

Last updated: March 2019

# New England Municipal Clerks Institute & Academy NEMCI&A

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## **NEMCI&A By-Laws and Policies and Procedures**

Reviewed & Revised during 2016 – 2019

3/28/2019

The NEMCI&A Manual should provide detail on how to do the job. This manual is to be used to guide the ever-changing Executive Board through the day-to-day tasks to ensure that NEMCI&A remains a stellar educational entity for years to come.

## Definitions

**By-laws:** The By-laws are a foundational document which establishes the NEMCI&A organization and its historic and current structure separate from any other association. This document shall be reviewed every three (3) years and may not be changed without a 30-day notice / draft submission to the full membership on the Board's website. By-laws may be amended by a two-thirds (2/3) vote after 30-days notification of intent prior to enactment by two-thirds (2/3) vote of those in attendance.

**Policies & Procedures Manual:** Provides the detail and general guidelines under which the NEMCI&A operates. Procedures are the "how to" steps to be able to accomplish the task. These documents shall be reviewed annually and only changed by review and vote of the Board of Directors. General clerical errors or miss-spellings may be changed accordingly with proper notice to the Board of Directors.

**Appendices & Exhibits:** These documents which are contained at the end of the binder are samples/tools to utilize or communicate while completing policies and procedures tasks. These documents are not bound by full vote of the Board and may be updated as the needs of the organization changes. All appendices and exhibits shall have the revised date listed on the document to ensure proper application.

**Mission Statement:** The NEMCI&A mission statement sets the intention of the organization and communicates the overall purpose/goal to all participants of the program.

*"NEMCI&A is a unique and integral part of education for City and Town Clerks throughout the eastern United States. "*

**Authority:** The Executive Board, by a majority approval vote, shall determine what policies and/or amendments will be contained in this document.

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## **NEMCI&A BY-LAWS**

### **Board of Directors of the New England Municipal Clerks' Institute & Academy**

#### **ARTICLE I. Establishment**

There shall be a Board of Directors of the New England Municipal Clerks' Institute as established by the New England Association of City and Town Clerks' at their 1979 Annual meeting held in Burlington, Vermont, and as amended by the NEACTC at their 1982 and 1987 Annual Meetings in Newport, Rhode Island. The fiscal year of the NEMCI shall be the same as the calendar year.

#### **ARTICLE II. Powers and Duties**

- A. Notwithstanding the powers and duties of any other officer or board, the Board shall exercise all authority with regard to the planning and operation of the New England Municipal Clerks' Institute and Academy. This includes, but is not limited to, financial responsibility for the operation, receiving and spending of funds, retaining and/or dismissing directors, instructors and staff, applying for grants and reporting to the IIMC to maintain Institute and Academy certification.
- B. The Board may establish a separate non-profit entity for the operation of the Institute and Academy.
- C. The Board, under no circumstances, may encumber the New England Association of City and Town Clerks' directly or indirectly without prior consent of the Executive Board of the NEACTC.
- D. The Board shall report to the Executive Board of the NEACTC at its semi-annual and annual meetings.

#### **ARTICLE III. Appointments**

The Board shall consist of twelve members, two from each of the New England States as appointed by the President of the NEACTC.

#### **ARTICLE IV. Terms**

- A. Initially, one member from each state shall be appointed for a term of one year and one member shall be appointed for a term of two years. Thereafter, all appointments shall be for a term of two years.
- B. No Board member may be appointed for more than two consecutive full terms.
- C. Terms of members shall begin at the Annual Meeting of the NEACTC.

#### **ARTICLE V. Vacancy**

- A. In the event of a vacancy on the Board, the President of the NEACTC shall appoint a member of the NEACTC to complete the unexpired term. The appointee shall be from the State in which the vacancy occurred.

- B. The provisions of Article IV, Section B. (TERMS) shall not take effect until the appointee completes the unexpired term to which he or she has been appointed.

## **ARTICLE VI. Quorum**

A quorum of the Board shall consist of not less than seven members, representing not less than four New England States.

## **ARTICLE VII. Meetings**

- A. Unless otherwise ordered by the Board, or called by the President of the NEACTC, upon sufficient notice (Article VII) meetings shall be held at least quarterly.
- B. The Annual Meeting of the Board shall be held by the end of September or in conjunction with the Annual Meeting of the NEACTC whichever occurs first and shall be for the purpose of electing officers, receiving reports of officers and committees and for any other business that may arise.
- C. Meetings shall be called by the President upon 7-days written notice to members.
- D. Special meetings of the Board may be called by the President as necessary, or shall be held within 10 days of receipt, by the President, of written petitions requesting a special meeting signed by not less than seven members of the Board. The call for all special meetings shall be sent to all members 7 days prior to the meeting and shall state the purpose of the meeting.

## **ARTICLE VIII. Officers and Terms**

The officers of the Board shall be a Chair, a Vice-Chair, a Secretary, a Treasurer, and an Assistant Treasurer who shall be elected at the Annual Meeting to serve for a term of one year or until their successors is elected. The Treasurer and the Assistant shall be from the same state. Any officer may be re-elected by the Board for an unlimited number of terms.

## **ARTICLE IX. Duties of Officers**

- A. CHAIR – The CHAIR shall:
  - 1. Issue the call of all meetings and shall preside at all meetings of the Board;
  - 2. Prepare the agendas for all meetings;
  - 3. Be the official representative of the Board;
  - 4. Be empowered to establish ad-hoc committees and designate their duties;
  - 5. Conduct the business of the meetings in an expeditious manner according to parliamentary law;
  - 6. Make appointment to all committees;
  - 7. Perform such other duties as usually pertain to this office.
- B. Vice-CHAIR – The Vice-CHAIR shall:
  - 1. Assume all duties of the CHAIR during the absence or inability of the CHAIR to perform the duties of the office;
  - 2. Perform such duties as usually pertain to this office.



- C. Secretary – The Secretary shall:
  - 1. Keep accurate minutes of all meetings of the Board and promptly distribute them to all members;
  - 2. Keep a register of the membership and notify officers and committees of appointments;
  - 3. Maintain the original by-laws of the Board and keep accurate notations of any amendments by referencing the date and page number of the minutes where the amendment is recorded;
  - 4. Conduct the correspondence of the Board except as may be otherwise provided;
  - 5. Perform such other duties as usually pertain to this office.
- D. Treasurer – The Treasurer shall:
  - 1. Receive money from tuitions, scholarships, grants and other sources and shall be the custodian for all funds deposited with him or her;
  - 2. Pay all bills on the order of the Board;
  - 3. Keep an itemized account of all receipts and disbursements;
  - 4. Report at all meetings of the Board;
  - 5. Annually submit the records of the Treasurer to an auditor or auditing committee not later than one month after the close of the fiscal year;
  - 6. Open and maintain such checking and savings accounts in a financial institution(s) as approved by the Board as necessary to properly conduct the business of the Board;
  - 7. Develop a budget of expenses for the Institute and Academy courses and set tuition fees at a level necessary to cover costs;
  - 8. Seek and secure financial assistance and/or grants to operate the Institute and Academy at lower tuition costs;
  - 9. Seek and secure scholarship assistance for students;
  - 10. Perform such other duties as usually pertain to this office;
  - 11. Submit records to a committee of two appointed by the CHAIR for compilation prior to a new Treasurer taking office at the NEACTC Annual Meeting.

## **ARTICLE X. Board Responsibilities**

Board responsibilities and assignments include but are not limited to the areas of Logistics, Curriculum, Food/Banquet, Graduation, Promotion/Marketing, Brochure, Information, Registration, and Scholarship/Orientation, and are defined by position descriptions that will be distributed and updated as directed by the CHAIR.

## **ARTICLE XI. Order of Business**

- A. The following shall be the prescribed Order of Business for all regular meetings of the Board:
  - 1. Report of the minutes of the previous meeting;
  - 2. Treasurer's report;
  - 3. Reports of Board Responsibility Areas;
  - 4. Reports of Special Assignments;

5. Unfinished Business;
6. New Business.

- B. The Order of Business may be suspended by a two-thirds affirmative vote of the Board members in attendance at any meeting except the Annual Meeting.

## **ARTICLE XII. By-Law Amendments**

By-laws may be amended by a two-thirds (2/3) vote after 30 days notification of intent prior to enactment by two-thirds (2/3) vote of those in attendance.

*By-laws adopted October 12, 1989.*

*Incorporated April 29, 1992, and October 12, 1989, By-laws unanimously accepted & adopted.*

*Amended December 10, 1992, Page 2 of Secretary's Minutes.*

*Amended October 8, 1993 but recorded April 28, 1995, Page 3 of Secretary's Minutes.*

*Amended September 28, 1994, Page 1 of Secretary's Minutes.*

*Amended April 28, 1995, Page 3 of Secretary's Minutes.*

*Amended September 27, 1996, Page 4 of Secretary's Minutes.*

*Adopted on October 10, 1984*

*Amended January 18, 2002*

*Amended July 11, 2002*

*Amended May 11, 2005*

*Amended November 2005*

*Amended December 12, 2006*

*Amended October 13, 2019*

***End of By-Laws***

## NEMCI&A Finance and Investment Policy

Updated 2017

### **Objective**

The primary objectives of the New England Municipal Clerk's Institute & Academy (NEMCI&A) finance and investment policy shall be: a) to define the fiscal responsibilities of the association; b) to ensure the security and liquidity of all association assets which are or may be needed to meet projected expenditures; and c) to provide acceptable guidelines/method(s) for continued day to day operation.

### **Authority**

When necessary the Executive Board, by majority vote, shall be authorized to seek financing for the purchase of equipment, real estate, and other assets which are deemed needed by the NEMCI&A Executive Board.

All budgetary line items over \$500.00 must be discussed and approved during the budget adoption process. Minutes shall be kept of any criteria /or conditions placed on single line items or purchases.

General purchases over **\$500.00, which are not part of the fiscal year budget**, must be pre-approved by the NEMCI&A Executive Board.

The NEMCI&A Treasurer, in accordance with this policy, shall be authorized to invest and reinvest the funds of the NEMCI&A organization as detailed in Acceptable Investments.

### **Authorized Financial Institutions**

The investment of all NEMCI&A funds shall be made with financial institution(s) that have offices in the New England states.

### **Acceptable Investments**

The Treasurer is authorized to invest and deposit any NEMCI&A funds as follows:

- Checking Accounts
- Certificates of Deposit
- Collateralized repurchase agreements
- Government-Sponsored Enterprise Notes (Fannie Mae, Freddie Mac)
- Money Market Accounts/Savings Accounts
- Municipal and State Bonds
- Obligations of U.S. Treasury (T. Bills, T. Notes, Bonds)

To invest any cash funds in something other than acceptable investments will require Executive Board approval and an amendment of this policy. The Treasurer of the NEMCI&A will make decisions regarding the collateralization of deposits when needed. An acceptable form of collateral may include, but is not limited to, securities of the United States of America. Securities may be held by a third-party custodian designated by the Treasurer and evidenced by safekeeping receipts.

### **Standards of Prudence**

The standard to be used in making investments, and by which investment decisions will be assessed, shall be made with judgment and care under circumstances then prevailing. Investments will be made whereby the person(s) shall use discretion and intelligence to consider the probable safety of the capital as well as the probable income to be earned.

### **Diversification of the Investment Portfolio**

The Treasurer shall maintain sufficient diversification of investments such that the ability of the NEMCI&A to continue to do business on an ongoing basis will not be impaired because of a liquidity crisis occurring in any one institution with which the NEMCI&A has invested.

### **Acceptable Financing**

The Treasurer/Executive Board, as authorized, may seek financing for day to day operations and/or for the purchase of equipment, as outlined in the section Authority, using one or more of the following methods:

- Credit/Debit Cards
- Lease financing
- Line of Credit
- Municipal and State Financing
- Mortgages

### **Ethics and Conflict of Interest**

Officials who participate in the investment and financing process shall act responsibly as custodians of the funds and shall avoid any transactions that might impair their ability to make impartial decisions or impair membership or Executive Board confidence. Officials shall disclose any position held with an investment/financial institution in which NEMCI&A funds are invested.

