ARIZONA MUNICIPAL CLERKS' ASSOCIATION
COMMUNICATIONS COMMITTEE MEETING

Wednesday, November 4, 2020
10:00 a.m.
Teleconference at (800) 220-9875
Participant Code: 23543649#

Committee Members: Michelle Stanley, Chair; Stacy Fobar, Co-Chair; Fatima Fernandez, Kara DeArrastia, Judy Martinez, Sheryl Rabin, Terri Roth, Michelle Stine, and Darcie McCracken (Board Liaison)

1. Call to Order

2. Roll Call

3. Liaison Updates
   a.) Education – Michelle Stine
   b.) Elections – Linda Mendenhall
   c.) Handbook & Constitution – Terri Roth
   d.) Legislative – Hilary Hiser
   e.) Membership/Mentoring/Region Leaders – Kara DeArrastia
   f.) Records Management – Ben Lane
   g.) Scholarship – Crystal Hadfield
   h.) Executive Board- Darcie McCracken

4. Old Business
   a.) Discussion and possible approval of the October 7, 2020 minutes (Attachment 1)

5. New Business
   a) Discussion of the Newsletter Survey results (attachment 2)
   b) Discussion of the October 27, 2020 Executive Board Meeting (attachment 3)
   c) Annual review of the AMCA Handbook and policies for the Communications Committee (attachment 4).

6. Good of the Order/Comments from Committee Members

7. Next Meeting Date: December 2, 2020
   a.) Assignment of Minute Taker for Dec. 2nd meeting

8. Adjournment

ARIZONA MUNICIPAL CLERKS' ASSOCIATION
COMMUNICATIONS COMMITTEE
MEETING MINUTES
October 7, 2020
10:00 a.m.

Committee Members: Michelle Stanley, Chair; Stacy Fobar, Co-Chair; Kara DeArrastia; Fatima Fernandez; Judy Martinez; Sheryl Rabin; Terri Roth; Michelle Stine; and Darcie McCracken, Board Liaison

1. CALL TO ORDER

Meeting was called to order by Chair Michelle Stanley at 10:02 a.m.

2. ROLL CALL

Present via Teleconference: Michelle Stanley, Chair; Stacy Fobar, Co-Chair; Kara DeArrastia; Judy Martinez; Sheryl Rabin; Michelle Stine; and Darcie McCracken, Board Liaison

Absent: Fatima Fernandez and Terri Roth

3. LIAISON UPDATES

a.) Education – Michelle Stine

Michelle Stine, Education Committee Chair, reported the Committee recommended not holding a Fall Best Practices training. She stated the focus would be on Spring Best Practices and smaller trainings, noting the many online training options available. She stated the Committee was seeking speakers for the 2021 Annual Conference. She stated Linda Hess from Arizona State University was continuing to work on the 2021 Clerks' Academy and Institute. She noted the Committee would be submitting an article for the newsletter.

b.) Elections – Linda Mendenhall

Sherly Rabin, Elections Committee member, stated the Committee would hold its first meeting in October.

c.) Handbook & Constitution – Terri Roth

There was no update.

d.) Legislative – Hilary Hiser

There was no update.

e.) Membership/Mentoring/Region Leaders – Kara DeArrastia

Kara DeArrastia, Membership/Mentoring/Region Leaders Chair, discussed the Committee's meeting on September 10, 2020 noting it focused on the board's assignments and how to increase participation in committees. She stated the next meeting would be on Thursday, November 12, 2020, adding the Committee would be meeting every two months since they were also region leaders as well. She stated the November meeting would include choosing topics for a questionnaire, such as why AMCA members had or had not served on a committee and why some did not renew their memberships.

Chair Stanley noted she received an email from Executive Board President Rhonda Geriminsky with a question regarding membership and newsletter submissions for those outside of clerks' offices. She stated she would send the email to the Communications Committee for feedback on the question.

f.) Records Management – Ben Lane

Chair Stanley provided a brief update from Ben Lane, Records Management Committee Chair, noting the Committee would meet on Thursday, October 22, 2020 at 9:00 a.m.

g.) Scholarship – Crystal Hadfield

Darcie McCracken, Executive Board Liaison, stated the Committee was working on an audit and had not yet met.

h.) Executive Board- Darcie McCracken

Darcie McCracken, Executive Board Liaison, reported the Board would be meeting on October 15, 2020. She noted the Board would be discussing the possibility of seeking support and guidance from the Office of the Arizona Secretary of State on how clerks should process campaign finance complaints. She noted an increase in complaints and stated it often left clerks in bad positions as they were investigating their bosses in some cases.

