

## New City Clerks, Recorders & Treasurers

Kick-start your career & tap into a network of professional resources!

### New Clerk Orientation

3 - 6 p.m. | Wednesday | Jan. 11, 2012

Little Rock | Peabody Hotel | Arkansas Room

Plan to participate as part of your Municipal League Conference experience.

You will learn:

- > What's it all About? Duties of the Clerk, Recorder & Treasurer
- > Help is on the Way! Professional Organizations & Certifications
- > Nuts & Bolts: Ordinances, Resolutions, Agendas & Minutes
- > Municipal Finance Overview
- > City Clerk 101: 20 Things to Know

\$10 fee includes breaks and materials.

To register, call Claudia at 800.952.1165.

Payment may be made day of program, but pre-registration is required. **Register by Jan. 6.**

Presented by Arkansas  
City Clerks, Recorders and  
Treasurers Association



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