## General Fiscal Responsibilities Defined Executive Board Guidelines

### Payables

The Treasurer will pay all invoices in a timely manner, without Executive Board approval, provided the necessary supporting documentation is included and the request is in compliance with the Authority Section (page 1) of this policy. A detailed listing of payments (*cash, check or credit*) made by the Treasurer will be submitted as part of the financial report submitted to the NEMCI&A Executive Board.

### Refunds/Overpayments

There are varying reasons for refunding monies which may include, but are not limited to: Erroneous payment, overpayment of enrollment fees (*other than through scholarships*), early enrollment cancellation, early departure of NEMCI&A due to personal reasons (*death, illness, etc.*), and all requests are subject to board approval.

The Treasurer, upon notification from the Registration Chair and without prior Board approval, shall issue refunds by reason of erroneous payment, or overpayment of enrollment fees only.

**However, it should be noted that if there is an overpayment of the enrollment fee as a result of scholarship funding that said overpayment will be kept by NEMCI&A and be used solely for the purpose of scholarship funding.** In the event that Scholarship overpayments are not used in the same school year the unused funds will be transferred to the NEMCI&A general scholarship bank account by August 1<sup>st</sup> of that year.

**Refunds of enrollment fee** by reason of early departure for personal reasons will be reviewed on a case by case basis. The \$75.00 deposit fee shall not be returned. Approval for said refund will be by a majority vote of the Executive Board who will submit the payment request to the Treasurer.

### Mileage Stipends

The Executive Board and Institute Instructors will receive a mileage stipend equivalent to the annual IRS mileage reimbursement rate. All requests for mileage reimbursements shall be submitted within 30 days of the date they occurred and will not be paid, if not submitted within the proper timeframe. If two or more directors/instructors travel together, the mileage reimbursement shall be paid to the person whose vehicle is used.

### Annual IIMC Conference/Director's Forum

The Executive Board recognizes the importance of the attendance for the Director's Forum/IIMC Conference to promote the Institute & Academy in addition to networking

purposes. The Executive Board shall authorize a set budget for the attendance of one member which \*\*shall be the NEMCI&A Chair. **The board may also elect to not fund this line item should expenses exceed a reasonable cost due to the location of the forum or conference.**

\*\*Should a Chair be re-elected for a second term and have attended the IIMC Conference or Director's Forum previously, another designee shall be chosen from the board, as follows: Vice Chair, Curriculum Chair, Treasurer, Secretary and/or other board member.

In the event, a forum or conference is being held within a 75-mile proximity to the CHAIR's or designee's home, the Executive Board may select a second board member to attend, due to costs being greatly reduced.

**The NEMCI&A Chair /or a designee** shall receive an allowance annually to attend the Director's Forum and annual IIMC conference, provided the amount has been placed within the approved fiscal year budget. The CHAIR is responsible to ensure all forum and conference details are communicated to the Treasurer and Executive Board as soon as possible prior to attendance. The Treasurer shall forward all anticipated expenses to the Executive Board for review. Receipts shall be kept for all authorized expenditures and forwarded to the Treasurer within 30 days of attendance.

**Acceptable receipts for the conference/forum:** Travel Reimbursement shall include Airfare, Meals, Lodging and Conference Fees. Any other incidentals shall have prior approval of the board prior to purchase. **This policy recognizes that in some fiscal years the budgeted reimbursement amount may be less than the previous allotment OR not funded at all due to limited availability of funds on hand.**

### Reimbursements

Board members who personally pay for expenses associated with their NEMCI&A duties shall be reimbursed at 100%. Receipts will be required for reimbursement (*audit purposes*). Should receipts/invoices/charges not be pre-approved by the Executive Board ahead of purchase, the Treasurer shall hold reimbursement until the Executive Board approves the expenditure.

### Treasurer Guidelines

All NEMCI&A cash accounts will have, at minimum two signers (the Treasurer, and the second Board member from Treasurer's state /or CHAIR, Vice Chair) to protect the ability of the NEMCI&A to continue with day to day operation.

In the event of a resignation or immediate vacancy of the Treasurer, all monetary accounts/credit cards/checks shall be surrendered to the organization. The CHAIR and Secretary shall notify, in writing, the organization's auditor/accountant and financial institutions of the departure effective date.

A special meeting shall be called within 10 business days and the Executive Board shall appoint a replacement. Recorded minutes of the special meeting shall be sent to the financial institution to notify the agency of the newly appointed Treasurer.

All monies collected on behalf of NEMCI&A shall be given or mailed to the Treasurer for deposit. It is recognized by this policy that there will be times, such as the week of school, when deposits cannot be made timely.

In the event of a resignation or immediate vacancy of the CHAIR (*who may or may not have access to banking information & credit card*) the Treasurer shall notify the Financial Institution and Accountant.

### **Credit Card Use**

The NEMCI&A Executive Board members are the only authorized agents to use the credit card. Each credit card transaction shall be accompanied by a written request which must be approved by two (2) Board members, the Chair /or Vice Chair and Treasurer /or Assistant Treasurer. The maximum credit limit for the card is \$2,500.00.

The NEMCI&A credit card will be used solely for NEMCI&A business and purchases which are communicated to the Executive Officers as soon as possible via email or phone, if not previously approved by the Executive Board. The custody of the credit card shall be kept by the Treasurer.

In instances where a check is not accepted /or for online purchases, the Treasurer may authorize credit card use not to exceed \$500, should the expenditure be pre-approved by the Executive Board. The Executive Board shall be forwarded all receipts of these types of purchases.

Any other use of the NEMCI&A credit card will be deemed a theft, subject to Executive Board / Account review and criminal action.

### **Treasurer Duties Timeline**

#### **November - December**

- Prepare a full Treasurer's report of last year's budget for presentation at the NEACTC meeting by the Chair.
- Then after the meeting prepare a new budget for the coming new year. Said new budget will be presented at the first meeting of the board after aforementioned meeting.
- Budget will be based on estimates given by Curriculum Chair, Food Service Chair and Logistics Chair on proposed costs. Prepare enough copies for distribution to the Board.

- Review the Finance and Investment Policy annually with the proposed budget. In the event there are policy changes the entire document will be signed and re-recorded in the Executive Board minute book. If there are no changes, a certificate of re-adoption will be filed in the Executive Board minute book
- Board shall approve the draft budget.

### ***January***

- Present the annual fiscal report to the outside Auditor/Accountant or Auditing Committee no later than January 31st.
- Treasurer shall work with an Accountant to prepare the IRS 990 form tax return due to the IRS by May 1st and prepare the 1099 instructor's wage forms which are to be mailed no later than January 31st.

### ***March – June***

- Obtain copies of the instructor contracts and prepare a preliminary payroll projection worksheet.
- Obtain an insurance binder from our carrier and provide a copy to the President and contracted educational facility.
- Email/mail instructors W2 and mileage/expense reimbursement forms.
- Prepare fundraiser and forward information to states

### ***Week of NEMCI&A***

- Work with the Registration Chair, receive money collected for deposit by the Registration CHAIR to assist with the collection and receipt of monies owed. Deposit funds as soon as possible.
- Prepare a preliminary financial report for the wrap-up meeting with instructors.
- Prepare and distribute payroll at the wrap-up meeting.
- Pay the Graduation Banquet bill prior to leaving for the week. Provide a check to the Food & Banquet Chair for next year's deposit.
- All Executive Board members are encouraged to submit their mileage reimbursement forms PRIOR to the wrap-up meeting.

### ***Finalizing NEMCI&A Week***

- Upon receipt of the bill from the educational facility, double check with the Logistics Chair and Food & Banquet Chair at the end of the week for the number of rooms used and meals served to compare with actual bill. If there are discrepancies notify the President for further instruction.



- Pay for all and any outstanding expenses; preparing an updated list of those expenses to share with the Board. Give a brief report, if possible at the Board meeting at the end of the week and prepare for Final Reporting.

### **Dissolution of the NEMCI&A Organization**

In the event of the dissolution of NEMCI&A, all outstanding expenses shall be paid, and all remaining assets converted to liquid form to be distributed to the individual New England State Associations. These liquid assets will be considered designated funds and **shall be used solely for the purpose of education and/or scholarship by the New England State Associations.**

### **Termination/Amendment**

This policy will be reviewed annually by the NEMCI&A Executive Board, in conjunction with the presentation of the next fiscal year proposed budget. Amendments to this policy can be made at any time by a majority vote of the NEMCI&A Executive Board; duly recorded in their meeting minutes and signed by the officers.

### **Expectations**

- A. Treasurer: The Treasurer must provide property and liability insurance naming the Host School as an additional insured and provide the Host School with a Certificate of Insurance.
- B. Asst. Treasurer: There will be an Assistant Treasurer. Said individual will be from the same state as the Treasurer.
- C. Board Members during NEMCI&A week:
  - NEMCI&A will pay room, meals, and banquet for Board Members performing assigned duties during the Institute/Academy programs to cover the period beginning the Saturday before the start of the programs through the debriefing session.
  - NEMCI&A may pay for the first night either Friday/Saturday night dinner – food only – as determined by board Chair.

### **Other than NEMCI&A Week**

- NEMCI&A will pay mileage to and from meetings at the prevailing IRS standard rate.
- NEMCI&A will also pay for such rooms as will be necessary for those traveling from a significant distance and requiring an overnight stay. (In 1999, the board voted to pay for one-night lodging for a member from Vermont who had to travel 4 hours each way to Chelmsford.)
- The Chair of the Board or designee shall have the expenses of attendance, paid per allowance to attend the Institute Director's Forum and the Education and Academy committee Meetings held during the Annual IIMC conference.

## POLICIES & PROCEDURES

### Executive Board

1) General: The Board of Directors shall consist of twelve (12) members, two from each New England State as appointed by the President of the NEACTC during the month of July, not to become effective until the Annual Meeting of NEACTC which shall be held between September 1 and December 31<sup>st</sup>.

2) Term:

- Board Members shall serve for a term of two years.
- Board Members may not serve more than two consecutive full terms unless selected to finish out a remaining term of a member, who resigns or ends their term prematurely.
- Any Officer of the Board may be re-elected by the Board for an unlimited number of terms while serving as a regular member.
- Terms shall begin at the Annual Meeting of the NEACTC at which time new members will be sworn in.

3) Election of officers:

- The Chair shall during the NEMCI&A week appoint three Board members from different states to serve as the Nominating Committee for the purpose of nominating a slate of officers for the NEMCI&A Board of Directors.
- The Nominating Committee shall propose a slate of officers at the Board Meeting on the final day of NEMCI&A when a vote shall be taken for the election of officers for the following NEMCI&A year. Nominations for any officer can also be made from the floor. If at any time a member of the Nominating Committee is considered for the Chair position, that member shall resign from the Nominating Committee and the Chair shall appoint a replacement. If a Board member cannot attend the final board meeting of NEMCI&A week, that Board member shall forfeit his/her vote.

4) Quorum:

A quorum shall consist of not less than seven (7) members, representing not less than four (4) New England States.

5) Meetings:

- Meetings shall be called at least quarterly upon seven (7) days written notice to members.
- Meetings shall be held at least quarterly unless otherwise ordered by the Board or called by the President of NEACTC upon sufficient notice.
- The organization shall opt by a vote to pay for necessary lodging as will be necessary for any board member traveling from a significant distance (*greater than four hours one way*) for a meeting which exceeds three hours in length.

