



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.

If you are interested in serving the CCAC, please fill out and 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 will communicate via email when a new committee is formed or volunteers are needed.

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

Return completed Member Interest Form to:

Northern Division Trustee
Patrice Olds, MMC, City Clerk
City of San Mateo
330 West 20th Avenue
San Mateo, CA 94403
polds@cityofsanmateo.org

Central Division Trustee
Cindy Balkan, Chief Deputy 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
krdrigues@ci.agoura-hills.ca.us

CCAC Standing Committee Descriptions
Please check committee boxes you are interested in

Program Committees

It shall be the duty of the Program Committees to develop and coordinate programs for:

- Annual Conference**
- League's Annual Conference**
- New Law/Election Seminar**

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 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.

Nominating Committee

The newly installed President shall appoint the Nominating Committee, to consist of at least six Voting Members, an equal number to be appointed from each Division, one of whom shall be designated by said President as the Chair.

Bylaws Committee

The purpose of the Bylaws Committee is to review, make recommendations for amendments, and enforce the bylaws set by the CCAC. The review and update shall be done every odd-numbered year.

Handbook Committee

The Handbook 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.

CCAC Special Committee Descriptions
Please check committee boxes you are interested in

Current Special Committees include:

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 CCAC sessions and annual conferences, and for other purposes as determined by the Executive Board.

Green Project Committee

The purpose of the Green Project Committee is to implement an annual green/renewable resource project and to disseminate information to members of the CCAC.

Sunshine/Hospitality Committee

The Sunshine/Hospitality Committee shall work with Divisions in order to provide recognition for new appointments/election, births, illness, marriages, condolences, and other significant events.