



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

Monday, May 22, 2023

2:00 p.m.

Microsoft Teams

[Join Teams meeting](#)

Call Option: (480) 498-8745

Phone 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 (Jennifer Wiita will be Region 1 Leader in the new fiscal year); Michelle Stanley, Region 3 Leader; Sherry Aguilar, Region 4 Leader; Ruby Cervantes, Region 6 Leader; Region 7 Leader – Vacant; Crystal Hadfield, Region 8 Leader; Alma Andrade, Region 9 Leader; and Sarah Siep, Board Liaison

1. CALL TO ORDER – Roll Call

2. MINUTES

Discuss and consider approval of the March 20, 2023 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 8 – Crystal Hadfield
- h. Region 9 – Alma Andrade
- i. Executive Board – Sarah Siep

4. NEW BUSINESS

- a. Refreshed AMCA Mentoring Program Brochure and Separate Mentee and Mentor Forms. (*Draft Documents attached*)
- b. Group Discussion – Share your AMCA Scholarship Fundraising Basket Ideas for the Annual Conference/Elections Training
- c. Call for Volunteers to Conduct Brief Interviews of AMCA Board and Committee Members as a Promotional Tool for the Association – this can be done at the Annual AMCA Conference and Elections Training July 25 – July 27, 2023

5. REMINDERS

- a. Clerk Conversations on Tuesday, May 23rd at 3:00 p.m., over [Microsoft Teams](#).
- b. 2023-2024 AMCA Membership Application and Renewal is open: Please encourage your regional members to renew their membership for July 2023 – June 2024 and solicit non-members to consider joining the AMCA. (*FY24 AMCA Membership Renewal Form attached*)
- c. Please ask your regional members for suggested topics/questions for the AMCA Facebook discussion posts.
- d. Please take photos or screenshots of your regional meetings/activities to send to the Committee Chair.
- e. Submissions for the Summer issue of *The Clerk's Insider* newsletter are due by Monday, July 3rd.
- f. 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

To be determined in the new fiscal year.

8. ADJOURNMENT

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



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION
MEMBERSHIP/MENTORING AND REGION
LEADERS COMMITTEE MEETING MINUTES
Monday, March 20, 2023
2:00 p.m.**

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; Region 7 Leader – Vacant; Crystal Hadfield, Region 8 Leader; Alma Andrade, Region 9 Leader; and Sarah Siep, Board Liaison

1. CALL TO ORDER – Roll Call

Meeting was called to order by Chair Kara DeArrastia at 2:03 p.m.

Present via Microsoft Teams or Teleconference: 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; Crystal Hadfield, Region 8 Leader; Alma Andrade, Region 9 Leader; and Sarah Siep, Board Liaison.

2. MINUTES

Region 9 Leader Alma Andrade moved to approve the Minutes of the January 17, 2023 Membership / Mentoring Committee and Region Leaders Meeting; Region 4 Leader Sherry Aguilar seconded the motion. Motion carried unanimously to approve the minutes of the January 17, 2023 meeting.

3. REPORTS/ACTIVITIES FROM COMMITTEE MEMBERS

Region 1

Region 1 Leader Fatima Fernandez reported that Region 1 had met January 31st to share past election experiences, positive and negative feedback, and processes for new Council orientation. Fatima felt there was great conversation regarding archiving electronic records and social media. There was also discussion on the Annual AMCA Conference and Region raffle basket ideas. The next meeting scheduled was March 22nd to discuss Region baskets, how to validate in-person meetings with the International Institute of Municipal Clerks (IIMC) so participants can earn education credits, elections, and a call for a new Region leader. An in-person meeting in Prescott on May 15th was also being planned.

Region 2

Co-Chair and Region 2 Leader Annie Meredith reported that Region 2 had met on March 7th to discuss upcoming training opportunities and share best practices of how to handle requests to review public records in person, procurement card policies in different municipalities, and preparing for the 2024 election packets. The next meeting will be June 14th. Annie noted she had shared a photo from the last Zoom meeting with the Communications Committee for the next AMCA newsletter. Annie shared that she had been honored by the City of Kingman and Mohave County for being a Woman Making History. Chair Kara DeArrastia indicated she would share the award information with the Communications Committee for the AMCA newsletter also.