- Special meetings of the Board may be called by the chair as necessary or shall be held within ten (10) days of receipt, by the chair, or written petitions requesting a special meeting signed by not less than seven (7) members of the Board and sent/communicated to all seven (7) members of the Board.
  - The Order of Business at all regular meetings shall be as follows:
    1. Report of the minutes of the previous meeting
    2. Treasurer's report
    3. Reports of Board responsibility area (committees)
    4. Reports of special assignments
    5. Unfinished business
    6. New business
  - Meetings of the Board are currently by phone conference. In-person meetings shall be held at a place designated by the Chair of the board.
  - Board meetings may be held via phone/teleconference for routine business and general planning provided an agenda is forwarded to the membership seven days in advance and detailed minutes are recorded and kept.
  - By-law changes and updates shall be voted upon during in-person attendance only. Policies/Procedures/Appendices and Exhibits (*forms*) may be voted upon without a meeting provided a first / second reading has been held and draft language posted on the NEMCI&A website for 30 days following the second reading.
- 6) Attendance:
- Board members shall attend all working retreats, planning meetings for the preparation of the Institute and Academy.
  - Shall attend the debriefing session, and which will also be attended by instructors, the purpose of which will be to receive any suggestions the instructors may have for the betterment of the program.
  - Board Members shall have the expenses of a room, meals, and graduation banquet paid for when performing assigned duties during the week of the Institute/Academy programs beginning the Friday or Saturday *as determined by the Board Chair* before the start of the programs until the debriefing session.
- 7) Board Members during NEMCI&A week:
- NEMCI&A will pay room, meals, and banquet for Board Members performing assigned duties during the Institute/Academy programs to cover the period beginning the Saturday before the start of the programs through the debriefing session.
  - NEMCI&A will pay for the first night either Friday/Saturday night's dinner as determined by board Chair – food only.

8) Other than NEMCI&A Week:

- NEMCI&A will pay mileage to and from meetings at the prevailing IRS standard rate.
- NEMCI&A will also pay for such rooms as will be necessary for those traveling from a significant distance and requiring an overnight stay. *(In 1999, the board voted to pay for one-night lodging for a member from Vermont who had to travel 4 hours each way to Chelmsford.)*
- The Chair of the Board or designee shall have the expenses of transportation, three nights lodging, and three days meals paid for to attend the Institute Director's Forum and the Education and Academy Committee Meetings held during the Annual IIMC conference.

9) Performance of Duties – \*\*IIMC point system:

\*\*The clarification of points under IIMC guidelines allows for any Board members having served on the Board beginning 2014 forward, to request points for time served under alternate education consideration.

- Board members will be expected to perform their duties, according to the outlines in the Procedure Manual and that these duties shall take precedence over all other activities /or educational programs during the week of the Institute/Academy programs.
- In keeping with the IIMC Mission Statement to provide educational opportunities for all; Board members **are \*eligible** to take Institute /or Master Academy classes during the week of NEMCI&A and obtain education points for time spent monitoring/evaluating classes **provided they participate and complete all coursework** assigned by the Instructor. *\*The exception to this rule is the Athenian Dialogue or an optional extra credit class which has available spaces left.*
- If a Board Member is assigned to the monitoring/evaluation schedule, the Evaluation Chair shall keep a running total of the classes and hours spent by each board member which shall be forwarded to the Board Secretary for certificate preparation. The education certificate shall contain the total amount of hours spent in class and be signed by the Curriculum Chair and Board Chair. This education certificate shall be separate from the service certificate given to Board members for their professional contribution. Board members will not be charged a fee for any classes which they are evaluating, or monitoring provided their list is shuffled and not exclusive to one course of study. **Class points assigned to the certificate will be weighted by total hours at a reduced amount per IIMC guidelines as an alternate education credit.**
- Board members are expected to participate in group discussions and activities but to not distract or manipulate a classroom environment. For Public Speaking, Computer Assignments and /or individual work projects assigned; Board members shall work with

the Curriculum Chair and instructors to complete the competency requirement rather than take additional class time from enrolled students.

- Board members who request to take the Athenian Dialogue shall complete an application and be charged the class rate. Available spots shall be given to Board members on a first come-first serve basis, if they do not have conflicting responsibilities on the day scheduled.
- The Board Chair shall appoint Committee Chairs immediately following the NEACTC Annual Meeting. There shall be the following Standing Committees: Curriculum, Evaluations, Food Services, Graduation/Third Year Advisor, Logistics, Development, Registration, Scholarship, and Information/Orientation.
- The Curriculum Chair shall be allowed to resolve problems arising with Instructors, Board Members, Class Advisors or students during the week of the Institute/Master Academy programs as they may pertain to, but not be limited to, curriculum, scheduling, room assignments, and personal conduct in class. The Curriculum Chair, at his/her discretion, may seek the advice or assistance of the Chair of the Board or Class Advisors to resolve any matters needing attention.

## Instructor Guidelines

All instructors are independent contractors and all services are to be provided personally, unless otherwise agreed to in advance by the NEMCI&A Board. Subcontracting is not permitted, and assistants must be approved by the Board of Directors. Instructors experiencing problems during the week should be discussed and resolved with the Curriculum Chair.

Instructors shall sign a Contract for Services and return it to the Curriculum Chair by March 1. Current biographies, syllabus and or outlines are to be submitted with the contract. Instructors shall determine the necessity of pre-work and homework assignments for their courses which shall be submitted for website implementation. All courses shall include written materials to be supplied by the instructor.

Salary shall be determined by the Board of Directors annually.

The Board shall pay a compensation rate of \$175.00 per two (2) hour class excluding breaks upon completion of all obligations hereunder.

Reimbursement of mileage at the current IRS standard mileage rate with a maximum up to \$350.00; tolls; printing and photocopying expense up to \$25.00. The NEMCI&A Board shall provide room and board at the host site facilities for the instructor. Instructors shall be compensated the same meal plan as enrolled students however the following meals are not included: Saturday breakfast, Monday Night and /or any meal taken off the host site campus by personal choice.

\*\*There is a graduation party held on Wednesday night which usually serves light refreshments. As a result, the Board of Directors will serve a light dinner in the lobby of Langdon for participants to take back to rooms/other areas. The menu may consist of take-out pizza, subway sandwiches/salad and or other light items. Should a student wish to go off-site and skip this meal, they will be responsible for costs...

The Evaluation Chair shall mail instructor evaluations or provide an online link to each instructor as soon as possible after the Institute/Academy week.

## Curriculum

- Courses: The Curriculum Chair maintains a list of courses and IIMC "Category" taken by each Institute Class. At the end of the three years of the Institute, the IIMC Category breakdown should be as follows: Public Administration, 50 hours; Social and Interpersonal, 30 hours; and Electives, 20 hours.
- Syllabus/Outline: Instructors shall supply current biography and course description to the Curriculum Chair.
- Classroom Materials: Instructors shall supply written materials/handouts for all courses.

- Pre-Work/Homework: Instructors shall determine the necessity of pre-work and homework assignments for their courses. **Pre-work shall be distributed to students no less than 30 days prior to registration day.**
- Cancellation of Courses: The Curriculum Chair determines whether or not a course is cancelled based on registrations received by the registration deadline after consultation with Board Chair.
- Class Size: the number of students per class for the Institute and Academy shall not exceed 30 though the intent is to keep class sizes to a minimum based on location and resources. The suggested number of students per class for the Institute should be as follows: Year 1 – not to exceed 26, Year 2 – not to exceed 28, Year 3 – not to exceed 28.
- Evaluations: There are two types of evaluation forms either by paper copy or online submission. Evaluations are important because they are used in planning for next year and to track education points by the IIMC Institute. General Evaluation Forms/Online links are distributed by the Evaluation Chair to provide for the evaluation of the entire week of NEMCI&A. Course Evaluation Forms/Online links are given to students at the last class of each course to evaluate the course content and instructor. These forms/online links shall be prepared by the Evaluations Chair from information given by the Curriculum Chair and are distributed and collected by the Evaluation Chair. The Evaluation Chair shall also set up a schedule through communication with the Curriculum Chair for Board Members to monitor classes and collect evaluations.

### Cancellation

The Curriculum Chair determines whether or not a course is cancelled based on registrations received by the registration deadline after consultation with the Board Chair. If a course is cancelled, the Curriculum Chair must notify the instructors and Board Treasurer at least two weeks prior to the start of NEMCI&A. The Curriculum Chair contacts students to notify them that course has been cancelled and ask for preferences for rescheduling.

### Class Party & Fundraising

The purpose of fundraising shall be to pay for the Class Party & Class Gifts/Expenses. Any funds which are left over will be donated back to the NEMCI&A Board of Directors to be set aside for scholarships the next year, as historically practiced.

It is strongly advised that each class opens a checkbook/savings account to track all expenses in and out for fundraising purposes. Classes may not use the NEMCI&A Federal ID# or 501C(3) status without first submitting bank information / subsequent updates to the Board Treasurer for full review and lastly, Board approval.

Annually, the graduating class hosts a class party which is open to all NEMCI&A attendees and instructors on Wednesday night. During the second year of Institute enrollment, the second-year students shall work with their class advisor to set the theme and plan the finer details of the event for the upcoming year. Likewise, they shall meet with the NEMCI&A Board Treasurer to review the proposed class budget and discuss fundraising practices and expectations.

The draft(s) class budget shall be submitted to the Board of Directors through the Class Advisor by Thursday before leaving NEMCI&A for final approval. The plan, which shall be decided by class vote, must include the following information:

- Class Theme
- Date / Time / Place
- Class Budget / Estimated cost
- Vendor detail(s) for food, alcohol & music
- Whether any media items are needed – I.e. Screens, Video Projector, etc.

### Class Advisors

Class Advisors will be assigned by the Board Chair by December 31.

**Institute Year 1:** This Advisor will assist the first-year class in organizing and appointing/electing class officers and familiarize class members with NEMCI traditions such as collecting dues or holding fundraising events in the second year to purchase shirts, hats, etc. and a class party the third year. The Advisor shall also organize a webmaster from the class for presence on the New England Website.

**Institute Year 2:** This Advisor will assist the second-year class in planning their third-year party. The party idea shall be approved by the Board to ensure compliance with host school policies. The Advisor shall encourage them to think about presenting a gift to the Institute at graduation next year, another tradition of NEMCI&A, and ask the President of the Class for names of flag-bearers (*one flag from each state plus the American flag*). This Advisor will also consult with the Institute Year 3 Advisor to explain to the second-year class that they are responsible for choosing the music at their graduation next year and the Board has to approve their choice.

**Institute Year 3:** This Advisor will be the Graduation Chair and will meet with the third year class to assist them in choosing a graduation speaker, the person presenting the graduation gift, explain the Lobster Award and the Paquin Scholarship Award (and give out entry blanks for both), conduct the graduation rehearsal, and ask them to select three members to serve on the exit committee for the purpose of discussing the weeks' activities with the Board.



## **Absence**

There are no provisions for being absent except for extreme emergencies. Extreme emergencies should be brought to the board's attention and may not be greater than two hours in length. IIMC requirements for satisfactory completion will be strictly adhered to.

## **Diplomas and Certificates of Completion**

Each student completing an Academy course will receive a Certificate of Completion. Each student completing three years of the Institute will receive a Diploma. During this time, NEMCI&A Board Members shall also receive their certificates for professional contribution / coursework within program guidelines.

The Board Secretary and/or the Board Chair shall maintain the supply of diplomas and certificates.

The Board Secretary is responsible for preparing the certificates/diplomas based on the class rosters, which are provided by the Curriculum and Registration Chair. The spelling of a student's name should be double-checked by the Secretary with the actual registrations, which can be obtained from the Registration Chair.

Upon completion, the Board Chair signs the diplomas. Academy Certificates of Completion will need to be signed by the Board Chair. Be sure to include total number of course hours on the Academy certificates. The Board Chair distributes the certificates to each class advisor for distribution the last day of classes.

