



MEMBER INTEREST FORM

The City Clerks Association of California (CCAC) needs willing members to volunteer for various committee assignments throughout the year. If you are interested in serving on a committee and would like to be contacted as opportunities arise, please fill out this *Member Interest Form (Form)*.

Serving on a committee is a great way to meet other City Clerks and earn points towards CMC and MMC Certification. A great deal of committee assignments are handled via conference call.

Submit this Form, via email or regular mail, to your respective Division Trustee listed below (i.e. Northern, Central, or Southern Division Trustee). Forms may be submitted at any time throughout the year. The CCAC President may communicate via email when a new committee is formed or volunteers are needed or you may be contacted directly by the chair of a committee/event and asked for your participation.

Additional information and descriptions regarding positions on the CCAC Board can be found on the website at: www.californiacityclerks.com

Name/Designation/Title: _____

Address: _____

Municipality: _____

Email: _____

Daytime Phone Number: _____ FAX: _____

I am a member of the: Northern Division Central Division Southern Division

I am interested in: (Check all boxes that apply; see explanation of Committees on CCAC website)

- | | |
|---|--|
| <input type="checkbox"/> Serving on a Committee : Program, Audit, Nominating, Fundraising, Green or Sunshine | <input type="checkbox"/> I would like more information about serving on the State Board |
| <input type="checkbox"/> I would like to serve on a committee that meets via conference call only | <input type="checkbox"/> I would be interested on serving on a committee at the Division Level |
| <input type="checkbox"/> I can assist during a conference | <input type="checkbox"/> I would be interested in more information about serving on the Division Board |

Return completed Member Interest Form to:

Northern Division Trustee
Patrice Olds, MMC, City Clerk
City of Walnut Creek
1666 North Main Street
Walnut Creek, CA 94596
olds@walnut-creek.org

Central Division Trustee
Cindy Black, CMC, City Clerk
City of Chowchilla
130 S. Second Street
Chowchilla, CA 93610
cblack@ci.chowchilla.ca.us

Southern Division Trustee
Kimberly Rodrigues, MMC, City Clerk
City of Agoura Hills
30001 Ladyface Court
Agoura Hills, CA 91301-2583
krodrigues@ci.agoura-hills.ca.us

CCAC Committee Descriptions

Please check committee boxes you are interested in

Program Committees

The Program Committees develop and coordinate programs for:

- Annual Conference** (April 10-13, 2012)
- League's Annual Conference** (September 5-7, 2012)
- New Law/Election Seminar** (TBD usually early December, 2012)

Mentoring Committee

Mentors must have already achieved CMC designation and will be required to take a training session on IIMC requirements for certification. Upon meeting these requirements, mentees will be assigned.

Audit Committee

The President appoints three Voting Members to be the Audit Committee, and designates one of the three members as the Chair.

Nominating Committee

The Nominating Committee consists of at least six Voting Members, an equal number to be appointed from each Division, one of whom is designated by the CCAC President as the Chair.

Bylaws Committee

The main purpose of the Bylaws Committee is to review and make recommendations for amendments to the bylaws. The review and update is usually done in odd-numbered years; however, there is a committee need in 2012 to audit for consistency between the state's and the division's bylaws and also a committee to do the same for policies. One member from each division is needed for the two committees.

Handbook Committee

The Handbook Committee ensures that the handbook is kept up-to-date with the most current information, guidelines and resources available. The handbook is reviewed in even-numbered years. In 2012, consultant Pamyra Means is preparing the updated handbook for release. She may need a "sounding board" committee to test the handbook prior to release and publication.

Fundraising Committee

The purpose of the Fundraising Committee is to work, as needed, with the state Trustees on fundraising goals, usually in alignment with the CCAC annual conference. This committee helps bring creative fundraising ideas forward and may help with implementation.

Green Project Committee

The purpose of the Green Project Committee is to assist in the "plant a tree" project in every city that hosts CCAC for a conference and to disseminate information to the membership regarding this project.

Sunshine/Hospitality Committee

The Sunshine/Hospitality Committee works with the Divisions to provide recognition from the association for significant life events among our members such as new appointments/elections, births, illnesses, marriages, condolences, etc.