Region 3

Region 3 Leader Michelle Stanley reported that Region 3 met on March 9th via Microsoft Teams to discuss Public Works Records Retention, best practices regarding minutes and Council videos on municipal websites, and scholarship raffle basket ideas for 2023. Michelle noted she had put out a call for a new Region 3 Leader and/or mentor, but no one had volunteered yet. Michelle noted many in her region were young clerks, so they had encouraged them to sign up for AMCA Committees to earn CMC or MMC points and participate in the membership more. The next meeting was scheduled for May as an in-person meeting in Wickenburg.

Region 4

Region 4 Leader Sherry Aguilar reported that Region 4 would meet on March 29th for a breakfast meeting to discuss the three cities with Bond Elections in November and those struggling with the timeline since one had not been provided by the League of Arizona Cities and Towns (League). Sherry announced that the City of Surprise had won a State case related to a referendum petition. Sherry noted she had put out a call for a new Region 4 Leader as she planned to retire.

Region 5

Region 5 Leader Kara DeArrastia reported that Region 5 members met virtually on February 14th, hosted by Fountain Hills Town Clerk Linda Mendenhall. At the meeting, attendees shared their professional or personal projects and goals for 2023, reviewed upcoming training opportunities through the IIMC and AMCA, and were encouraged to start thinking about promotional activities for Municipal Clerks Week in their municipality and exploring ideas for the AMCA scholarship fundraiser raffle baskets. The Town of Gilbert will be hosting the next Region 5 meeting in April. Kara noted that she was working on finalizing a June date for a Region 5 meeting hosted by the City of Tempe. As a follow up to her last regional update, she said the City of Tempe will be holding a Special Election on August 1, 2023, since the three Referenda items filed by a second group regarding the Tempe Entertainment District project had been certified by Maricopa County.

Region 6

Region Leader 6 Ruby Cervantes reported that Region 6 had met in Casa Grande on January 31st to discuss franchise elections, boards and commission members appreciation ideas, financial disclosure missed deadlines, AMCA basket ideas, and retirements/promotions. The next meeting was scheduled for April 25th in Coolidge and plans were in the works for a meeting in Florence in June. Ruby commented they forgot to take the group photo but taking a group photo would be added as a reminder to the agenda for the next meeting. Ruby noted she was taking her deputy to Washington DC for the National League of Cities' Conference. Ruby commented she was working on her online development courses.

Region 8

Region 8 Leader Crystal Hadfield reported that Region 8 had met on February 7th to discuss the theme for the 2023 raffle basket. An in-person meeting was being scheduled for late April or early May in Thatcher with a presentation from the Arizona State Library, Archives, and Public Records regarding records retention. Kara asked if the training would count as points from the IIMC. Crystal indicated she would follow up with the IIMC to find out if it qualified.

Region 9

Region 9 Leader Alma Andrade reported that the Region 9 meeting scheduled for March 9th had been canceled due to a power outage in Coconino County. The Region 9 meeting was being rescheduled for March 27th or 28th. One presentation planned was on a records management

program. Alma asked for assistance with creating an election timeline. Kara indicated she would share the timeline for Tempe's Spring Election and their candidate packets.

Executive Board

Board Liaison Sarah Siep reported that the Executive Board's meeting in March was canceled due to no items for discussion. The next Executive Board meeting was scheduled for April 19th. Kara pointed out it coincided on the same day as the Spring Best Practice training. Sarah noted she would tell the Board.

4. OLD BUSINESS

a. Region 7 Leader Recruitment

Chair Kara DeArrastia reported that a recruitment posting to the AMCA Facebook and LinkedIn groups calling for a member from Region 7 to fill the Leader vacancy received no response. She noted a suggestion to have the regions around Region 7 invite those members to join their meetings until the Leader role is filled. Therefore, she reached out to Region 9 Leader Alma Andrade and Region 6 Leader Ruby Cervantes to find out their interest in inviting members from Region 7 to their regional meetings so that they still feel engaged and part of the Association. Ruby said she will be passing this by her Region 6 members when they have their meeting in April. Alma said she will present this to her Region 9 members if Region 6 is not able to invite Region 7 members to their meetings. Kara noted she will provide progress updates to the Committee via email and thanked Ruby and Alma for their willingness to help out a neighboring region.