4. OLD BUSINESS

a.) Discussion and possible approval of the September 2, 2020 minutes

Judy Martinez moved to approve the minutes of the September 2, 2020 meeting; Kara DeArrastia seconded the motion. Motion carried to approve the minutes of the September 2, 2020 meeting.

b.) Board response to the Committee's questions/requests brought up during the September 2, 2020 Communications Committee meeting.

Chair Stanley discussed the responses from the Executive Board on the Committee's questions from the September meeting:

- She stated the Executive Board was asking for criteria on what the Committee was looking for in terms of the types of newsletter submissions and a timeline for sending in articles. She said the Committee would try to concentrate on this later for the next year.
- She reported she was working on the Listserv archive section of the website with Sandy from the League of Arizona Cities and Towns.
- She reported the Board did support doing a retiree honor page, adding she would be looking for volunteers later.
- Lastly, she reported the Board also supported highlighting a committee for each newsletter, noting the first committee to be featured would be the Education Committee.

5. NEW BUSINESS

a.) Discussion of a Newsletter Survey to the membership.

Chair Stanley reported the Board wanted a survey to be sent out regarding the newsletter. She asked for any suggestions for creative questions and responses that could be included to make participation more enticing.

Judy Martinez stated she would contact former Communications Chair Maria Gonzalez who facilitated the last newsletter survey to see if she had a copy of the old questions.

Kara DeArrastia asked when the suggested questions should be submitted. Chair Stanley replied that October 12, 2020 was the initial deadline but encouraged members to respond by the end of that week (mid-October).

b.) Update and discussion regarding the weekly Facebook discussion prompts.

Chair Stanley and Co-Chair Fobar discussed the weekly Facebook prompts, asking if all the Committee members were on Facebook and participating in the posts. They discussed upcoming questions regarding educational opportunities and "what not to do as a clerk", and "what do you do after the election is over". Chair Stanley reported that on September 30, 2020 there was a 9% response rate but more recent posts had a 20% response rate, noting an increase in both views and comments. Co-Chair Fobar noted 29 individuals voted on a recent Facebook poll. They encouraged the members to submit any topic ideas.

c.) Update and review of Committee tasks for 2020/2021.

Chair Stanley reviewed the assignments:

- She encouraged newsletter survey questions to be submitted by the following week.
- She noted she had received some feedback on the AMCA website review. She asked for the information to be provided by mid-October.
- She stated Co-Chair Fobar had done a great job with the Facebook weekly discussion posts.
- She asked Committee members to submit best practices and work-life balance articles.

- She noted she would be rotating members to help with the design and review of the newsletters.
- She stated she would be looking for volunteers to assist with the Clerks Week Celebration Packet and the Retiree Honor page towards the end of the year.

Kara DeArrastia offered to assist with the Clerks Week Celebration Packet, noting the possible collaboration of the Communications and Membership/Mentoring Committees for this task.

6. GOOD OF THE ORDER/COMMENTS FROM COMMITTEE MEMBERS

Judy Martinez volunteered to reach out to Carolyn Jagger of the City of Scottsdale and Lisa Maxwell from the Town of Gilbert to seek submissions on their upcoming retirements.

7. **NEXT MEETING DATE – November 4, 2020**

a.) Assignment of Minute Taker for the November 4, 2020 Meeting

Judy Martinez volunteered to draft the minutes of the November 4, 2020 meeting.

