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FAYETTEVILLE ARKANSAS

2 East Center Street, Fayetteville, AR 72701



Now in its 38th year, the Institute is an intensive educational program designed to assist Municipal Clerks, Recorders, and Treasurers in advancing their skills and knowledge of the profession. It is a partnership effort of the University of Arkansas, the International Institute of Municipal Clerks (IIMC) and the Arkansas City Clerks, Recorders, and Treasurers Association (ACCRTA).

Opening doors for Arkansas Clerks...

- To gain practical knowledge and better fulfill your job duties.
- To build a network of professional colleagues.
- To enhance your leadership and administrative skills.
- To fulfill educational requirements to earn Certified Municipal Clerks status.

**For more information, contact Kim Jones, Institute Director,
at (800) 952-1165 or (479) 575-6491, or e-mail kimj@uark.edu.
www.globalcampus.uark.edu**

38th Annual

**Municipal
Clerks
Institute**

University of Arkansas

Certification Program
September 19-24, 2010
Advanced Academy
September 22-23, 2010

“Opening Doors for Arkansas Clerks”

Welcome from the Director...

I am pleased to extend an invitation to you to participate in the University of Arkansas Municipal Clerks Institute.

For nearly four decades, the Institute has provided new ideas and practical skills to Arkansas' municipal clerks, recorders, and treasurers. We have matched up input from the front lines of the profession with expertise from around the state and created an environment where you may exchange information and solutions to shared challenges.

You will have opportunities to meet and learn from others in your profession, gain information to improve the operations of your city, and enjoy personal enrichment activities to help you perform at your best.

Anyone who has attended the Institute will tell you that it's no vacation. City clerks, recorders, and treasurers are true community leaders, and you deserve a high-quality, worthwhile educational experience.

So get ready for intensive classroom sessions and exciting new ideas. And get ready for a week you won't forget!



Institute Director

Certification Program: September 19-24, 2010

The curriculum focuses on three main areas of study: public administration, professional development, and electives. Instructors are drawn from a variety of professional backgrounds, including university faculty members, government officials, and other subject matter experts in the public and private sectors.

The program is designed to enable candidates to complete educational requirements for Certified Municipal Clerk status, as set forth by the International Institute of Municipal Clerks, and ACCRTA Certified Arkansas Municipal Clerk status, within a three-year cycle. Participants may enter the program in any year and still complete all necessary subjects.

2010 Curriculum Highlights

- Personal Ethics as a Public Official
- Diversity Awareness
- Sources of Municipal Revenue
- Grants
- History of the Clerk Profession
- HR Management: Employment Law Update
- Parliamentary Procedure
- All About Audits
- Municipal Accounting Basics
- Spreadsheet Skills
- Records Management Manuals
- Stress Management

Schedule

Classes begin Sunday, September 19 at 3:00 p.m., at the University of Arkansas Global Campus located on the Fayetteville Square. Classes will continue Monday through Thursday from 8:00 a.m. - 5:30 p.m., and will conclude at noon on Friday.

Participants who arrive Sunday are invited to join a group of their colleagues for a dutch-treat dinner at a local restaurant.

Upon receipt of registration, a complete set of information will be forwarded by email, including a schedule overview, maps, and other pertinent information.

Advanced Academy: September 22-23, 2010

The Advanced Academy is open to anyone who has completed the three-year Certification Program and/or has earned Certified Municipal Clerk status. This two-day program allows participants to refresh and expand their knowledge, and to earn points toward Master Municipal Clerk (MMC) status.

This year's topics include:

- Leadership in Your Community
- Generational Diversity Implications in the Workplace
- Legislative Update
- Social Media Applications for Municipalities

Academy participants may also attend certification classes on Sunday through Tuesday by choosing the "Both Programs" option.

Accommodations

A block of rooms has been reserved at the Cosmopolitan Hotel. The rate for participants is \$95 plus tax. Call (479) 442-5555 by August 27 to make your reservation. This rate will not apply after the cut-off date, so make your call today!

Registration Form

Name _____ Title _____

Municipality _____

Business Address _____

City _____ State _____ Zip _____

Day Phone _____ E-mail _____

Are you a member of IIMC? yes no ACCRTA? yes no

How many years have you attended the Institute, *including this year*? _____

Please check the appropriate items:

- Certification \$395 After August 30 \$435
 Academy \$300 After August 30 \$345
 Both Programs \$395 After August 30 \$435 \$ _____ Total Amount Enclosed

Check (payable to the University of Arkansas)

Purchase Order Number _____

Cancellations made on or before September 10 will receive a full refund. Cancellations made September 13-17 are subject to a \$100 administrative fee. No refunds will be given for cancellations made after September 17. Substitutions are welcome at any time.

Three Easy Ways to Register

BY MAIL
Municipal Clerks Institute
University of Arkansas
School of Continuing Education
& Academic Outreach
Global Campus
2 East Center Street
Fayetteville, AR 72701

Pay by check or purchase order.

BY PHONE
(800) 952-1165 or (479) 575-3458
Call from 8:00 a.m. to 4:30 p.m.
Monday - Friday

Please have credit card information ready.

globalcampus.uark.edu

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