Ruby noted she would discuss it with Region 6 members but expressed concern it would double the size of her group. Alma indicated she would also discuss it with her Region 9 members.

5. NEW BUSINESS

a. "Data Collection Form" to Send to New AMCA Members

Chair Kara DeArrastia presented a draft outline of a "Data Collection Form" collecting information on new AMCA members. She reviewed the following excerpt from the current AMCA Handbook pertaining to this new Form:

- 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 she envisioned working with the League staff to get the New Member Information Collection Form formatted into a fillable PDF file (similar to the design of the AMCA Membership Exit Interview Form); sending out the Form to the new AMCA members who have joined since the beginning of April this year; and including the Form in the Welcome Packet of materials sent to new AMCA members.

Kara asked for feedback from the group regarding the content and layout of the New Member Form. The Committee consensus liked the proposed form. Fatima suggested adding a requirement or option for a photo since it might be published in the AMCA newsletter. Following discussion, Kara stated that she would incorporate everyone's feedback into a final New Member Information Collection Form for consideration by the Executive Board at their meeting in April.

Following the Board meeting, she will inform the Committee regarding the Board's decision and the next steps.

b. Best Practices Quarterly Topic – City Clerk Succession Planning

Kara said with the recent announcement by Region 4 Leader Sherry Aguilar that she will be retiring this June after 33 years of service with the City of Surprise, including over 27 years as City Clerk, it made her think about the immense wealth of institutional knowledge that would be leaving along with Sherry and how important succession planning is in the Clerk's office. She wished Sherry a Happy Retirement, congratulated her on her successful Clerk career, and thanked her for her mentorship and guidance during her time with the AMCA. Kara explained that in the Tempe City Clerk's office, there are standard operating procedures, or SOPs, maintained on their shared computer drive. In an effort to compile all these separate SOP files in a more organized format, each staff member is charged with creating and updating a Procedures Manual for their own position to assist in cross-training of staff and back-up of duties during staff absences or position vacancies.

Committee members shared their succession planning activities in their respective municipalities. Kara thanked everyone for their feedback on the topic and said she believed Succession Planning would make a good topic for a future AMCA training session.

c. Group Discussion – Share your Planned Celebrations for Municipal Clerks Week April 30th – May 6th

Kara reminded everyone that Municipal Clerks Week is April 30th through May 6th this year. She is hoping since most COVID restrictions have lifted, more clerk's offices around the state will participate in ways to promote the importance of the municipal clerk within their community. At the City of Tempe, she is planning to have the Mayor read a Clerks Week proclamation at a Council meeting, get Clerks Week promotional postings to the City's website and social media pages, create a short video clip featuring Clerk's office staff, and perhaps host an open house in the Clerk's office offering food and fun activities.

Committee members shared their ideas for celebrating and promoting the 2023 Municipal Clerks Week and past experiences of what had worked and what had not. Kara thanked everyone for their input and encouraged them to post about their Clerks Week activities on the AMCA Facebook and LinkedIn pages.

6. REMINDERS

a. Clerk Conversations on Thursday, March 23rd at 2:00 p.m., over Microsoft Teams.

Chair Kara DeArrastia said she is unable to attend this Thursday's Clerk Conversations session due to an appointment during the same time on her calendar. She encouraged the Committee members to attend if they are available – she has found the discussions at the January and February sessions to be very informative and insightful.

b. 2023-2024 AMCA Membership Application and Renewal is open: Please encourage your regional members to renew their membership for July 2023 – June 2024 and solicit non-members to consider joining the AMCA.

Kara asked that Region leaders remind their members to renew their AMCA membership and to also share with others who may be interested in joining the Association.

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

Kara 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.

- d. Please take photos or screenshots of your regional meetings/activities to send to the Committee Chair

Kara reminded Region Leaders to take photos and screenshots of their regional meetings and activities to include with their regional meeting recaps and to also send them to her for inclusion in this year's AMCA Annual Meeting Presentation.

- e. Submissions for the Spring issue of *The Clerk's Insider* newsletter are due by Monday, April 3rd.