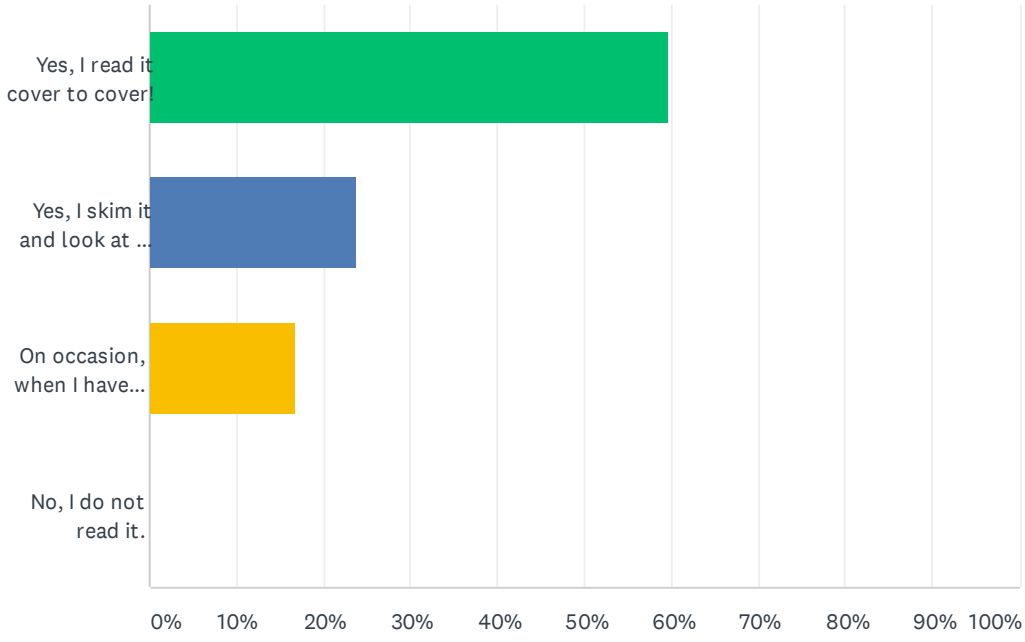
8. **ADJOURNMENT**

The meeting was adjourned at 10:27 a.m.

Respectfully submitted by:
Judy Martinez

Q1 Do you read the AMCA Newsletter?

Answered: 42 Skipped: 1



ANSWER CHOICES	RESPONSES	
Yes, I read it cover to cover!	59.52%	25
Yes, I skim it and look at the pictures.	23.81%	10
On occasion, when I have time.	16.67%	7
No, I do not read it.	0.00%	0
TOTAL		42

Q2 Please finish this statement: I would read the newsletter more often if . . .

Answered: 25 Skipped: 18

#	RESPONSES	DATE
1	N/A	10/22/2020 4:29 PM
2	It had more pictures.	10/22/2020 3:34 PM
3	I would like to read more about other Clerks personally. We spend a lot of time professionally and don't always get to ask personal questions.	10/20/2020 1:51 PM
4	I had more time or idea what was in it.	10/20/2020 1:44 PM
5	it included more guidance for professional growth. Highlights from those who were able to climb a career ladder, and how they did it. Experiences from those who moved across states or from one type of industry into the Clerk field, Summary of upcoming training opportunities (all in one place),	10/20/2020 1:35 PM
6	I had more time in the day	10/20/2020 12:57 PM
7	I would read it regardless. I enjoy learning more about my Clerk-peers and also find it informative.	10/20/2020 11:10 AM
8	Less personal information about members was provided. I do not want to see personal information about members that has nothing to do with a clerk job.	10/20/2020 10:51 AM
9	I had time...	10/20/2020 10:31 AM
10	N/A	10/20/2020 9:23 AM
11	Some articles could be shorter and to the point. We get busy and have so many emails that I tend to skim over lengthy wordy articles.	10/20/2020 9:19 AM
12	maybe it was shorter (like 6 pages) but came out more often	10/20/2020 9:00 AM
13	Have more time.	10/20/2020 8:53 AM
14	I do read it everytime cover to cover.	10/20/2020 8:50 AM
15	I had more time.	10/20/2020 8:47 AM
16	Records Management insight was provided.	10/20/2020 8:40 AM
17	It provided articles written by clerks providing insight into how they overcame challenges or handled a certain situation such as in the case of a campaign finance complaint. It also contained articles of success stories featuring clerks and their staff.	10/20/2020 8:38 AM
18	I read it every time.	10/20/2020 8:30 AM
19	I always read it now, the way it is.	10/20/2020 8:28 AM
20	I had more time.	10/20/2020 8:26 AM
21	More pictures. :)	10/20/2020 8:18 AM
22	It had information that pertained to what I was doing in my job or my quest to get my certification.	10/20/2020 8:14 AM
23	It had a feature to get to know members	10/20/2020 8:12 AM
24	it was shorter but came out more often. Shorter issues but more issues.	10/20/2020 8:10 AM
25	I had more time!	10/20/2020 8:09 AM

Q3 What type of content would you like to see in the newsletter?

