

Welcome

to the Arizona Municipal Clerks' Association

The Arizona Municipal Clerks' Association (AMCA) is a professional organization dedicated to providing assistance and opportunities for education, professional development, personal growth and leadership.

AMCA was founded in 1961. Our mission is to promote excellence and professionalism through support, communication and educational opportunities for each member. AMCA is committed to maintaining a high standard of leadership, respect, and integrity in all aspects of our operations and in our professional and business conduct. We strive to reflect the highest ethical standards and provide educational and networking opportunities for the betterment and enrichment of the "Clerk" profession.

Committees & Mentoring

AMCA has many opportunities for serving on various committees, a list of which is on page 2 of this document. Members apply annually and are appointed by the incoming President.

One such committee, the Membership/Mentoring Committee, provides a network between clerks and facilitates the exchange of information between clerks' offices. The Committee assists clerks throughout Arizona, particularly those new to the profession or to the state, by sharing experience and information. The state is divided into regions with each region meeting periodically. Representatives from each of the state's regions serve as region leaders and provide the Membership/Mentoring Committee with its membership, along with a Chairman.

Networking Opportunities

Members of the Association have the opportunity to meet municipal clerks from other jurisdictions throughout the State of Arizona who share common concerns and circumstances. This gives members a tremendous information resource by providing a network of informed individuals available for the exchange of ideas, experiences and perspectives.

Educational Opportunities

In conjunction with the League of Arizona Cities and Towns, the AMCA conducts an election workshop each year to provide clerks with the training required to become a Certified Municipal Elections Official. Participants must complete three years of the election certification program and receive a passing grade on a written examination in order to attain this designation.

The AMCA Annual Conference is held in conjunction with the annual election workshop each year.

Points for attending the election workshop are given toward certification through the International Institute of Municipal Clerks (IIMC), in order to obtain the designation of Certified Municipal Clerk (CMC) and/or Master Municipal Clerk (MMC). More information regarding IIMC is included on the following page.

Scholarships

The Arizona Municipal Clerks' Association is dedicated to supporting its members and their professional education through providing scholarship opportunities, which are awarded on a competitive basis. For more information please visit the AMCA website at www.azclerks.org.



AMCA

ARIZONA MUNICIPAL CLERKS' ASSOCIATION



International Institute of Municipal Clerks

The International Institute of Municipal Clerks actively promotes the continuing education and professional development of municipal clerks worldwide. Through extensive education programs, certification, publications, networking, conferences and research, IIMC inspires clerks to expand and advance beyond their present level of development. For additional information on the organization, visit their website at www.iimc.com.

Arizona Municipal Clerks Institute

Officially recognized by IIMC in 1975, this annual weeklong educational training program is designed to enable clerks to earn the Certified Municipal Clerk (CMC) designation. Candidates for certification must meet the educational and experience requirements and be a member of IIMC for two years.

Arizona Municipal Clerks Academy

This annual advanced continuing education program provides instruction in executive-level municipal management. The Master Municipal Clerk (MMC) designation is awarded to clerks who wish to continue their professional development beyond the CMC. Academy members must demonstrate that they have actively pursued educational and professional activities and have remained informed of current socio-political, cultural, and economic issues that affect local governments and municipalities.

The Institute and Academy are designed by the School of Public Affairs at Arizona State University and AMCA to meet the professional development needs of Arizona municipal clerks.



AMCA Executive Board

President

Jennifer Pena, CMC

City Clerk, City of Apache Junction

Vice President

Carla Reece, MMC

Deputy Town Clerk, Town of Cave Creek

Treasurer

Sarah Siep, CMC

City Clerk, City of Prescott

Secretary

Annie Meredith, MMC

City Clerk, City of Kingman

Small Population Board Member

Terri Roth, MMC

City Clerk, City of Litchfield Park

Committees

Campaign Finance Committee
Communications Committee
Education Committee
Election Committee
Handbook and Constitution Committee
Legislative Committee
Membership/Mentoring Committee
Records Management Committee
Scholarship Committee

MEMBERSHIP INFORMATION

FULL MEMBER (Voting Member)

(Municipal, District or County Clerk, Deputy or Asst Clerk)

POPULATION

More than 20,000

Less than 20,000

DUES

\$175.00

\$100.00

ASSOCIATE MEMBER

(Other governmental employees – with no voting rights)

Associate Member dues are \$75.00.

RETIRED MEMBER dues are \$15.00.

STUDENT MEMBER dues are \$25.00.

Dues for new members joining after January 1 are one-half of the applicable annual dues.