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City Clerks Association of California
League of California Cities – City Clerks Department
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Welcome to the City Clerks Association! We are excited that you have decided to join our Association. The City Clerks Association of California (CCAC) was founded in 1977 with a mission of promoting the profession of City Clerks through education, support and communication.

As the Membership and Inclusivity Committee, each of us will play a role to ensure your successful integration into the Association. We have all been the new person to this Association at one time or another and therefore endeavor to assist you as best we can! Please take a look at the roster and feel free to reach out to any of the members in your neighborhood.

Professional Organizations

There are two professional organizations specifically tailored to municipal clerks. Our state organization, CCAC, is the City Clerks Association of California. CCAC hosts an annual conference as well as numerous educational opportunities throughout the year. The organization is comprised of 16 regions each supported by a Regional Director. The CCAC Board, which governs the organization, is voted in by us, the members, each year. Connecting with your Regional Director and any other board members near your city is encouraged as you embark on this new career path. CCAC provides mentoring opportunities for those who need it as well.

Our international organization, IIMC, is the International Institute of Municipal Clerks. This organization represents clerks from all over the world. IIMC hosts an annual conference each year with attendees from around the globe. It is a great experience to network and learn how clerks nationally and abroad handle the many challenges we all face each day. IIMC provides various other educational opportunities as well as bestows our certifications. The two certifications available are the Certified Municipal Clerk (CMC) and Master Municipal Clerk (MMC) designations. The CMC is an important designation and the first of the two available to municipal clerks. To qualify, a number of Educational and Experience points are required. The MMC is the final certification and prepares the participant to perform complex municipal duties. Educational as well as Professional and Social Contribution points are required. Points for both of these certifications are attained by attending the various educational offerings, contributing to the profession, gaining years of experience, and going above-and-beyond the normal call of duty. Full details of the requirements of each are available on IIMC's website under the Education tab. For members whose cities do not have adequate funds budgeted for education and training, both of these organizations have scholarship programs available.

There are a number of resources available to members on both CCAC's (californiacityclerks.org) and IIMC's (www.iimc.com) websites. It would be beneficial to get acquainted with both sites and pay special attention to the Education and Membership tabs on IIMC, and the Education & Events tab on CCAC. One amazing resource from CCAC is our Mentoring Program. This program is geared towards helping clerks and/or other professionals working in the field who desire to achieve the designation of CMC. If you wish to be paired with a mentor, you may email the Mentoring Program Chair, Vicki Kasad, at vkasad@ontarioca.gov. Please note that once you begin attending TTC, you will automatically be paired with a mentor.

Last but not least, the League of California Cities has a City Clerk Department and hosts an email listserv for members across the state. This group is frequently used by clerks to ask questions or look for examples. CCAC also utilizes the listserv to communicate with the members regarding scholarship opportunities, job postings, and new educational offerings. Everyone is encouraged to sign up by going to the following website:
http://lists.cacities.org/mailman/listinfo/city_clerks.

Training Opportunities

When you enter the City Clerk world, there are many CCAC professional development opportunities provided for those wanting to grow in their careers. These are not only great networking and learning opportunities, but they also provide valuable resources and information that will help you for years to come. So many people have developed lasting friendships and mentors from these programs.

Nuts & Bolts Seminar is ideal for someone entering into the field because it focuses on the basics of what a clerk does and the legislative and procedural responsibilities that are required of us. The Nuts & Bolts Seminar is held three times a year in southern, central, and northern California.

Technical Training for Clerks (TTC) is one of two CCAC Educational Institutes designed to provide the entry-level clerk with the technical skills and expertise to perform their duties and to obtain their Certified Municipal Clerk designation. TTC is comprised of a series of four sessions, each about a week long, held over a two-year period. Participants can begin their training at any time as each series is a stand-alone session. TTC is held in Riverside, CA.

Master Municipal Clerk Academy is CCAC's Advanced Educational Institute tailored for those working on attaining their Master Municipal Clerk designation. However, CMC candidates will be accepted. Sessions are designed for the more tenured and experienced clerk, and are held twice a year, rotating between southern and northern California. There is no limit to the number of times you may attend this Academy.

CCAC Annual Conference is an opportunity for California clerks to learn about trending issues, legislative updates, build networks, volunteer, and earn certification points. The Conference is held every April and the location is selected by the incoming President. Each Conference has a one-day pre-conference Master Municipal Clerk Academy and Athenian Leadership Dialogue.

New Law and Elections Seminar is hosted by the League of California Cities and emphasizes new laws affecting elections, in addition to many other facets of the clerk's roles and responsibilities such as the Fair Political Practices Commission, the Brown Act, and the Public Records Act. This seminar is offered annually, typically in early December.

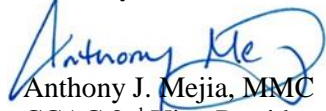
Athenian Leadership Dialogues explore leadership principles and practices, drawing on the insights contained in a book that all participants have read. The Dialogues are conversations in which clerks share their experience and understanding as it relates to the ideas of the author and the relevance of those ideas to their public leadership role. Each session is six hours and open to all levels of experience.

Regional Workshops are held in each of CCAC's 16 regions and the topics are tailored to the needs of the members in the region. Each session is typically four hours and several sessions occur each month throughout the state. Members are welcome and encouraged to attend sessions held in any region.

IIMC Educational Offerings include their Annual Conference held in May of each year, study abroad program, and online learning opportunities which includes the IIMC Online Learning Webinar Program, Federal Emergency Management Agency (FEMA) Webinar Program, and Ed2go.

Once again, welcome to CCAC and we look forward to seeing you at conferences and trainings in the near future!

Sincerely,


Anthony J. Mejia, MMC
CCAC 2nd Vice-President

MEMBERSHIP AND INCLUSIVITY COMMITTEE

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