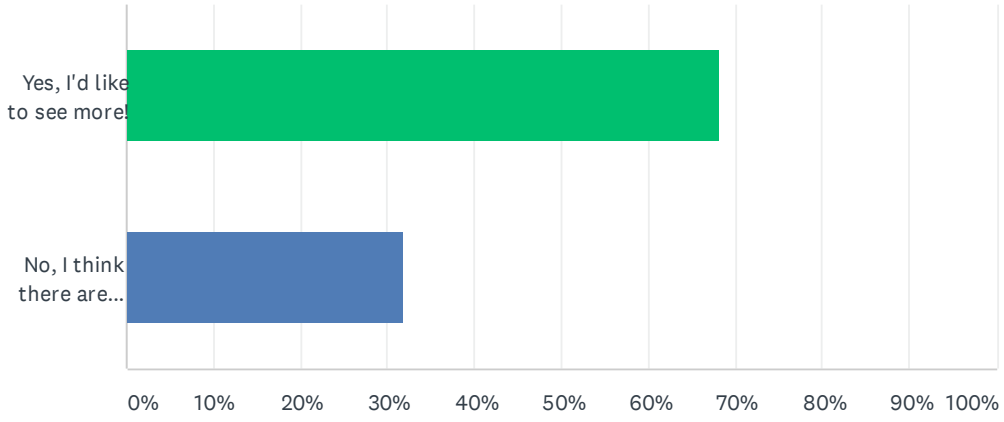
Answered: 27 Skipped: 16

#	RESPONSES	DATE
1	The newsletter already has a combination of facts, photos, best practices, so I think it is good as it is.	10/22/2020 4:29 PM
2	More clerk's in action information and pictures.	10/22/2020 3:34 PM
3	Something along the lines of best practices - various tips from different Clerks.	10/21/2020 11:13 AM
4	More accomplishments the Clerks are completing, both personally and professionally.	10/20/2020 1:51 PM
5	Any legal issues affecting clerks or their jobs. Ideas for job streamlines. Reminders of statutory deadlines, i.e., election reports, etc.	10/20/2020 1:44 PM
6	Project Management tips & tricks and training sessions,	10/20/2020 1:35 PM
7	changes in legislation that affect clerks (i.e. OML); more stories about how clerks overcame a challenge in work place; clerks best practices.	10/20/2020 12:57 PM
8	I would like to see more stuff from committees and more from cities on different things they are doing - best practices from the cities and photos.	10/20/2020 11:10 AM
9	Tips, step by step instructions on how to get certain certifications. rules/laws that municipalities should follow.	10/20/2020 10:51 AM
10	I like to see Clerk success stories.	10/20/2020 10:31 AM
11	Most of what's in there is good! Here's some other ideas: *Keep including best practices-type articles (especially while we're all "locked up/down"). These are really helpful. *I've also thought it would be fun to ask members to submit short funny stories (a la Reader's Digest)--we can always use some humor! *What about an article that helps us know who the AMCA experts are. For instance, before she retired, there was a clerk who was a parliamentarian. She was my go-to person for parliamentary issues. Perhaps others in the AMCA would be willing to "advertise" that they are open to being a resource on certain issues. *How about articles on resources. Pick a topic of interest to clerks, and list the various resources available to us. For some of these, the best way to get input is through the listserv. Put out an inquiry on say, the humor story, and then just save all the responses and use one for each newsletter. Or have one entire or large percentage of a newsletter devoted to humor. *Devote a newsletter to submissions from clerks about a favorite annual event or program. As you can see, I could go on and on. But you get the gist...	10/20/2020 9:23 AM
12	I think the Communications Committee does a good job with the variety presented. More articles on best practices, tips and helpful links and examples of what other city clerks are doing.	10/20/2020 9:19 AM
13	Upcoming training events or ones recommended by the education committee	10/20/2020 9:14 AM
14	Educational opportunities, especially those for points towards CMC/MMC, or those that are free (or a good "bang for your buck").	10/20/2020 9:06 AM
15	More Clerk 101 articles for new clerks - What's different about a Charter city? What's the difference between a City and a Town?	10/20/2020 9:00 AM
16	Advice on how to cope with a Council getting too involved with day-to-day operations.	10/20/2020 8:53 AM
17	Inspirational quotes	10/20/2020 8:50 AM
18	interesting ideas about how others are dealing with a clerk relatd topic.	10/20/2020 8:47 AM
19	Records Management and resources.	10/20/2020 8:40 AM
20	Uplifting stories of clerks and best practices and policies they have employed in the workplace that have greatly improved work efficiencies and morale. It's nice that there are articles on clerks when they earn their CMC or MMC, but what about the clerks who are working towards that designation, or perhaps a follow-up article on clerks who have earned their CMC and MMC and how that designation has impacted their work life - has it opened up more opportunities for them?	10/20/2020 8:38 AM
21	I think the newsletter has grown to great proportions! I love seeing the input from other cities/towns and hearing about individual successes, as well as Board and Committee highlights.	10/20/2020 8:31 AM

