

IIMC ANNOUNCES THE 39th ANNUAL MUNICIPAL CLERKS WEEK
May 4 through 10, 2008

RANCHO CUCAMONGA – March 2008 -- The International Institute of Municipal Clerks (IIMC), a professional non-profit association with 10,000 members comprised of City, Town, Township, Village, Borough, Deputy and County Clerks throughout the United States, Canada and 15 other countries, announces its 39th Annual Municipal Clerks Week—May 4 through 10, 2008. This event features a weeklong series of activities aimed at increasing the public's awareness of Municipal Clerks and the vital services they provide for local government and the community.

IIMC has sponsored Municipal Clerks Week since 1969. In 1984 and in 1994, Presidents Ronald Reagan and Bill Clinton, respectively, signed a Proclamation officially declaring Municipal Clerks Week the first full week of May and recognizing the essential role Municipal Clerks play in local government. During this week, Municipal Clerks throughout the world will host open houses and tours of the Municipal Clerk's office, visit local schools and participate in other various events.

"The true worth of the Municipal and Deputy Clerk is often not realized," said IIMC President Charles E. Tokar, MMC, Village Clerk of Chicago Ridge, IL. "But Clerks perform some of the principal functions of the democratic process."

"One of the most important responsibilities Clerks administer is advising their municipality's council of the legislative restrictions that apply to the ordinances and resolutions they wish to enact," said Tokar.

Municipal and Deputy Clerks' main function is to serve as the council's foundation. Other duties include, but are not limited to, preparing agendas, taking minutes, maintaining ordinance and resolutions files, keeping the municipality's historical records, processing permits and serving as the clearinghouse for information about the local government.

They also record the actions of the various commissions and committees appointed by the council. Many serve as financial officers or treasurers and, in small municipalities, may act as chief administrative officers. Another important responsibility is administering part or all of the local election functions.

“The public often takes the administration of an election for granted,” stated Tokar. “In reality, it takes Municipal Clerks months to organize and prepare this key element in the democratic process which must be done correctly for the whole system to work.”

One of local government’s oldest positions is the Municipal Clerk. Their duties have expanded over the years and, today, modern technology assists them with their increasing responsibilities. To stay abreast of new computer applications, records management and other relevant information, many Municipal and Deputy Clerks return to the classroom to increase their knowledge of these issues, learn new material and sharpen old skills.

“Because some elements of government are constantly changing, Clerks must stay current of changes so they can advise their council and inform their community,” said Tokar. “As the focus of each level of government changes, Clerks must also adapt.”

Founded in 1947, IIMC is a professional nonprofit association with more than 10,000 members throughout North America and 15 other countries, representing municipalities with populations of 1,000 to more than 8 million. IIMC prepares its membership to meet the challenge of the diverse role of the Municipal Clerk by providing services and continuing educational development opportunities in 46 permanent college-and university-based learning centers. IIMC offers Municipal and Deputy Clerks a Certified Municipal Clerk Program (CMC), a Master Municipal Clerk Academy (MMCA) Program and other opportunities to benefit members and the government entities they serve. A 26-member Board of Directors governs IIMC.

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