Kara 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. She reminded everyone to submit their articles for the AMCA Spring newsletter by the deadline of April 3rd.

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

Kara reminded everyone to please let her know of any new clerks in their region, 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 and LinkedIn groups.

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

There were no comments.

8. NEXT MEETING DATE AND LOCATION

Monday, May 15, 2023, at 2:00 p.m.

Microsoft Teams (includes call-in option)

Minutes-taker: *Need Volunteer*

Chair Kara DeArrastia asked if someone would be willing to take the minutes at the Committee's meeting in May. Alma noted her Region Meeting was May 15th and asked if May 22nd could work. Kara noted she would send an email out to reschedule and to also ask for a volunteer to take the minutes.

9. ADJOURNMENT

Kara adjourned the meeting at 3:14 p.m.

Michelle Stanley
Minutes Taker

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

DRAFT

What does a mentor do?

A mentor is an experienced individual who is willing to share what he or she knows including skills, knowledge, professionalism and accomplishments. The mentor should be willing to provide the following assistance:

- Answer questions
- Describe procedures
- Share experiences
- Provide information about educational opportunities
- Provide moral support and encouragement
- Introduce the new AMCA member to other Association members at meetings and conferences, so a reliable network is established.

Typical assistance could be related to the preparation of ordinances, minutes, agendas and budgets; explaining parliamentary procedures or election procedures; tips for effective Council Meetings; and ways to ensure open and positive communication between the Mayor and Council/Commission Members, City Managers, and other administrative personnel. Mentors also provide moral support and encouragement.

Mentoring at the AMCA Conferences means getting to know the mentee, introducing them to others, and involving them in activities. Mentors should make contact early in the Conference activities so as to make the mentee as comfortable as possible. An explanation of the organization and introductions to Board members would also be helpful to the Mentee.

What does a Mentee do?

The mentee is someone relatively new to the profession who has a strong desire to learn new skills and abilities and to develop existing skills and abilities. A mentee strives to elevate his/her level of technical skills and professional expertise to gain a greater mastery of the job. The mentee should initiate and participate in discussions and seek information and opinions. A mentee must be willing to put the time and effort into the mentoring relationship.

The mentee decides on the amount of dependence and guidance he or she needs. A mentee should take the initiative to ask for help or advice and needs to communicate his/her expectations to the mentor. Benefits of mentoring for the mentee may include the following:

- Increased networking and social interaction
- Assistance with career goals and strategies
- Greater career commitment, satisfaction, and growth
- More positive attitude
- Increased productivity and a shorter learning curve
- Answers to some of those questions unable to be found anywhere else.

Looking for Help????

You have come to the right place!

AMCA offers an excellent mentoring program for new AMCA members or current members experiencing new duties and statutory changes.

Sign up today to become one of AMCA's privileged Mentees.

You will be paired with a Mentor who will guide you through the hurdles.

Some of the privileges you will receive are:

- ✓ Friendships
- ✓ Introductions to others
- ✓ Networking
- ✓ Answers & resources to your questions
- ✓ Procedures explained
- ✓ Encouragement
- ✓ Education with a smile

SIGN UP TODAY!

Please send your completed applications to:

Kara DeArrastia
Membership/Mentoring Committee Chair
City of Tempe Deputy City Clerk
Kara_Dearrastia@tempe.gov
Office: 480-350-8947

Visit our website at: www.azclerks.org



Arizona Municipal Clerks Association

SHARE OUR SERVICES (SOS) Mentoring Program

What is Mentoring?

The usual concept of mentoring is a relationship in which a more experienced person helps and guides a less experienced person.

Mentoring is a way of sharing both the formal and informal knowledge necessary to achieve effective and efficient methods of performing professional duties and reaching personal and professional goals. Sharing of one's expertise is a large part of mentoring as well as the communication of support, challenges, feelings, and many other kinds of information.

The mentoring relationship can be cultivated via e-mail or other electronic means such as Zoom, telephone, or in person.

AMCA members can benefit from mentoring because there is a great deal of specialized knowledge involved in the governmental management responsibilities and administrative capacities performed by members of this association.