22	Helpful hints/tips from the clerks. It's good to learn how other clerks handles parts of their job that makes it easier for them.	10/20/2020 8:30 AM
23	I like hearing what is going on with all the individual cities and towns	10/20/2020 8:28 AM
24	I would enjoy seeing a city or town being highlighted, maybe talk about their community, give interesting facts and talk about the people in their departments. I enjoy getting to know eachother on a more personal level.	10/20/2020 8:27 AM
25	Easy and quick reads on training options for certification, job related information that relates to what a Clerk's office is handing at the time; seasonally consistent items that all offices would most likely be addressing. Or items for the near future.	10/20/2020 8:14 AM
26	Highlight various clerk offices	10/20/2020 8:12 AM
27	Tips and best practices	10/20/2020 8:10 AM

Q4 Do you want to see more pictures of members?

Answered: 41 Skipped: 2



ANSWER CHOICES	RESPONSES	
Yes, I'd like to see more!	68.29%	28
No, I think there are enough pictures already.	31.71%	13
Total Respondents: 41		

Q5 Additional Comments:

Answered: 14 Skipped: 29

#	RESPONSES	DATE
1	I love getting to know our members. Photos are great. Updates are awesome.	10/20/2020 1:44 PM
2	The Committee Chairs are doing a great job! Keep up the good work!	10/20/2020 11:10 AM
3	I realize that you already put quite a bit of work into the newsletter and you all have much to do in your everyday jobs, but hopefully, you'll be able to use some of the suggestions you get from the group. It might be read more if more of the content came from the organization at large, but it's hard to say. I used to edit a newsletter for my Town and it was always a struggle to figure out what to put in there to get folks to read it. They'll tell you they don't know what's going on, but then they don't read the missive that tells them what's going on! (Same with local newspapers...) Hang in there and know your efforts are appreciated!	10/20/2020 9:23 AM
4	I like the articles about the clerks and the standing sections on promotions, retirements, mentors, region leaders, new members and upcoming trainings.	10/20/2020 9:19 AM
5	I've always enjoyed seeing the clerks from different municipalities and learning how different our roles are and learning from their experiences.	10/20/2020 9:00 AM
6	I love my AMCA	10/20/2020 8:53 AM
7	I really love the encouragement that the newsletters give in terms of mentoring those who need to be mentored.	10/20/2020 8:50 AM
8	I'm indifferent about the pictures. I think you all do a great job!	10/20/2020 8:47 AM
9	Monthly helpful hints towards records management would be awesome. Many folks can share their tricks towards successful records keeping.	10/20/2020 8:40 AM
10	I think the newsletter is great, I do not have any complaints or suggestions.	10/20/2020 8:32 AM
11	Pictures are always good. I think there is a good amount already, but I wouldn't be opposed to more.	10/20/2020 8:30 AM
12	Keep up the good work.	10/20/2020 8:28 AM
13	You guys are doing a great job! A lot of work goes into each edition so kudos!!	10/20/2020 8:18 AM
14	Learn about progressive offices and how they do more with less	10/20/2020 8:12 AM

AMCA Board Retreat October 27, 2020 – Communications Committee

Notes to Communications Committee

Accomplishments FY 20/21:

- ✓ **AMCA Fall 2020 Newsletter** published within the deadline (link to Fall Newsletter)
  - o Highlighted a page on the AMCA website as requested – Comments Form to Board page
  - o Work/Life Balance article incorporated as a regular feature [Strategic Plan goal 4(4)]

- ✓ **AMCA Listserv Q/A Archive** set up on the AMCA website (link to Listserv Archive)
  It will be under the Members Only section. The files are named by subject and listed alphabetically. Maybe later on when there are more questions/answers then we can we can link the same topics together. I left the requestor's information so that future members can reach out to them and ask them how they ended up dealing with the issue they asked about. *So far we have received positive feedback.

