



# CCAC VOLUNTEER INTEREST FORM

The City Clerks Association of California (CCAC) needs willing members to volunteer for various committee assignments and special projects throughout the year. Serving on a committee is a great way to meet other City Clerks and by doing so you will earn one (1) point per committee or volunteer effort towards CMC or MMC certification.

Applications may be submitted at any time throughout the year. The CCAC President will communicate when a new committee is formed or volunteers are needed. A great deal of committee assignments are handled via conference call.

If you are interested in serving, please fill out and submit this form, via email to the CCAC Volunteer Coordinator at: [clerksvolunteer@gmail.com](mailto:clerksvolunteer@gmail.com).

Name/Designation/Title: \_\_\_\_\_

Address: \_\_\_\_\_

Municipality/District: \_\_\_\_\_

Email: \_\_\_\_\_

Phone No.: \_\_\_\_\_ FAX: \_\_\_\_\_

CCAC Region No.: \_\_\_\_\_

**I am interested in:** (Indicate your preference priority – 1, 2, 3, etc.)

Serving on a **Standing Committee**  
\_\_\_\_\_

Serving on a **Regional Committee**

Serving on the **Mentoring Committee**  
(Must be a CMC/MMC)

Serving on the **Athenian Dialogue Committee**

I would like more information about serving on the State Board.

Assisting with a Special Project(s)

Assisting with Fundraising

Assisting with Annual Conference

Hosting a Regional Workshop

Hosting an Athenian Dialogue

Other: \_\_\_\_\_  
\_\_\_\_\_

## **STANDING COMMITTEES**

### **Legislative Committee**

It shall be the duty of the Legislative Committee to simulate interest and activity in legislation affecting municipal government; to study proposed legislation and report thereon to members of this Association; to recommend legislation to be sponsored by the Association; and to report to the members concerning such Association sponsored legislation.

### **Education Committee**

It shall be the duty of the Education Committee to keep the members informed and report on all matters pertaining to continuing educational and professional objectives of City Clerks. This committee shall investigate and report on course and seminars which may be of benefit to members in furthering their professional status.

### **Nominating Committee**

It shall be the duty of the Nominating Committee to solicit nominations for CCAC Board positions, coordinate election activities, and to canvass the election results.

## **OTHER COMMITTEES**

### **Audit Committee**

The President shall appoint three voting members to be the Audit Committee, and shall designate one of the three members to be the Chair. The Treasurer shall be ineligible to serve on the Audit Committee.

### **Bylaws Committee**

The purpose of the Bylaws Committee shall ensure that the handbook is kept up-to-date with the most current information, guidelines and resources available. The handbook shall be reviewed every even-numbered year.

### **Fundraising Committee**

The purpose of the Fundraising Committee is to raise money for educational scholarships toward tuition for the professional development courses needed for IIMC certification and the cost associated with attendance at Association sessions and annual conferences, and for other purposes as determined by the CCAC Board of Directors.

### **Athenian Dialogue Committee**

The purpose of the Athenian Dialogue Committee is to produce a framework schedule for the frequency and location of Dialogue offerings, striving to ensure Dialogues do not conflict with other educational offerings, including other Dialogues.

### **Mentoring Committee**

Members of the Mentoring Committee serve as mentors to help City Clerks and/or other professionals in California who desire to achieve the designation of Certified Municipal Clerk. Members of the Mentoring Committee must be designated as a CMC or MMC.

### **Regional Committee**

Assist the Regional Director in coordinating regional workshops and networking events as well as coordinating with regional fundraising efforts for CCAC.