## **Audiovisual Equipment**

Audiovisual equipment is available from the host school. The Curriculum Chair should send letters to instructors asking to specify what equipment they will need. The Curriculum Chair will inform the Logistics Chair what equipment will be needed.

The Logistics Chair will contact the host school conference director to arrange for equipment. It is the Logistics Chair's responsibility to be sure it is provided once we get to NEMCI&A.

## **Awards**

See Addendum to Scholarship Job Description

## **Banquet**

Graduation is held on Thursday evening. The maximum number for seating is determined by the venue, currently 176 (22 tables of 8). There are a limited number of extra tickets available for guests. Following is the policy for additional banquet tickets, which is mailed as an insert to the brochures.

### Policy for Additional Banquet Tickets

To ensure a comfortable, sit-down meal at the Thursday night graduation banquet, seating must be limited. Therefore, additional guest banquet tickets will be limited to two (2) tickets per student. They will be sold on a first-come, first-serve basis with 3<sup>rd</sup> year graduation student having first preference.

The Food Services Chair and Graduation Chair will determine the number of tickets available.

Third-Year graduating students must order tickets by the Registration and Deposit deadline. All tickets must be paid for by the tuition balance due date. If the ticket orders exceed the number of tickets available before the tuition balance due date, a waiting list will be started, and students will be notified if they have been put on the waiting list.

Anyone who is not a third-year graduating student, will be put on a waiting list until all third-year students have been accommodated. They will be notified if tickets become available. Any tickets not paid for by the balance due date will be released for sale.

### Class Size / Institute & Academy Enrollment

The Institute and Academy is open on a first come basis to all active City and Town Clerks', Deputy or Assistant CLERKS', as well as their clerical support staff in the United States and Canada. **Should classes not be filled to capacity during the registration period by municipal clerks, other municipal employees who carry out assigned duties within the administrative/clerical organization may attend pending space availability subject to Board approval.**

To be considered for registration and approval, a letter shall be submitted with the application and deposit on behalf of the enrollee detailing the administrative/clerical duties of said employee and signed by both the Municipal Clerk and the senior ranking official for the municipality. Once the letter of support, application and deposit are received, the registration chair shall forward the materials to the Board Chair to be added to the list of potential attendees for consideration and vote of the membership.

Should an administrative/clerical employee request enrollment, paying the deposit fee and later be denied due to availability, the Board Treasurer shall refund the full deposit made.

To be eligible for Institute Graduation activities or Master Academy Certification, participants must attend all years of the NEMCI&A Institute / Academy and complete any and all requirements of the program(s). **No student will be allowed to skip, change classes /or supplement online/college coursework for attendance while enrolled in a particular program.**

The only exception to this rule *shall be if a student needs to take a period of time off and gets re-assigned by the Board of Directors to a proper class which meets their last level completed.*

The number of students per class for the Academy shall not exceed 24.

\*\*The number of students per class for the Institutes shall be as follows:

Year I	Not to exceed 26
Year II	Not to exceed 28
Year III	Not to exceed 28
Academy	Not to exceed 24

\*\*During the annual budget process, the Board of Directors may opt to expand class enrollment up to a maximum of 30 students should the facility and /or program offerings allow. As a result of the increase, appropriate budget measures will be taken and the Registration Chair will make the notation within the registration log.

### **Class Lists (Rosters)**

A list of students attending each course will be prepared by the Registration Chair and copies given to the Board Secretary for completion of certificates and diplomas, and to the Evaluation Chair in order to prepare the attendance list, evaluations, and self-assessments.

### **Cocktail Hour at Graduation**

The Food Chair decides the menu/arrangements with the vendor. The Vendors may be given up to two tickets for the banquet, which shall be paid by NEMCI&A. At a minimum, vendors should be prepared to donate champagne and appetizers.

### **Committees**

The Board Chair shall appoint Committee Chairs, in addition to the elected positions, immediately following the NEACTC Annual Meeting. There shall be the following standing committees:

1. Curriculum
2. Evaluations
3. Food Services & Banquet
4. Graduation/Third Year Advisor
5. Logistics
6. Development (info promo and market)
7. Registration
8. Scholarship
9. Information/Orientation/Webmaster/Academy Advisor
10. Year 1 Advisor
11. Year 2 Advisor

### **Courses**

The Curriculum Chair maintains a list of courses and IIMC category taken by each Institute Class.

At the end of the three years of the Institute, the IIMC category breakdown should be as follows:

Public Administration	50 Hours
Social and Interpersonal	30 Hours
Electives	20 Hours

### Early Arrivals

Early arrivals for the Institute and Academy are strongly discouraged. If, because of transportation problems, a student must arrive before the designated date and time, approval must be obtained from the NEMCI&A Board of Directors. There will be additional room charge fee payable at the time of registration.

### Evaluations

General evaluation forms which evaluate the entire week of NEMCI&A are distributed to each student and returned to the Evaluation Chair. The Evaluation Chair should contact each class advisor to have him/her assume the responsibility for having class members complete the evaluation. Advisors should return them to the Evaluation Chair.

Course evaluations are given to students at the last class of each course to evaluate the course content and instructor. These are prepared by the Evaluation Chair from information given by the Curriculum Chair and are distributed and collected by the Evaluation Chair who sets up a schedule for Board members to monitor all classes and collect evaluations. The Evaluation Chair compiles the information and distributes them to instructors (*copies of their respective courses only*) and to Board members (*all evaluations*). Board members should receive them as soon as possible. Evaluations should be discussed at a board meeting so that instructor and course change can be made if necessary. All evaluations are important because they are used in planning for the next year.

### Graduation Banquet Guest

NEMCI&A will pay for banquet **only** for the following:

1. President of IIMC
2. President of NEACTC
3. President of host school or his representative.
4. Herman Rose and Doris Paquin (co-founder and wife of co-founder)
5. Up to two (2) employees of the any company which hosts the Banquet
6. Presidents of the New England State Associations (6)
7. IIMC Region 1 Directors (2)
8. Any retiring instructors

With the exception of Herman Rose and Doris Paquin and any other award grantors, guests shall pay for their lodging.

## Graduation Speakers

The Graduation Chair leads the Pledge of Allegiance, welcomes the guests and introduces the Board Chair who acts as Master of Ceremony for the evening.

The following individuals should be asked to speak at Graduation.

1. President of host school or designee
2. President of IIMC
3. President of NEACTC
4. Graduation Class Speaker
5. The Board's Vice Chair will present the Lobster Award
6. Graduation Class Representative will present the class gift

## Grievance Procedure

(Incorporated herein by attachment)

The Board Chair will serve as the mediator for the Grievance Procedure and will direct investigations under the Sexual Harassment Policy. However, the Board Chair may appoint someone else to perform these duties if he/she is unable to serve for any reason.

## IIMC Certification – CMC / MMC

A CMC (Certified Municipal Clerk) certification is a distinction granted by the International Institute of Municipal Clerks' (our professional association) to Clerks' who have completed three years of full attendance at a recognized institute and/or fulfilled other educational and on-educational requirements. The 120 hours provided at the Institute shall count towards CMC certification and is strongly recommended. Applicants shall have been a member of IIMC organization for a minimum of two years before CMC application.

An MMC (Master Municipal Clerk) certification recognizes high level achievements beyond the attainment of CMC designation. This is the highest designation issued by IIMC and is granted to Clerks' who have completed IIMC's MMC requirements. This is an extensive program which has a rigorous educational component, a professional and social contribution component, and a commitment to lifelong learning. All Academy classes shall offer an opportunity to pursue the MMC designation through professional development and personal growth opportunities. Applicants must have obtained their CMC certification and be a member of good standing within the IIMC organization in order to enroll in this program.

## IIMC Reports

Post-program report shall be sent to IIMC by the Board Chair, with copies being sent to all Board members.

### Information Packets

The Information Chair prepares the packets and in November presents suggestions for changes for the following year. This Chair receives guidelines from the Board as to what should be included in the packets. Information packets shall be mailed or emailed and posted on the New England and NEMCI&A websites six (6) weeks prior to the NEMCI&A start date.

The Information Chair should request a “Letter of Welcome” from the Board Chair in April for inclusion in the packets and present the information to be included in the packets to the Board for action. Packets will be sent to registrants, Board members, and Instructors. Registrant’s packets should contain course information relating only to their respective classes. Instructor and Board packets should include all materials for all classes. All packets should contain a list of all attendees for networking and carpooling purposes.

### Information Table

The Development Chair should set up an information table in the lobby on Registration Day. Information should be made accessible all week providing information relative to IIMC, CMC, MMC and NEACTC and to the host town/state.

The information packets currently contain the following information.

1. Letter of Welcome
2. Handbook
3. Directions to Host School
4. Directions to Graduation
5. Phone Instructions for Family
6. Campus Map
7. Picture Display Request
8. Press Release
9. Institute Evaluation
10. Invitation – Class Party
11. Invitation to Welcome Reception
12. Pre-work assignments (if assigned)
13. List of all students
14. Sexual Harassment Policy
15. Medical Release Form

### Inquiries

The Board Chair or designated committee chair should respond to all inquiries regarding the Institute and Academy policies and procedures. At no time, may a board member speak on behalf of the Board of Directors or make a decision which binds the Board of Directors ability to deliberate or vote.

## Insurance

NEMCI&A must provide property and liability insurance naming the host site as an additional insured and provide the host site with the Certificate of Insurance. The Treasurer shall obtain the insurance certificate and then forward to the Logistics' Chair and host school.

## Invitations

Invitations for the Graduating Class party and the Welcoming Reception on Saturday are included with the Information Packets. The Class Party invitations are prepared by a designee of the graduating class who mails them to the Information Chair for inclusion in the Information Packet.

The Welcoming Reception invitations are prepared by the vendor sponsoring (currently Kofile) who mails them to the Information/Orientation/Webmaster Chair for the packets.

Written invitations for the Cocktail Hour and Graduation are prepared and sent by the Graduation Chair to the following individuals.

1. President of host school or designee
2. Herman Rose, co-founder of the Institute and Academy
3. Mrs. Henry (Doris) Paquin, wife of co-founder or family designee
4. IIMC President
5. President of NEACTC
6. Host School Conference Coordinator
7. IIMC Region 1 Representatives (2)
8. Presidents of each of the New England State Associations (6)

The Graduation Chair informs the Food and Banquet Chair of the number attending the banquet.

## Meals

Meals which provided are as follows:

- Breakfast Sunday through Friday
- Lunch Sunday through Thursday
- \*Dinner Sunday, Tuesday, \*\*Wednesday (Light refreshments / Langdon Woods)
- Banquet Thursday

\* Each person pays for his/her own meal on Monday night.

\*\*There is a graduation party held on Wednesday night which usually serves light refreshments. As a result the Board of Directors will serve a light dinner in the lobby of Langdon for participants to take back to rooms/other areas. The menu may consist of take-out pizza,

subway sandwiches/salad and or other light items. Should a student wish to go off-site and skip this meal, they will be responsible for costs...

Accommodations may be made for special dietary considerations with notice to the Food Services Chair. Additional fees may apply, should the host facility adjust the daily food limits.

### Monitoring Of Classes

All classes are to be monitored by a Board member. The Curriculum Chair shall supervise the monitoring of classes. The Evaluation Chair will prepare a schedule for all Board members to monitor classes with awareness to the commitments each position holds.

The class monitor will ensure the class starts on time and signals the teacher for the necessary break; 10 minutes for 50 minutes of class. The monitor will check attendance and assist students when issues such as illness or injury arise as well as assist teachers when necessary. Students may only miss 10 minutes of any given class; monitors shall keep track of the time and which students leave class of greater than 10 minutes; and may need to monitor activities outside the classroom. Students may not be excused from class to receive/or make phone calls, likewise cellphones use by students during class lectures is discouraged.

Evaluations will be passed out by class monitor at the end of each final class. The class monitor will collect evaluations that have been completed by students and enter them into the computer program. All entered evaluations will then be turned into the Evaluation Chair for archiving.