- ✓ **Update AMCA Website** with FY 20/21 information as requested. **(*Website Hit Statistics attachment 1)**
  - o **Top 5 Pages –** Home, Election Certification/Recertification, Calendar, Members Only, and Board

- ✓ **AMCA Facebook discussion prompts** was started as a way to open communication, networking and fellowship for clerks during the Covid-19 social restrictions and cancelled in-person trainings. There has been a general increase with the conversation Wednesdays and with other members posting to the group. Stacy Fobar, Co-Chair, has taken the lead on this project. (***Graphs and Statistics attachment 2**)

  Here are the Conversation Wednesday posts statistics: Top Post – "*What NOT to do as a Clerk*."
  August 26 – Seen by 82 with 16 comments and 9 likes
  September 2 – Seen by 76 with 8 comments and 4 likes
  September 9 – Seen by 85 with 24 comments and 5 likes
  September 17 – Seen by 81 with 12 comments and 7 likes
  September 23 – Seen by 88 with 14 comments and 4 likes
  September 30 – Seen by 77 with 7 comments and 2 likes
  October 7 – 6 comments and 5 likes (view #s unavailable)
  October 14 – 13 comments and 4 likes (view #s unavailable)
  October 21 – 7 comments and 5 likes (view #s unavailable)

  ****Suggestion to use Facebook Weekly discussions to ask the membership questions in lieu of another survey.**
  1. Education Committee - What topics would you like to see at the AMCA Spring Best Practice? (11/04/20)
  2. Scholarship/Marketing Committee – Why have you not applied for an AMCA Scholarship?(to be determined)

- ✓ **Newsletter Survey 2020** has been sent out to the membership per our yearly requirement. Made it short and sweet in hopes the membership would be more likely to participate. **(*Survey Results attachment 3)**

Current Goals FY 20/21:

- ➢ **Continue Facebook weekly discussions** and try to increase engagement.

- ➢ ****Review AMCA Handbook – Communications Committee Section due to Board by January**

- ➢ **Publish the Winter, Spring, and Summer AMCA Newsletters** within the deadline.
  - o Board request for an Election certification/recertification article – Linda Mendenhall is working on an article for the Winter Newsletter.
  - o Board request for Quill Award article - Lisa Garcia submitted one for Winter Newsletter.

- Board request to help boost volunteers for committees – starting a new section highlighting one committee per newsletter with what they do, why they joined, pictures, etc. Michelle Stine from the Education Committee is writing an article for the Winter Newsletter.

I asked the **Scholarship Committee to be highlighted in the Spring Newsletter to help recruit committee members for next year and to encourage the membership to apply for AMCA scholarships.

- **Volunteer opportunities** – plan to send out Listserv asking membership to share their projects. [Strategic Plan goal 4(7)]

- **Update the Resource pages on the AMCA website** – currently there are some great documents, but they are very dated. Plan to reach out to committees and to the membership asking for updated examples. *e.g. replace documents older than 2010 if possible (preferably no older than 2015).*

- **Create a Clerks Week packet** specific to the AMCA by Feb 2021 – Kara DeArrastia, Chair of the Membership/Mentoring Committee, volunteered her committee to collaborate on this! [Strategic Plan goal 2(b)]

- **Governor's proclamation** for Clerk's Week (before May 2021).

- **Create an Honor's page for retiring clerks** on the AMCA website by end of 20/21 term. Plan to also add on Instagram as a photo archive since the website will change with the next year. [Strategic Plan goal 4(3) and 5(1)] *Need to ask the Mentoring/Membership Committee for their help getting this information.

- **Create a 2020/2021 Brag Board** on the AMCA website by end of 20/21 term. Plan to look into also adding on Instagram as a photo album of sorts. Plan to also add on Instagram as a photo archive since the website will change with the next year. [strategic plan goal 4(3) and 5(1)]

- **Upload committee forms and succession plan** to AMCA website as required, by end of 20/21 term.

Future Goals:

- **For the 2021/2022 Term** - develop a criteria for the membership of what/when articles are wanted (Board suggestion). *e.g. Election articles in the Spring; Records Management retention in the Winter; etc.*

**The Executive Board is creating an Ad-Hoc Committee to explore Campaign Finance Complaints, with plans to either do a Best Practice assistance for clerks and/or to work with the League on bringing up the Conflict of Interest issue with the Legislature for possible change.