MENTEE APPLICATION



I am requesting a MENTOR

Name: _____

Title: _____

Address: _____

City & Zip Code: _____

E-mail address: _____

Work Phone: _____

Name of Municipality: _____

Population of Municipality: _____

Identify your form of Government:

General Law Charter Council/Management

other _____

Number of Years as an AMCA member?

Are you appointed or elected? _____

Certification: CMC MMC

Would you like to request a Mentor at the AMCA

Annual conference? Yes No

Will mentoring via E-mail work for you? Yes No

Please check all areas to the right where you feel

you need help or if you have a specific need, please

describe: _____

Mentee Indicate areas where you need assistance.

Mentor Indicate your strengths.

- Accounts Payable
- Accounts Receivable
- Advertising
- Agenda Packets
- Annexations
- Bond/Financing
- Budgeting
- Business License
- Code/Codification
- Computer Software
- Conflict of Interest
- Council Handbooks
- Document Imaging
- Elections
- General Personnel
- Improvement Districts
- Incentive Programs
- Liquor License
- Newsletter
- Open Meetings
- Open Records
- Ordinances & Resolutions
- Other _____
- Records Management
- Retirement Systems
- Risk Management
- Social Media
- Web Site

When complete, return to:

Kara DeArrastia,
Membership/Mentoring Committee Chair
Kara_Dearrastia@tempe.gov
480-350-8947

MENTOR APPLICATION

I would like to be a MENTOR

Name: _____

Title: _____

Address: _____

City & Zip Code: _____

E-mail address: _____

Work Phone: _____

Name of Municipality: _____

Population of Municipality: _____

Identify your form of Government:

General Law Charter Council/Management

other _____

Number of Years as an AMCA member?

Are you appointed or elected? _____

Certification: CMC MMC

Are you willing to make contact with a mentee at the

AMCA Annual conference? Yes No

Will mentoring via E-mail work for you? Yes No

Please check all areas to the left where you feel you

have experience to share or specify anything that you

feel would be helpful to a mentee: _____

Share Our Services (SOS) Mentoring Program

AMCA offers an excellent mentoring program for new AMCA members or current members experiencing new duties and statutory changes.

Sign up today to become one of AMCA's privileged Mentees. You will be paired with a Mentor who will guide you as you navigate your job duties and overcome any hurdles, while also building a positive and productive mentoring relationship.

As a Mentee, you will reap many benefits from your mentoring relationship, to include:

- ✓ Know-how to quickly find the right resources to perform your job or answer questions
- ✓ Gained confidence in your ability to excel in your new role
- ✓ Opportunity to receive top-notch, expert advice from a seasoned professional and insight into their best practices for success
- ✓ Assurance that you have a support person or guide who is just an email or phone call away
- ✓ Development of a long-lasting relationship with another AMCA member

What is Mentoring?

The usual concept of mentoring is a relationship in which a more experienced person helps and guides a less experienced person.

Mentoring is a way of sharing both the formal and informal knowledge necessary to achieve effective and efficient methods of performing professional duties and reaching personal and professional goals. Sharing of one's expertise is a large part of mentoring as well as the communication of support, challenges, feelings, and many other kinds of information.

The mentoring relationship can be cultivated via e-mail or other electronic means such as Zoom, telephone, or in person.

AMCA members can benefit from mentoring because there is a great deal of specialized knowledge involved in the governmental management responsibilities and administrative capacities performed by members of this association.

What does a Mentee do?

The mentee is someone relatively new to the profession who has a strong desire to learn new skills and abilities and to develop existing skills and abilities. A mentee strives to elevate his/her level of technical skills and professional expertise to gain a greater mastery of the job. The mentee should initiate and participate in discussions and seek

information and opinions. A mentee must be willing to put the time and effort into the mentoring relationship.

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- Increased networking and social interaction
- Assistance with career goals and strategies
- Greater career commitment, satisfaction, and growth
- More positive attitude
- Increased productivity and a shorter learning curve
- Answers to some of those questions unable to be found anywhere else.

MENTEE APPLICATION

I am requesting a MENTOR

Full Name: _____

Job Title: _____

Work Address: _____

Email Address: _____

Work Phone: _____

Name of Municipality: _____

Population of Municipality: _____

Identify your form of Government:

- General Law
- Charter
- Council/Management
- Other

Number of Years as an AMCA member? _____

Are you appointed or elected? _____

Certification: CMC MMC

Would you like to request a Mentor at the AMCA Annual Conference?

