

## INTEREST CARD

The California City Clerk's Association 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 interest card. It is a great way to meet other Clerk's and earn points towards MMC Certification.

You do not need to be a voting member to serve on committees. A great deal of committee assignments are handled via conference call.

If you are interested in assisting the Association, please fill out the form and submit it via e-mail or regular mail to your respective Division Trustee listed below (i.e. Northern, Central or Southern Division Trustee). Cards may be submitted at any time throughout the year. The President of CCAC will communicate via e-mail when a new committee is formed or volunteers are needed.

Additional information regarding positions on the state board can be found on the Association's website at [www.californiacityclerks.com](http://www.californiacityclerks.com)

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

Municipality: \_\_\_\_\_

E-mail: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ FAX \_\_\_\_\_

I am a member of \_\_\_\_\_ Northern Division \_\_\_\_\_ Central Division \_\_\_\_\_ Southern Division

I am a \_\_\_\_\_ Voting Member \_\_\_\_\_ Non Voting Member

**I am interested in:** *(Check all that apply)*

- |   |  |
|---|--|
| <input type="checkbox"/> Serving on a committee   | <input type="checkbox"/> I would like more information about serving on the State Board                |
| <input type="checkbox"/> I can assist during a conference   | <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 |

*Return completed interest cards to*

**Southern Division Trustee**  
**Julie Folcik, City Clerk**  
City of Costa Mesa  
P O Box 1200  
Costa Mesa, CA 92628-1200  
[jfolcick@ci.costa-mesa.ca.us](mailto:jfolcick@ci.costa-mesa.ca.us)

**Central Division**  
**Dana Davidson, CMC, Assistant City Clerk**  
City of Merced  
678 W. 18<sup>th</sup> Street  
Merced, CA 95340-4708  
[davidsond@cityofmerced.org](mailto:davidsond@cityofmerced.org)

**Northern Division**  
**Cindy VanWormer, CMC, City Clerk**  
City of Fort Bragg  
416 N. Franklin Street  
Fort Bragg, CA 95437  
[cvanwormer@fortbragg.com](mailto:cvanwormer@fortbragg.com)

# ***Standing Committee Descriptions***

## **Legislative Committee**

It shall be the duty of the Legislative Committee to stimulate 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. The Legislative Committee shall be composed of the First Vice-President of each Division and those other members as appointed by the Legislative Director. Membership has traditionally included all appointees to the League of California Cities Administrative Services Policy Committee.

## **Program Committees**

It shall be the duty of the Program Committees to develop and coordinate a program for the Annual Institute, for the League's Annual Conference, for the New Law/Election Seminar, and Special Meetings in harmony with the objectives and related needs of the Association.

## **Professional Development Committee**

It shall be the duty of the Professional Development Committee to keep the members informed and report on all matters pertaining to continuing educational and professional development programs sponsored by the Association; and to insure that such programs fulfill the professional objectives of City Clerk's. This committee shall investigate and report on course and seminars which may be of benefit to members in furthering their professional status.

## **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.

## **Special Committees**

The President may, without authorization of the Executive Board, and shall, upon direction of the Executive Board, appoint such other committees to handle tasks as needed.