The Board Chair, Graduation Chair/Year 3 Advisor and Food Services Chair shall be free on Thursday to prepare for graduation. The Treasurer shall be free to prepare payment for instructors and invoices.

### Nametags

There are two types of nametags prepared. Nametags that are worn by all participants and name cards that are for students to put on their desks for identification by instructors.

Students, instructors, and board members will wear nametags each day during NEMCI&A week. These nametags are prepared by the Registration Chair and should be color-coded to each group, for example:

Year 1	Blue
Year 2	Yellow
Year 3	Green
Academy	Red



Desk nametags are prepared by the Registration Chair and are included in the Registration Packets. Desk nametags are printed in large letters on half of a folded 8-1/2 x 11 sheet of paper so that they can hang over the student's desk for identification by instructors.

### Orientation

Orientation takes place at a time designated by the Board of Directors and includes a welcoming reception during registration hours hosted by a vendor (currently Kofile), campus tours for all new students and is conducted by the Information Chair.

The Information Chair plans the orientation session with the Board Chair and then informs the Board of Directors of any information students need to be given ahead of arrival. The Information Chair opens the orientation session and introduces the Board Chair who then introduces Board members, instructors, and class advisors and make any necessary announcements. All students who register on Saturday are expected to attend the orientation session.

After the Orientation session, Institute 1, 2, and 3 students will meet in separate areas with their respective class advisors who shall distribute information, as indicated in their job descriptions.

### Photographs

Photographs at Graduation will be taken by a professional photographer or by a Board Member selected by the Development Chair. Photographs are taken of the graduation class, Board members, and Instructors. The Development Chair will then distribute the files or jpgs to each state when they become available.

### Pre-work for Classes

Instructors may assign pre-work for any of their courses at their discretion. **Pre-work shall be distributed to students no less than 30 days prior to registration day.** The Class Advisors will distribute the pre-work to students via email and the Information Chair will upload the pre-work onto the website for students to view.

### Private Rooms

Request for private rooms will be considered for health reasons only. There shall be an additional charge per day to be determined by the Board of Directors upon consideration of the facility contract.

### Refunds

Please refer to the Finance Policy for additional information.

In cases where the applicant makes a payment and scholarship monies received create an overpayment, request for a refund must be accompanied by a copy of the cancelled check mailed by the applicant as well as a letter from the source of the scholarship.

If a student does not appear on the opening date of the Institute or Academy due to hospitalization or unforeseen circumstances, the Institute will refund the room, board and tuition fee less than the registration deposit at the discretion of the board.

## Registration

Registration takes place on Saturday for Institute students and on Sunday for Academy students, at a time and place designated by the Board of Directors in an area to be determined by host school.

Those arriving after the scheduled registration can pick up their room key and registration from the Registration Chair.

## Registration Packets

The Registration Chair prepares the following materials for distribution at Registration.

- 1) Nametags to be worn
- 2) Desk Nametags
- 3) Door Nametags
- 4) Folder with pockets containing the following inserts
- 5) Class Schedules
- 6) Room assignment list
- 7) Roster of students in Instructors' Folders.
- 8) Parking Validations, if necessary
- 9) Meal tickets.
- 10) Miscellaneous materials
- 11) 3-ring binder for Year 1
- 12) Lined paper and pencil
- 13) General Evaluation forms
- 14) IIMC application forms

## Room Assignments

Room assignments are made by the Logistics Chair based on registration information received by the Registration Chair noting requested roommates, private rooms (*for Instructors and Board if requested*). Institute students needing air-conditioning **for health reasons** may receive an air-conditioned room with prior Board approval.

Depending on a variety of reasons including budgetary and facility restrictions, students may or may not be placed in quads or double rooms. Every effort will be made to put each institute class / academy students on floors together. At no time will students from two separate

institute years be placed together. *I.e. First year with academy /or second year with a third-year student.*

### **Scholarship Applications**

Financial aid is available in the form of scholarships from the International Institute of Municipal Clerks', New England Association of City and Town Clerks', New England Municipal Clerks' Institute, and from the various state associations. Students are responsible to contact the Scholarship Chair for application information and timelines. IIMC scholarships are paid directly to the student after completion of the session. Students must pay NEMCI&A.

### **Sexual Harassment Policy**

(Incorporated by attachment).

The Board Chair shall direct all investigations as described through the guidelines of the Sexual Harassment Policy.

### **Student Handbook**

A student handbook is emailed out with the Information Packets. The Development Chair is responsible for updating the handbook each year.

The purpose of the handbook is to familiarize students with some of the traditions and policies that have been established at NEMCI&A and give them an idea of what to expect during the Institute's three-year program. The handbook also contains names and addresses of Board Committee Chairs as well as brief biographies of instructors.

### **Tuition**

Tuition and deposit fees shall be set by the Board of Directors on an annual basis during the budget preparation in November - December. Tuition costs shall cover the cost of student lodging, partial meals, educational program and any other required NEMCI&A activities. Once prices are set, registration forms shall be updated accordingly and posted on the website.

Students who leave campus for meals/drinks during free periods, entertainment or non-NEMCI&A sponsored activities are responsible for all fees.

### **Welcoming Reception**

A welcoming reception is held during Saturday Registration at a time designated by the Board of Directors and may or may not be part of the Orientation program.

It is hosted by a vendor (*currently Kofile*). The Food Services Chair is responsible for contacting the vendor to plan. The vendor prepares the invitations and mails them to the Scholarship/Orientation Chair who will forward them to the Development Chair for inclusion in

the Information packets. The Registration Chair should notify the vendor of the final count based on registrations received.

***END OF POLICIES AND PROCEDURES MATERIAL***

## **Job Descriptions –**

### ***New England Municipal Clerks Institute & Academy Board of Directors***

Complete Revision – Fall 2010

2019 update

NOTE: Each individual job description has subsequent amendment dates contained in specific sections

## Chair of the Board Job Description

### *October*

- Find the mid-point for the Board (perhaps a nearby Town Hall for the meeting)
- Set up luncheon (potluck or local delivery)
- Send out the Agenda for the Board Meeting requesting end of year reports from all board members
- Separate agenda for the instructors to join us for lunch and planning for next year. This agenda will include an item to review the proposed budget for next year and the Finance Policy

### *November*

- Appoint Standing Committee Chair positions for the coming year.
- All newly elected officers and Chairpersons to take office immediately following NEACTC Annual Meeting.
- Other chairs may also be named at this time, at the discretion of the Chair of the Board. The Chairperson shall preside at board meetings as scheduled.
- Attend meeting of NEACTC Executive Board as representative of Institute/Academy. Prepare and present report of previous year.

### *December*

- Deadline for the report to IIMC and NEACTC is December 31st
- Check in with the Curriculum Chair regarding upcoming class changes or changes in instructors.
- Have first conference call with the Board of Directors and each month thereafter to oversee, assist, and coordinate work of various chairs/committees.
- Verify with the Treasurer that NEMCI&A has liability insurance coverage for the NEMCI&A week/draft budget is being submitted for review.

### *January*

- Start the email blasts to NEACTC and all state emails for promotion of the Institute and Academy which will include information on deadlines for scholarships.
- Verify with the Curriculum Chair the courses to be offered to entice everyone to attend.
- Sign the contract with the host facility where NEMCI&A will be held after review by the Vice Chair and Treasurer. A signed copy will be forwarded to the Treasurer for submission with deposit check.

### ***February/March/April***

- Hold Directors' meeting and meetings with instructors as needed via conference calls. Prepare any reports required for IIMC.
- Prepare a letter of welcome for the information packet and send to Information Chair.
- If possible, attend the Region One IIMC meeting to represent NEMCI&A.
- Send out email blasts to NEACTC to promote NEMCI&A.
- Sign instructors' contracts and forward a copy to the Treasurer.

### ***May***

- Attend the Annual IIMC Conference and meeting of Institute Directors as the representative of NEMCI&A.
- Work with Curriculum Chair, Registration Chair, and Logistics Chair on the class lists and class schedule.

### ***June/July***

- Keep in contact with all Chairpersons and concerns; help where needed.
- Check in with the Food Services Chair regarding the Monday dinner with Board and instructors.
- Prepare an invitation to be inserted into the folder of each instructor as a reminder of our dinner date/time and location.
- Also notify instructors of check in time and the luncheon meeting with the Board after check-in.
- Agenda for orientation.

### ***Week of NEMCI&A***

- Conduct nightly meetings during the week of NEMCI&A for communication between all Board members; to discuss what is working well and what might need some tweaking. Also to keep on top of monitoring schedule and turning in the evaluations.
- Appoint a Nominating Committee made up of three members of the Board which will present a slate of Officers to include Chair, Vice Chair, Secretary, and Treasurer.
- Upon receiving the slate of officers from the Nominating Committee, conduct the election of officers at the close of NEMCI&A week.
- Appoint Poster Judging Committee.
- Appoint Exit Interview/Debriefing Committee.
- Prepare list of exit interview questions and provide to graduating class prior to interview.

- Hold an instructor debriefing session and preside at a Board meeting at the end of NEMCI&A. Remind the Curriculum Chair to write IIMC Headquarters with list of Institute and Academy students.
- Set a date during the last day breakfast for the Board and instructor luncheon meeting in October.
- Set up one meeting to have in early fall prior to NEACTC conference to review finances, and other issues regarding NEMCI&A past and future.
- Verify dates for next year with the Director of Residential Services before leaving.

### ***August***

- Provide a write up of the NEMCI&A experience with pictures for NEACTC newsletter and state association newsletters and association Presidents.
- Email pictures of the graduating class to each state president, along with a picture of the individual state clerks' picture.

### ***September***

- Compile Reports for IIMC and NEACTC.
- Deadline for the Annual Report is December 31st.

*Adopted by the NEMCI&A Board on: August 5, 2015*

*Amendments approved by NEMCI&A Board: October 13, 2018*



## **Vice Chair of the Board Job Description**

### ***October***

- Review evaluations.
- Attend the Summary Meeting.
- Bring a USB containing copies of templates and forms to Summary Meeting.
- Present any changes or recommendations to the Board for approval.

### ***Week of NEMCI&A***

- Coordinate the purchase of instructors or special guest gifts.
- Present Lobster Award at graduation.

### ***Throughout the Year***

- Assume all duties during the absence or inability of the Chair to perform the duties of the office.
- Perform such duties as usually pertain to this office.

*Adopted by the NEMCI&A Board on: February 20, 2015*

*Reviewed and readopted by the NEMCI&A Board on: August 5, 2015*

*Amendments approved by NEMCI&A Board: October 13, 2018*

## Secretary of the Board Job Description

### *October*

- Review evaluations.
- Prepare a report as Secretary for presentation at the Summary Meeting.
- Attend the Summary Meeting.
- Bring a USB containing copies of templates and forms to Summary Meeting.
- Present any changes or recommendations to the Board for approval.

### *November*

- Receive notice of the appointments and terms of new members.
- Update the register of the membership, showing each board member's term of office including the expiration date and number of terms served. Distribute to the Board and NEACTC President.
- Send to all new board members: a set of minutes from the previous year, a copy of the By-Laws and a copy of the Job Description for the job he/she has been assigned by the Chair.
- Notify officers and committees of appointments.

### *Throughout the Year*

- Maintain the By-Laws and keep accurate notations of any amendments referencing the date and page number of the original minutes where the amendment is recorded.
- Conduct correspondence of the Board.
- Distribute meeting agendas along with any reports to be considered at the meeting to the board members in advance of the meeting date.
- Prepare accurate minutes and distribute to Board and NEACTC President.
- Retain the permanent minutes in a suitable binder.
- Maintain supply of letterhead stationery, Academy and Institute certificates and diplomas. Diplomas are prepared on heavy card stock.
- Maintain the registrations for the domain name NEMCI&A.org as well as the subscription for the content management system.
- Attend all meetings including debriefing session.

