than two Full Members.

Section B. **Associate Members.** This class of membership shall be available to any other governmental employee and IIMC members from other states who are interested in the activities and objectives of the Association by submitting an application and paying the applicable dues. An Associate Member has no voting rights except as provided in Section G of this Article but shall be eligible to serve in an elected office provided the associate member meets the requirements outlined in Article IV Section B of the AMCA Constitution. Associate Members may serve on, or chair, any committee of the Association.

Section C. **Retired Members.** This class of membership shall be available to former Full Members when they leave public employment by submitting an application and paying the applicable membership dues. A Retired Member has no voting rights and shall not be eligible to or serve in an elected office. A Retired Member may serve on, or chair, any committee of the association.

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Section E. **Student Members.** This class of membership shall be available to students in colleges, universities and other educational organizations. Student Members shall pay nominal dues each year and shall be permitted to attend trainings at the member rate. Student Members have no voting rights and shall not be eligible to serve in an elected office. Student members may serve on, or chair, any committee of the association.

If you wish to pay by **CREDIT CARD**, fill out the form below. Return completed forms to [league@azleague.org](mailto:league@azleague.org).

**VISA**       **MASTERCARD**       **AMERICAN EXPRESS**

\_\_\_\_\_  
CARD NUMBER

\_\_\_\_\_  
EXP. DATE

\_\_\_\_\_  
SECURITY CODE

\_\_\_\_\_  
NAME ON CARD

\_\_\_\_\_  
BILLING ADDRESS EXACTLY AS IT APPEARS ON STATEMENT

\_\_\_\_\_  
CITY, STATE, ZIP

(Credit card will be charged upon receipt.)

## **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

## **AMCA COMMITTEES, ROLES AND RESPONSIBILITIES**

Every year, prior to the swearing in of the new Executive Board, the incoming President shall send a Listserv request asking for member volunteers to serve on committees and ask that an application be completed and returned by a specific deadline. The application form as well as the committee member performance expectations are available on the AMCA website along with a listing of the current committees and the member assignments.

Within the month prior to being sworn in, the incoming President shall complete and announce committee assignments for the coming year. Committees can be added if necessary; and conversely, a committee may not have anyone assigned to it.

Below is a list of standing AMCA committees and their roles and responsibilities.

Revised September 2018

### **COMMITTEE ROLES & RESPONSIBILITIES**

#### **COMMITTEE CHAIRS/CO-CHAIRS**

Committee Chairs and Co-Chairs shall:

1. Schedule a minimum of four committee meetings each year.
2. Provide meeting schedules to the League for inclusion on the AMCA website.
3. Create agendas for all committee meetings.
  - a. Provide agendas to the membership via the Listserv prior to each meeting.
  - b. Provide agendas to the League for posting on the AMCA website.
4. Create meeting summaries documenting the actions, discussions and consensus of the committee and email them to the membership via the Listserv after each meeting.
5. At the committee's first meeting of the fiscal year, review the requirements of the committee including attendance and participation expectations.
6. Serve as the liaison to the Communications Committee to provide relevant committee information that may be important to the membership and submit updates and/or articles for inclusion in the AMCA Newsletter.
7. Mentor committee members and promote active committee participation.
8. Assist the AMCA Executive Board in supporting and promoting the AMCA mission.
9. Annually review the AMCA Handbook as it pertains to the respective committee and

recommend revisions that will clarify and/or enhance the roles and responsibilities of the committee.

- a. Each committee shall propose revisions to the Executive Board by January of each year or otherwise notify the Executive Board that no Handbook revisions will be necessary.
  - b. A copy of the final Executive Board-approved revisions to the Handbook shall be provided to the Handbook and Constitution Committee Chair for incorporation into the Handbook and placement on the AMCA website.
10. At least 30 days prior to the Annual Business Meeting each year, prepare and forward to the President an annual report for each respective committee for inclusion in the AMCA Annual Report.
- a. The annual report shall include the committee's assigned, accomplished and outstanding goals, as well as any committee efforts to support the strategic plan goals, as applicable.
11. Attend, or designate a committee member to attend, each Executive Board meeting and applicable workshops to provide updates on committee activities and promote and demonstrate two-way communication with the Executive Board, Executive Board liaisons, and between Chair and Co-Chair.
12. Assign a rotating list for members of the committee to take minutes of each committee meeting.
- a. Approved minutes of each committee meeting shall be forwarded to the League for posting on the AMCA website.
13. Coordinate Executive Board-approved additions and/or changes to the AMCA website with the Webmaster.
- a. The League has been designated as the AMCA Webmaster. The AMCA Webmaster maintains the AMCA website, updates the calendar of events, and posts all Executive Board and Committee meeting Agendas & Minutes.
14. Ensure that committee forms posted on the AMCA website are up-to-date and provide any new or updated forms to the League as needed.
15. Submit items to the Executive Board for discussion and approval using the Board Communication Form.
16. Ensure that the AMCA website as it pertains to their respective committee is updated with current information.



**From:** [Sandy Morari](#) on behalf of [AMCAInfo](#)  
**To:** [AMCAInfo](#)  
**Subject:** Save the Date  
**Date:** Wednesday, April 27, 2022 10:01:57 AM



## **SAVE THE DATE!**

### **2022 Arizona Municipal Clerks' Annual Conference and Elections Training**

**July 26-28**

**Fountain Hills Community Center**

### **Summer Athenian Dialogue**

**July 25**

**Fountain Hills Community Center**

**Registration information and agenda will be sent out to all members in mid-May.**

If you have any questions, please do not hesitate to contact [amcainfo@azleague.org](mailto:amcainfo@azleague.org) or 602-258-5786.