



**CCAC
VIRTUAL
“NUTS & BOLTS”
WORKSHOP
FEBRUARY 8-12,
2021**

Get down and funky in the VIRTUAL Clerk World! This workshop will help you understand the many roles of the City Clerk profession and is designed to prepare you with information on the intricate details of our responsibilities—useful for all levels of hip experience (City Clerks, Deputy or Assistant City Clerks, Agency Clerks and Clerk support staff).

This entry-level seminar focuses on subjects such as agendas, minutes, record keeping, contracts, research methods, ordinances, resolutions, proper procedures for conducting public meetings, compliance with the Brown Act and Public Records Act and other legal requirements, and a myriad of other topics. Hear from experts in records management, veteran Clerks and a City Attorney.

Those completing the entire workshop will receive three (3) CMC points toward certification through the

Access to the workshop materials and webinar instructions will be provided one week prior to the workshop.

International Institute of Municipal Clerks (IIMC).

Registration Deadline is January 29, 2021

[CLICK HERE TO CONFIRM YOUR ATTENDANCE!](#)



**This Workshop is
now a Webinar !!**

BROUGHT TO YOU BY CCAC

**Workshop Registration
is **FREE** for CCAC
Members!!
\$25 for Non-Members**

**Theme “*Tie Dyed
Everything Get Your
Groove On*”**

Schedule for the week:

Monday, Feb. 8 8:30-11:45 a.m.

Tuesday, Feb. 9 8:30-11:30 a.m.

Wednesday - Day Off

Thursday, Feb. 11 8:30-11:30 a.m.

Friday, Feb. 12 8:30-11:30 a.m.

For more information contact:

**Far Out Funky Leaders
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MMC**

Vallejo City Clerk

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