Yes No

Will mentoring via email work for you? Yes No

Please check all areas below where you feel you need help or assistance.

- Accounts Payable
- Accounts Receivable
- Advertising
- Agenda Packets
- Annexations
- Bond/Financing
- Budgeting
- Business License
- Code/Codification
- Computer Software
- Conflict of Interest
- Council Handbooks
- Document Imaging
- Elections
- General Personnel
- Improvement Districts
- Incentive Programs
- Liquor License
- Newsletter
- Open Meetings
- Open Records
- Ordinances & Resolutions
- Other
- Records Management
- Retirement Systems
- Risk Management
- Social Media
- Web Site

If you have a specific need, please describe:

The AMCA thanks you for signing up as a Mentee!

**Please return your completed form to Membership/Mentoring Committee Chair
Kara DeArrastia at Kara_Dearrastia@tempe.gov.**

Visit our website at: www.azclerks.org

Share Our Services (SOS) Mentoring Program

AMCA offers an excellent mentoring program for new AMCA members or current members experiencing new duties and statutory changes.

Sign up today to become one of AMCA's privileged Mentors. You will be paired with a Mentee who you will guide as they navigate their job duties and overcome any hurdles, while also building a positive and productive mentoring relationship.

As a Mentor, you will reap many benefits from your mentoring relationship, to include:

- ✓ Enhanced skills in teaching, coaching, advising, guiding, and training
- ✓ Realized passion for mentoring
- ✓ Opportunity to share your valuable experience and knowledge
- ✓ Satisfaction that you are helping others to succeed in their profession
- ✓ Development of a long-lasting relationship with another AMCA member

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- Answer questions
- Describe procedures
- Share experiences

- Provide information about educational opportunities
- Provide moral support and encouragement
- Introduce the new AMCA member to other Association members at meetings and conferences, so a reliable network is established.

Typical assistance could be related to the preparation of ordinances, minutes, agendas and budgets; explaining parliamentary procedures or election procedures; tips for effective Council Meetings; and ways to ensure open and positive communication between the Mayor and Council/Commission Members, City Managers, and other administrative personnel. Mentors also provide moral support and encouragement.

Mentoring at the AMCA Conferences means getting to know the mentee, introducing them to others, and involving them in activities. Mentors should make contact early in the Conference activities so as to make the mentee as comfortable as possible. An explanation of the organization and introductions to Board members would also be helpful to the Mentee.

MENTOR APPLICATION

I would like to be a MENTOR

Full Name: _____

Job Title: _____

Work Address: _____

Email Address: _____

Work Phone: _____

Name of Municipality: _____

Population of Municipality: _____

Identify your form of Government:

- General Law
- Charter
- Council/Management
- Other

Number of Years as an AMCA member? _____

Are you appointed or elected? _____

Certification: CMC MMC

Are you willing to make contact with a Mentee at the AMCA Annual Conference?

Yes No

Will mentoring via email work for you? Yes No

Please check all areas below where you feel you have experience to share or are your strengths.

- Accounts Payable
- Accounts Receivable
- Advertising
- Agenda Packets
- Annexations
- Bond/Financing
- Budgeting
- Business License
- Code/Codification
- Computer Software
- Conflict of Interest
- Council Handbooks
- Document Imaging
- Elections
- General Personnel
- Improvement Districts
- Incentive Programs
- Liquor License
- Newsletter
- Open Meetings
- Open Records
- Ordinances & Resolutions
- Other
- Records Management
- Retirement Systems
- Risk Management
- Social Media
- Web Site

Please specify anything that you feel would be helpful to a mentee:

The AMCA thanks you for signing up as a Mentor!

**Please return your completed form to Membership/Mentoring Committee Chair
Kara DeArrastia at Kara_Dearrastia@tempe.gov.**

Visit our website at: www.azclerks.org



2023-2024 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, 2023 through June 30, 2024.

New Member Renewal (due by July 14, 2023)

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

Questions: AMCAInfo@azleague.org

ARTICLE II of the AMCA Constitution
Membership

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.

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