### *Week before NEMCI&A*

- Get list of attendees from Registration Chair.
- Compare spellings of the attendees to NEACTC membership list. Inform Registration Chair of any discrepancies.
- Prepare graduation diplomas and Academy and Institute certificates.

- Save the files containing the individual certificates and diplomas on a flash drive and bring it to the Institute along with the blank certificates and diplomas for any last-minute changes.
- Save the formatting for the individual certificates and diplomas on a flash drive for transfer to the next Secretary.

### ***Week of NEMCI&A***

- Assist at registration table if necessary.
- Consult with Registration Chair regarding last minute changes to class roster and make corresponding change to any certificate or diploma.
- Have Board Chair sign certificates and diplomas - be sure to include course hours on the Academy certificates.
- Any certificates for participation in an Athenian Dialogue are provided to the facilitator for distribution to the attendees after completion of the post-work.
- Provide the Institute certificates to the class monitors who are responsible for distributing the Institute and Academy certificates at the last class.
- Provide all board members with a copy of their job description and request that they update the tasks and add any other information to give a clearer understanding of the responsibilities.

### ***September***

- Under the direction of the Chair, circulate revised job descriptions for adoption by the Board at the NEACTC conference.

*Adopted by the NEMCI&A Board on: February 20, 2015*

*Reviewed and readopted by the NEMCI&A Board on: August 5, 2015*

*Amendments approved by NEMCI&A Board: January 15, 2019*

## **Treasurer of the Board Job Description**

### ***October***

- Review evaluations.
- Prepare a report as Treasurer for presentation at the Summary Meeting.
- Attend the Summary Meeting.
- Bring a USB containing copies of templates and forms to Summary Meeting.
- Present any changes or recommendations to the Board for approval.

### ***November***

- Prepare a full Treasurer's report of last year's budget for presentation at the NEACTC meeting by the Chair.
- Prepare a budget for the new year. Said budget will be presented at the first meeting of the board after the NEACTC conference. Budget will be based upon estimates given by Curriculum Chair, Food and Banquet Chair and Logistics Chair on proposed expenses.

### ***December***

- Review the Finance and Investment Policy annually with the proposed budget. In the event there are policy changes the entire document will be signed and re-recorded in the Executive Board minute book. If there are no changes, a certificate of re-adoption will be filed in the Executive Board minute book.

### ***January***

- Present the annual fiscal report to the outside auditor/accountant or Auditing Committee no later than January 31<sup>st</sup>.
- Work with an accountant to prepare the IRS 990 tax return due May 1st and prepare the 1099 wage forms which are to be mailed no later than January 31<sup>st</sup>.

### ***March - April***

- Obtain copies of the instructors' contracts and prepare a preliminary payroll projection worksheet.
- Email or mail instructors their W2 and mileage/expense reimbursement forms.

### ***May***

- Obtain an insurance binder from our carrier and provide a copy to the President, Secretary and contracted educational facility.

***Week of NEMCI&A***

- Work with the Registration Chair to assist with the collection and receipt of monies owing. Deposit funds as soon as possible.
- Prepare a preliminary financial report for the wrap-up meeting with instructors.
- Prepare and distribute payroll at the wrap-up meeting.
- Pay the graduation banquet bill prior to leaving for the week. Provide a check to the Banquet & Food Chair for next year's deposit.
- All Board members are encouraged to submit their mileage reimbursement forms prior to the wrap-up meeting.
- Upon receipt of the bill from host site, double check with Logistics Chair and Food and Banquet Chair for the number of rooms used and meals served to compare with the actual bill. If there are discrepancies notify the Chair for further instruction.
- Pay any outstanding expenses and prepare for October final report.

***Throughout the Year***

- Initial, record and pay all bills and make any deposits. Provide a financial report for the Executive Board which will include year-to-date information and a listing of payables in accordance with the Finance and Investment Policy.

*Adopted by the NEMCI&A Board on: January 23, 2015*

*Reviewed and readopted by the NEMCI&A Board on: August 5, 2015*

## Curriculum Chair Job Description

### *October*

- Review evaluations.
- Prepare a report on activities as Curriculum Chair for presentation at the Summary Meeting.
- Attend the NEMCI&A Summary Meeting.
- Bring a USB containing copies of templates and forms to Summary Meeting.
- Discuss overall evaluations and course evaluations with Board members. Propose or discuss instructor and course changes if necessary.
- Seek approval of any new syllabus by IIMC.

### *November*

- If a new Curriculum Chair has been named during the NEACTC Annual Meeting, be prepared to turn over files and any media devices with regards to the instructors and curriculum.
- Assist Development Chair in marketing efforts through NEMCI&A.org and NEACTC websites and mass mailing efforts through state association directories.

### *January*

- Finalize plans for Institute and Academy using the curriculum developed by IIMC requirements for certification.
- Find, interview and hire any new instructors, if necessary.
- Maintain list of courses by the respective IIMC course titles taken by each Institute class.
- Notify Treasurer of estimated stipends and expenses for inclusion in the proposed operating budget.

### *February*

- Issue contracts to instructors. Request that instructors submit short biography for posting on the website.
- Finalize Academy course descriptions for website posting.

### *March*

- Compile executed contracts and send original to Treasurer and keep copy.
- Notify instructors that pre-work, assignments, special equipment needs, and syllabus are due by April 30th.
- Give Logistics all AV equipment and other instructor needs.

### *May*

- Compile pre-work and send to Information Chair for posting to the website.

### **June**

- Prepare class schedules and instructor schedules.
- Notify evaluation chair of class schedules and instructor schedules.
- Notify Logistics Chair regarding the number of classrooms needed each day. In turn, the Logistics Chair will notify the Curriculum Chair of all class locations.
- Decide on course cancellations based on registrations received by registration date deadline. Consult with Board Chair and, if cancellation is necessary, notify the instructor(s) and Treasurer by June. Be prepared to rework courses and schedules, if necessary. Contact students to notify them that course has been cancelled and ask for preferences for rescheduling. (Dates may change based on when Institute is held but final cancellations and notifications should be done no later than 30 days prior to the Institute.)
- Provide IIMC with the marketing tool used, date and time of the course, name of the instructor, the agenda and the learning assessment tool.

### **Week of NEMCI&A**

#### **Friday**

- Arrive and assemble packets.

#### **Saturday**

- Assist with setting up registration area and assist with registrations.

#### **Throughout the Week**

- Act as instructor liaison.
- Meet with Treasurer to approve invoices for instructor stipends and expenses.
- Notify instructors and Board members of Friday's debriefing session.

#### **End of Institute until August 15**

- Compile post-program report according to IIMC procedures and submit to IIMC. Refer to prior year's reports for guidelines. Provide copies to Secretary.

### **August/September**

- Obtain following forms and give to Secretary for the official record:
  - Provide class list of students who completed the Institutes.
  - Provide class list of Academy students who completed the Academy.
  - Provide class master schedules.
  - Provide listing of full titles of all course offerings for Institutes classes.

*Adopted by the NEMCI&A Board on: August 5, 2015*

*Amendments approved by NEMCI&A Board: January 15, 2019*

## Development Chair Job Description

### *October*

- Review evaluations.
- Prepare a report on activities as Development Chair for the Summary Meeting.
- Attend the Summary Meeting.
- Bring a USB containing copies of templates and forms to Summary Meeting.
- Manage Athenian Dialogue, if offered:
  - Arrange for facilitator and provide facilitator with contract
  - Seek approval from IIMC for all Athenian Dialogue
- Present any changes or recommendations to the Board for approval.

### *January*

- Receive guidelines from the NEMCI&A Executive Board on what is to be included in the handbook that will be posted to the website.

### *February*

- Present to the Board other information which will be included in the handbook that will be posted to the website.

### *May/June*

- Notify Logistics Chair of any special requests for chairs, tables or other University equipment for use by the Development Chair during the week.

### *Week of NEMCI&A*

- Bring extra copies of medical forms, sexual harassment forms (bring extra blank envelopes) and press release forms.
- Set up boxes for press releases, sexual harassment and medical forms.
- Set up display board or photo album.
- Photograph attendees and various NEMCI&A events.

### *End of Institute until August 15*

- Provide attendance sign in sheet plus the registration applications to the Athenian Dialogue to IIMC. The Athenian facilitator provides IIMC notice that their learning assessment has been completed.

### *Throughout the Year*

- Develop and execute fund raising to supplement NEMCI&A budget.
- Promote NEMCI&A at state and regional conferences where possible.



- Work on promotional ideas and reminders to be sent to NEACTC newsletter and state membership group email lists.

### Handbook Contents

1. Letter of welcome
2. Directions to host school
3. Local accommodations and restaurants
4. Phone instructions for family
5. Campus map
6. Picture display request
7. Photo release
8. Press release
9. Hints for pre-work
10. Invitation - class party
11. Class schedule
12. Sexual harassment policy
13. Health form

*Adopted by the NEMCI&A Board on: April 10, 2015*

*Reviewed and Adopted by the NEMCI&A Board on: August 5, 2015*

*Amendments approved by NEMCI&A Board: October 13, 2018*

## Evaluation Chair Job Description

### *October*

- Prepare a report on activities as Evaluation Chair for presentation at the Summary Meeting.
- Attend the Summary Meeting.
- Bring a USB containing copies of templates and forms to Summary Meeting.
- Present any changes or commendations to the Board for approval.

### *Before the Institute*

- The Registration Chair makes up attendance sheets for all Institute and Academy courses as well as the Athenian Dialogue.
- Once the Curriculum Chair has set the courses, instructions and schedule, the Evaluation Chair creates the course evaluation forms and self-tests using an on-line survey and questionnaire application process called Survey Monkey. The Evaluation Chair also creates the general evaluation forms.
- The Survey Monkey login is "NEMCI&A" and password "Boardeval". The Evaluation Chair organizes the course evaluations by year and class within Survey Monkey. Each course evaluation form should have the instructor's name, date and time of the class. The Evaluation Chair makes enough copies for each student in each Institute/Academy/Athenian.
- If a class topic has more than one session, course evaluations can be done at the end of the second session along with the self-test.
- The course evaluations and self-test should be organized together in chronological order for each student for each day.
- The Evaluation Chair copies the overall evaluation and gives the electronic file to the Registration Chair a week before NEMCI&A to include in each student's registration packets.
- The Evaluation Chair should ensure that a laptop and printer are available should a student need another form.

### *During the Institute*

- The Evaluation Chair sets up a schedule for Board members to monitor all classes and collect evaluations.
- At the Saturday evening Board meeting, the monitoring schedule for the entire week is distributed to the Board members along with the student course evaluations/self-test packets and attendance sign-in sheets. The last monitor of each day collects the packets/sign-in sheets from the students to return to the Evaluation Chair.

- Each monitor enters the course evaluation data into the Survey Monkey database.
- As time permits, the Evaluation Chair and any other Board members spend free time during the week at NEMCI&A uploading the completed student surveys into Survey Monkey. This helps minimize the workload when the Evaluation Chair returns to their office.

***After the Institute***

- Enter any remaining data from the course evaluations, the overall evaluations and self-tests into Survey Monkey.
- Export the overall summary and distribute to the Board.
- Export individual Instructor evaluations into a file and email them to each instructor individually.

*Adopted by the NEMCI&A Board on: April 10, 2015*

## **Food Services Chair Job Description**

### ***October***

- Prepare a report on activities as Food Services/Banquet Chair for presentation at the Summary Meeting.
- Attend the Summary Meeting.
- Bring a USB containing copies of templates and forms to Summary Meeting.
- Present any changes or recommendations to the Board for approval.

### ***January***

- Receive guidelines from Board on meals, banquet, prices, etc.