*Possible in-person AMCA Institute and Academy in 2021

*AMCA Conference & Election scheduled for Fountain Hills 2021

AMCA

ARIZONA MUNICIPAL CLERKS' ASSOCIATION

HANDBOOK
&
POLICY STATEMENTS

Revised June 2020

6. Prior to preparing or ordering awards, gifts, or plaques an email shall be sent to the recipients to verify the spelling of names.

Revised September 2018

COMMUNICATIONS COMMITTEE

The purpose of the Communications Committee is to receive, gather and organize information for the membership, as well as share the information with the membership via available resources such as the AMCA website, social media, newsletter and email.

Each standing committee chair or committee designee shall be assigned as liaison to the Communications Committee to facilitate the communication of news and information via available resources aforementioned. The Communications Committee shall inform the membership about AMCA activities and encourage participation in those activities and aid in supporting and promoting the mission statement of AMCA.

Note: Duties of the AMCA Webmaster are coordinated through the League of Arizona Cities and Towns.

The Communications Committee Chair/Co-Chair shall:

1. Schedule a minimum of four committee meetings during the year. The schedule of meetings is to be provided to the League of Arizona Cities and Towns for posting to the AMCA website calendar.
   - Meetings may take place in conjunction with any AMCA meeting or via telephone conference calls.
   - Agendas and meeting minutes are required for all meetings with all agendas and approved minutes posted to the AMCA website by sending an email to AMCAinfo@azleague.org.

2. Assign a rotaing list for members of the committee to take minutes of the meetings.

3. Mentor members and promote active committee participation; aid the AMCA Board in the support and promotion of AMCA leadership roles and the AMCA mission statement.

4. Annually review the AMCA Handbook and policies; propose any suggested changes to the AMCA Board by January of each year.

5. At least 30 days prior to the Annual Business Meeting each year, prepare and forward to the President an annual report of the Communication Committee for inclusion in the AMCA Annual Report. The annual report shall include the committee's efforts in support of the strategic plan goals, as applicable.

6. Coordinate Board-approved additions and/or changes to the AMCA website with the Webmaster.
   - The Webmaster will maintain the website, update the calendar of events, and post all Board and Committee meeting Agendas & Minutes.

7. Maintain social media efforts to ensure content is accurate and within AMCA guidelines.

8. Ensure either the Chair, Vice Chair or designee attend monthly Executive Board meetings and annual workshops.

9. Submit updates and/or articles for inclusion in the Quarterly Newsletter.

10. Promote and demonstrate two-way communication with Executive Board, Executive Board liaison, and between Chair and Vice Chair.

The Communications Committee shall:

1. Receive, gather and organize information for the membership, as well as share the information with the membership via available resources such as the AMCA website, social media, newsletter and email.

2. Distribute reminder to members via the listserv regarding deadline for submission of articles for newsletter.

3. Identify effective ways (e.g. e-mail, forums, Web, and other social media) to communicate with members.

4. Develop and maintain a Communication Committee succession plan.

5. Take minutes of the committee meetings for which they are assigned and provide their approved minutes to AMCAinfo@azleague.org. If a member of the committee is unable to attend the meeting they are assigned to take minutes for, the committee member is responsible for switching dates with another member or finding another member to take the minutes on their behalf.

EDUCATION COMMITTEE

The Education Committee's purpose is to develop, promote and provide innovative quality educational opportunities to municipal clerk professionals on behalf of the Arizona Municipal Clerks' Association.

The Education Committee Chair/Co-Chairs shall:

1. Schedule a minimum of four committee meetings during the year. The schedule of meetings is to be provided to the League of Arizona Cities and Towns for posting to the AMCA website calendar.
    - Meetings may take place in conjunction with any AMCA meeting or via telephone conference calls.
    - Agendas and meeting minutes are required for all meetings with all agendas and approved minutes posted to the AMCA website by sending an email to AMCAinfo@azleague.org.

2. Assign a rotating list for members of the committee to take minutes of the meetings.

3. Chair or Vice Chair shall serve as the liaison to the Communications Committee and the Election Committee.

4. Mentor members and promote active committee participation; aid the AMCA Board in the support and promotion of AMCA leadership roles and the AMCA mission statement.

5. Annually review the AMCA Handbook and policies; propose any suggested changes to the AMCA Board by January of each year.

6. At least 30 days prior to the Annual Business Meeting each year, prepare and forward to the President an annual report of the Education Committee for inclusion in the AMCA Annual Report. The annual report shall include the committee's efforts in support of the strategic plan goals, as applicable.