### ***March***

- Contact host site food services director to obtain prices and menu choices. Plan all the meals for the week and they will provide a list of food choices being served for the week.
- Obtain prices for all meals: breakfast, lunch, \*\*dinner.
- Contact vendors for participation and financial support of various events and traditions.
- Saturday afternoon welcoming reception (Kofile) – Check with Orientation Chair to coordinate the meal with Orientation.
- Morning coffee at Langdon Woods (Conduent).
- \*\*Prepare/coordinate Wednesday nights meal for Langdon Woods (pizza – appetizers).
- Communicate with graduating class to see what types of food will be served at party. Plan for party food may reduce or add to amount of food purchased for dinner.
- Champagne reception at banquet (Clerkbase).
- Appetizer at banquet (Municode).
- Wine at dinner tables for banquet (Martignetti Corp).

### ***April***

- Contact food services director and confirm meal choices.
- Report decisions and plans to the Board.

### ***May***

- Discuss with Graduation Chair/Year 3 Advisor any needs for the class party and graduation.

- Touch base with food services director at host site. Confirm instructor luncheon, opening reception and 3rd Year class party arrangements.
- Contact banquet manager to discuss logistics and arrangements for dietary needs or food allergies.

### ***July***

- Check registrations as they are received from the Registration Chair to keep track of the number of meals to be served daily and any food allergies.
- Determine how many students will stay for Friday breakfast by reviewing any keys that were returned by early departures.
- Prepare posters to acknowledge vendor donations.
- Make reservations for Board and Instructors Monday night dinner.
- Prepare and post banquet sign-up sheets.

### ***Week of NEMCI&A***

- Monitor meals and be the liaison to the food service director.
- Work with Chair and Graduation Chair on any outside meals and locations.
- Finalize the arrangements regarding special dietary needs and visit the facility and determine chair placements for graduates.
- Coordinate the flag setup with Logistics Chair.
- Reserve graduation venue for next year and arrange for deposit check with the Treasurer, if necessary.

*Adopted by the NEMCI&A Board on: August 5, 2015*

## Graduation Chair/Year 3 Advisor Job Description

### *October*

- Review evaluations.
- Prepare a report as Graduation Chair/Year 3 Advisor for presentation at the Summary Meeting.
- Attend the Summary Meeting.
- Bring a USB containing copies of templates and forms to Summary Meeting.
- Present any changes or recommendations to the Board for approval.

### *February/March*

- Contact Class President to determine class party theme.
- Request party invitation flyer.
- Begin dialogue with class regarding class party preparations.
- Work with Class President & Food/Banquet manager at host site for food and other arrangements.
- Remind Class President to arrange for music (DJ typically hired).
- Begin dialogue with class regarding music for graduation.
- Most classes chose to bring their own music (iPod or MP3 player).
- Remind the class that class and state photos will be taken at the graduation banquet; but that a photographer is not provided for the graduation ceremony. Graduates must make arrangements if they want pictures taken.

### *April*

- Determine the color of tassels class would like and order from Tassel Depot unless there are enough on hand from previous years (check supplies).

### *May*

- Ask if the class will be giving a gift to NEMCI&A, determine who will present this gift, and who will be the Class Speaker. This information is needed for the graduation program. You will also need the three students' names for the exit briefing.
- Update graduation invite list. Verify state association presidents with NEMCI&A Board members.
- Send written graduation invitations, including a reply card, to the following people. (NEMCI pays for their meals and lodging):
  - Herman Rose
  - Doris Paquin
  - IIMC Executive Director

- IIMC President (ask them to speak at graduation and if they will need accommodations)
- IIMC Region I Directors
- NEACTC President
- All state presidents
- Lisa & Lou Pagano from LL Data Designs (if scholarship is awarded)
- Give number of invited guests who reply to Banquet Chair.

### *June*

- Prepare graduation program and email to the Board and the graduating class for proofreading.
- Make changes to program as necessary.
- Buy paper for graduation programs.

### *July*

- Give Secretary the list of Year 3 students for can prepare graduation certificates.
- Check with Class President to determine Class Speaker for graduation. Make sure the Class Speaker works with speech instructor for assistance and suggestions.
- Print graduation programs before leaving for NEMC&A.

### *Week of NEMCI&A*

- Assist Registration Chair during registration.
- Be available to graduating class all week
- Meet with Year 3 directly after Orientation:
  - Inform Class President that 3 students will be needed to do an exit briefing.
  - Brief class on events during week at NEMCI&A .
  - Explain awards process.
- Give each class member the 3 scholarship forms: Clyde McKee, Lobster Award, Paquin Scholarship. (Note: General Code scholarship does not have a form, since it is given to the runner-up of the Paquin Scholarship. General Code scholarship is \$250. A form is created and given to student at graduation)
- Inform Class President that the class must return scholarship forms to you, with the President's signature on the scholarship forms, no later than Tuesday noon.
- Give the class information regarding Academy classes and the process for achieving CMC designation.
- Work with local florists to provide flowers for graduating class. Females carry a flower and the men wear a boutonniere.
- Ask Year 2 Class Advisor to get the names of flag bearers. Year 2 provides flag bearers for the American flag and six New England States (if there's a New York

graduate a flag bearer should be available). If possible, State flags should be carried by a student from each State.

- By Tuesday noon, collect scholarship forms from class. Determine winners and give information to Secretary and the Chair for certificates.
- Complete graduation programs and add tassels.
- Organize State, Class, Staff and Board photos at graduation banquet.
- Arrive at graduation venue early to make sure everything is set up. Place graduation programs at each place setting.
- At graduation ceremony, call for the "Posting of the Colors" and begin the "Pledge of Allegiance".
- Introduce the NEMCI&A Chair.

*Adopted by the NEMCI&A Board on: August 5, 2015*

*Amendments approved by NEMCI&A Board: October 13, 2018*



## Information Chair

The purpose of the Information Chair is to maintain NEMCI&A information flowing to the New England clerks throughout the year, to keep clerks' focus on NEMCI&A, and to provide news and information to students for use before and during NEMCI&A. The Information Chair supports the Development Chair as needed as well as the NEMCI&A Chair in writing and distributing NEMCI&A news and announcements.

### October

- Review evaluations.
- Present any changes to job description to the Board for consideration and approval.
- Prepare recommendations to be discussed with entire Board.
- Attend the Summary Meeting (call of Chair).
- Review and update the website.
  - Contact info
  - Update photos
- Post periodically to Facebook.
  - Save the date
  - Scholarship reminders

### November

- Review and update website.
  - List newly elected officers.
  - Review due dates for scholarships, registration, etc.
  - Remove stale material; note where information may be “coming soon”.
- Assist Chair in preparing press release for NEACTC quarterly newsletter.
- Post periodically to Facebook.

### January

- Work with Development Chair, as needed, to update handbook documents.
- Review and update the website.
  - Verify board information and update website.
- Post scholarship reminders to Facebook.
- Email IIMC, NEACTC webmaster; scholarship reminders.
- Email NEMCI&A Board members, asking that they distribute scholarship info to their state membership in whatever way they deem effective.
- Be sure to include a contact from New York.

### February

- Request the “Letter of Welcome” from the Board Chair.

- Email “Save the Date” reminders to participants from the prior year; link to the registration forms on the website.
- Assist Chair in preparing press release for NEACTC quarterly newsletter, if needed.
- Review and update the website.
  - When available, post handbook and all documents and attachments.
  - Update manual as needed.
- Post periodically to Facebook.
- Being weekly (bi-monthly?) email to State contacts, NEACTC and IIMC.

### ***March/April***

- Notify NEACTC Webmaster to email membership with a link to NEMCI&A website for current information on Institute and Academy.
- As deadline approaches, continue reminders to all potential students.
- Email Information Packet to the Board and instructors.
- Add Information Packet for both Institute and Academy students onto website.
- Review and update the website.
- Posts and reminders on Facebook.

### ***May/June***

- Assist Chair in preparing press release for NEACTC quarterly newsletter, if needed.
- Collect from Curriculum Chair any “pre-work”.
  - Post to website.
  - Distribute to class advisors if necessary; they will disseminate.
- Email Institute and Academy advisors.
  - Provide information for students.
- Contact instructors.
  - Send or link to handbook.
  - Provide link to manual.
  - Reminders for sexual harassment, bullying policies; photo release, and medical forms due at registration.
  - Invite to Monday dinner with Board (each person pays their own way).
  - Invite to Wednesday party.
- Create photographic display board, photo album or slide show.
- Reminders to instructors and class advisors about arrival time, class start time and departures times. Ask advisors to share reminders with students.
- Review and update website.

### ***Week of NEMCI&A***

- Assist during registration/orientation meeting.

- Be prepared to lead campus tour for upper class students if needed.
- Prepare a report on activities as Information Chair for the Summary Meeting.
- Update website (thanks and acknowledgements, dates for following year NEMCI&A, photos from current year).

***After Institute***

- Update NEMCI&A website with new officers and/or terms to expire.
- Review and update website.

***Packet Contents***

1. Letter of welcome
2. Handbook
3. Directions to host school
4. Directions to graduation
5. Phone instructions for family
6. Campus map
7. Picture display request
8. Invitation to class party
9. Pre-work if assigned
10. List of all students
11. Sexual harassment policy
12. Anti-Bullying policy
13. Medical release form
14. Photo release
15. Press Release

*Amendments approved by NEMCI&A Board: October 13, 2018*

## Logistics Chair Job Description

### *October*

- Review evaluations.
- Prepare a report on activities as Logistics Chair for presentation at the Summary Meeting.
- Attend the Summary Meeting.
- Bring a USB containing copies of templates and forms to Summary Meeting.
- Present any changes or recommendations to the Board for approval.

### *January/February*

- Receive from Curriculum Chair the number of classrooms to be used.
- Obtain floor plans of classrooms. Discuss with Curriculum Chair the classroom plans if necessary.

### *May*

- Contact Orientation Chair regarding requests for equipment and confirm location for orientation & opening reception.
- Notify Facilities Coordinator at the college with an estimate for dormitory rooms, classrooms and special areas needed for registration, orientation, class party, and any other special room requirements (board breaking).
- Ask the Facilities Coordinator at host site for a list of dorm room numbers, a list of classroom numbers and a floor plan.

### *June*

- Make room assignments. Refer to registrations received from Registration Chair noting requested roommates, nonsmokers, and private accommodations.
- Reserve private rooms for instructors and Board members, if requested.
- Receive from Curriculum Chair a list of any special educational needs for instructors (audiovisual equipment, table, projectors, etc.). Notify Facilities Coordinator at host site. Confirm use of photocopying equipment and costs. Check on computer printing and costs associated therewith.
- Notify Facilities Coordinator at host site of any class cancellations so we will not be charged for a classroom we will not be using.
- Prepare a list of room assignments both by room number and alphabetical.
- Forward the housing rosters to the host site Facilities Coordinator the week before arrival.

### ***Week before NEMCI&A***

Check with host site Facilities Coordinator to make certain all arrangements have been made for classrooms and dorm rooms.

### ***Week of NEMCI&A***

#### ***Saturday***

- Check room for registration and set up an easel for notices. Also for blackboard chalk and flip charts for classrooms. Talk to security regarding locked doors.
- Post copies of classroom assignments for students, instructors and Board members on each floor. Post all other notices before registration.
- Give out room keys. Check sound system and room space before orientation.
- Post directional signs.
- Make sure classrooms are prepared and unlocked.
- Make sure instructors all set with their classroom equipment and supplies.
- Inspect all rooms for cleanliness, toilet paper, bedding and any damage to rooms.

#### ***During the week***

- Make announcement at meal periods for people to contact us if they are leaving early. Make note of this on the housing roster for billing purposes.
- Be available to assist with room issues and other logistical problems.

#### ***Wednesday***

- Make sure class party preparations are all set.

#### ***Thursday***

- Make sure graduation preparations are all set and post-graduation directional signs.
- Verify the dorm rooms used on the housing roster. This is used for billing and forwarded to the host site facilities coordinator and the NEMCI&A Treasurer & Chair.

#### ***Friday***

- Inspect for damage in the rooms.

#### ***Signs to Post***

- Directional signs
- Graduation signs
- Key reminders
- Flags and flag holders

Things to Bring to NEMCI

Graduation flags & posts	Signs
Stapler	3-hole punch
Markers	Dry Erase Markers
Scissors	Tape dispenser
Printer paper	Extension cord
Door wedges (20)	Dolly
Duct tape, packing tape, blue painters tape, scotch tape	
Paper and poster board for posting last minute notice	

*Adopted by the NEMCI&A Board on: August 5, 2015*

*Amendments approved by NEMCI&A Board: October 13, 2018*

## Registration Chair Job Description

### *October*

- Review evaluations.
- Prepare a report as the Registration Chair for presentation at the Summary Meeting.
- Attend the Summary Meeting.
- Bring a USB containing copies of templates and forms to Summary Meeting.
- Present any changes or recommendations to the Board for approval.

### *April/May/June*

- Registrations start to arrive.
- Set up an Excel sheet for "Complete Information" (use CMC/MMC).
- Set up an Excel sheet for "Payments". Ensure payments are sent to the Treasurer in a timely manner and with a cover sheet.
- Set up an invoice form.

### *May*

- Purchase file folders:

White	Board/ instructors
Red	Academy
Green	Year3
Yellow	Year 2
Blue	Year 1
- Purchase address labels
  - Used on the outside of folders (use CMC/MMC).
- Purchase lined paper. Placed in all folders.
- Purchase colored paper - follow color code used for file folders
  - For name display for desk.
  - For name display for door.
  - For name tags.

### *June 1 - June 15*

- Complete information into the Excel sheet.
- Add scholarship funding to recipient's invoice.
- Complete information on finances.
- Reminder: Set up a schedule with the Treasurer on submitting funds.
- Email invoices to all students.

**June 15 - June 29**

*Will need to know mail merge*

- Set up information to produce:
  - Provide Excel file to Secretary for certificates.
  - Create class sign-in lists.
  - Create name display - desk (name only).
  - Create name display - door (name/town/state).
  - Create labels for file folders (name/town/state).
- Name Displays should be color coded same as file folders

**Week before the Institute**

- Produce name tags (white paper) (use CMG/MMC).
  - Print on appropriate color paper.
  - Cut and insert into name badges.
- Assemble file folders to include:
  - Writing pad/paper
  - Pen
  - Name display - desk
  - Name display - door
  - Name tag
- Call or email any Town Clerk who has not sent money or explained when payment will be received.
- Mark registrations – paid.
- Use a sticky note to highlight those clerks who need to pay at Registration. Print 2 invoices for those individuals who will be paying at registration (one copy for them and one for NEMCI&A).
- Print out sign-in sheets for each class/year.

**Saturday- Before Registration**

- Insert into file folders (Entire Board helps):
- List of room assignments.
- Schedule of classes.
- Desk nametags.
- Any additional information.
- During registration, Registration Chair sits with the Treasurer to collect money for unpaid registration fees.



***After the Institute***

- Order pens, lanyards or binders (check with Treasurer first).

***September***

- Finalize numbers of attendees and provide information to the Treasurer to assist with the budget process.

*Amendments approved by NEMCI&A Board: October 13, 2018*

## Scholarship Chair Job Description

**NEACTC** appoints a Joint Scholarship Chair for a three-year term

### *Purpose*

The NEMCI&A Scholarship Chair serves in a support role established to assist the NEMCI&A Chair, the New England Joint Scholarship Chair and the various State Association Presidents and Scholarship Chairpersons to ensure that scholarship money for the annual NEMCI&A is awarded fairly and in accordance with scholarship criteria. The responsibilities of the NEMCI&A Scholarship Chair include communicating requirements, deadlines and other scholarship information and to encourage application by qualified students. The NEMCI&A Scholarship Chair may be called upon to communicate with scholarship donors to ensure availability of funding.

### *October*

- Review evaluations.
- Prepare a report as the Scholarship Chair for presentation at the Summary Meeting.
- Attend the Summary Meeting.
- Bring a USB containing copies of templates and forms to Summary Meeting.
- Present any changes or recommendations to the Board for approval.

### *December*

- Contact all current state association presidents to confirm the name and contact information for the Scholarship Chair.
- Contact each Scholarship Chair for the drop-dead date for scholarship applications in each state.
- Set up contact information of each of the State Scholarship Chairpersons to be forwarded to NEACTC and the NEMCI&A websites.
- Work with the Chair and Registration Chair for updated scholarship applications for the websites as each State has different deadlines.

### *January*

- Publish the deadlines for the scholarship applications for each state on the NEMCI&A website and with NEACTC.
- The above deadline dates must be updated and communicated via the website and newsletters for all to be aware of the cutoff dates.
- Verify all the State Scholarship Chairpersons information is updated on the NEMCI&A website.
- Connecticut has an earlier deadline as they have a separate program for Connecticut Clerks.

**April/May**

- Scholarship Chair will receive the information from the New England Association Scholarship Committee on students that have been funded and those who still require funding.
- NEMCI&A Scholarship Chair and NEMCI&A Chair determine the amount of NEMCI&A scholarship money to be distributed after all state funding is completed, verifying all criteria is met (To be eligible for a Scholarship from NEMCI&A, the candidate must be a member of the NEACTC).
- Work with the Registration Chair regarding scholarship awards. The Registration Chair summarizes all the scholarship money received and will submit a bill to the student for any outstanding balance.
- Notify scholarship recipients of their awards via email.

**Week of NEMCI&A**

- Assist with the classroom monitoring.
- Assist with manning the registration and check-in tables.

*Adopted by the NEMCI&A Board on January 23, 2015 Reviewed and Adopted by the NEMCI&A Board on: August 5, 2015*

*Amendments approved by NEMCI&A Board: October 13, 2018*

## **Addendum to Scholarship Information**

### **Henry Paquin Scholarship**

The late Henry Paquin, former City Clerk of Pawtucket, Rhode Island was one of the founders and a principle supporter of the New England Municipal Clerks' Institute & Academy (NEMCI&A). Henry Paquin and a small group of municipal Clerks' worked very hard to lay the foundation of what is now one of the premier Institutes in the country.

NEMCI&A is the only organization of its kind that is run solely by Clerks' by Clerks'. It was Henry Paquin's dream and is now a reality. In 1997, the Board of Directors of the NEMCI&A created a scholarship in memory of Henry Paquin. The scholarship is awarded to a 3<sup>rd</sup> year graduating student. The scholarship provides full funding for attendance at the academy in the following year after graduating from the Institute. The members of the 3<sup>rd</sup> Year class will be asked to vote, by secret ballot, for a fellow classmate whom they feel has demonstrated a commitment to the municipal clerk's profession and could benefit by attending the Academy. The 3<sup>rd</sup> year Class Advisor will meet with the class to explain the balloting procedures. The presentation of the "Henry Paquin Scholarship Award" will be made at graduation.

### **Clyde McKee Scholarship**

The recipient should be a clerk who demonstrates critical and creative thinking, leadership, and the courage to explore new and controversial ideas. The selection of the scholarship recipient should be made by the members of the 3<sup>rd</sup> year class. They know each other better than the instructors and most members of the Board. They also know the financial needs of their classmates. The recipient would receive a scholarship to attend an Academy the following year. It is suggested that beginning in 2010, the Institute I students would be introduced to the scholarship criteria in their 1<sup>st</sup> year and will know that the scholarship will be awarded to one of them who has met that criteria over the course of their 3 years. Each member of the 3<sup>rd</sup> year class should make an independent nomination rather than make the nomination as a group. The presentation of the "Clyde McKee Scholarship Award" will be made at graduation.

### **Capt. Gregory T. Dalessio - LL Data Design**

This full scholarship was established in 2013 by Lisa and Louis Pagano in honor of their nephew Capt. Gregory T. Dalessio who died June 23, 2008 serving during Operation Iraqi Freedom. The recipient must be a full-time Town Clerk living in a town with a population of 10,000 or less and attending the Institute.

### **LL Data Design**

This full scholarship was established in 2014 by Lisa and Louis Pagano. There are no criteria associated with this scholarship. The award is made by the Scholarship Chair and the NEMCI&A Chair.

### **General Code Scholarship**

This \$250.00 scholarship is awarded to the runner-up of the Henry Paquin Scholarship Award.

### **Lobster Award**

The 3<sup>rd</sup> year class has a tradition of honoring one of its own with the "Lobster Award." This award is presented to the member of the graduating class who, like the lobster, has shed their hard-outer shell and has grown both personally and professionally throughout their three years at NEMCI&A and by doing so, has grown a softer shell which allows for future growth. The members of the 3<sup>rd</sup> year class will be asked to vote, by secret ballot, for a fellow class mate who has exemplified the traits of the lobster. The 3<sup>rd</sup> year Class Advisor will meet with the class to explain the balloting procedures. The Board's Vice- Chairman will mark the presentation of the "Lobster Award" at the graduation. In addition to receiving the Lobster Award, the registration fee for the subsequent year's Academy is waived.

### **Alison Kaiser Scholarship Award**

This scholarship is relatively new and is dependent on contributions to award. It is designed to be given to a municipal clerk from Vermont.

### **Exhibit A – Registration Form**

*Please refer to website link for updated version:*

[Institute I & II](#)

[Institute III & Academy & Athenian](#)

### **Exhibit B – Sexual Harassment/Anti-bullying Policies**

*Please refer to website link for updated version*

[Sexual Harassment](#)

[Anti-bullying](#)

### **Exhibit C – Student Handbook**

*Please refer to [website link](#) for updated version*

### **Exhibit D – Medical Release/Media Outreach Forms**

*Please refer to website link for updated version*

[Medical release](#)

[Press release](#)

## Exhibit E – Save the Date Sample

### *Are you planning your Department's Budget?*

## **Come and learn and grow with us at NEMCIA**

### **July 14 - 20, 2018**

**Join us on the campus of Plymouth State University in New Hampshire to attend the 2018 New England Municipal Clerks' Institute and Academy. It will be the best decision you have ever made to further your professional and personal growth. If you have not had the opportunity, now is the time to experience NEMCIA!**

**PARTICIPATION:** The Institute is open to all City and Town Clerks, Deputy or Assistant Clerks, as well as their staff in the United States and Canada. Clerks, Deputies, Assistants and Clerk's staff are given first preference for attendance. Other municipal employees may attend pending space availability. To be eligible for certification, participants must attend all classes.

**WHAT IS IIMC CERTIFICATION?** A CMC (Certified Municipal Clerk) certification is a distinction granted by the International Institute of Municipal Clerks to Clerks who have completed three years of full attendance at a recognized Institute (such as NEMCIA) and/or fulfilled other educational and non-educational requirements. You must also have been a member of IIMC for a minimum of two years to qualify for your CMC certification. A MMC (Master Municipal Clerk) certification recognizes high level achievements beyond the attainment of CMC designation. This is the highest designation issued by IIMC and is granted to clerks who have completed IIMC's MMCA (Master municipal Clerk's Academy). This is an extensive program which has a rigorous educational component, a professional and social contribution component, and a commitment to lifelong learning. The Academy offers an opportunity to pursue this MMC designation through professional development and personal growth. For further information on CMC or MMC, contact IIMC at [www.iimc.com](http://www.iimc.com).

### **Prices for 2018 are as follows:**

**All prices include room/board, meals and planned activities outside regular classwork.**

Six Day Institute I, II, III for CMC Certification	\$925
Athenian Dialogue - 1 Day	\$125
Two Day Master Class	\$550
Four Day Master Class	\$925

***DON'T FORGET - THERE ARE SEVERAL SCHOLARSHIPS  
AVAILABLE ON [www.nemcia.org](http://www.nemcia.org) FOR ENROLLMENT!***