

36th Annual

**Municipal
Clerks
Institute**

University of Arkansas

Certification Program
September 14 - 19, 2008

Advanced Academy
September 17- 18, 2008

“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 over three 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!

Kim Jones

Institute Director

Certification Program: September 14 - 19, 2008

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, within a three-year cycle. Participants may enter the program in any year and still complete all necessary subject areas.

2008 Curriculum Highlights

- Parliamentary Procedure
- Management & Leadership Styles
- Fiscal Management
- Payroll Management
- Building Professional Credibility
- Handbook for Municipal Officials
- Internet & E-mail Security
- Clerks Role in Making State Law
- Legislative Update
- Document Imaging & Archiving
- Business Writing
- Harrassment & Discrimination Policies

Schedule

FIRST AND SECOND YEAR STUDENTS: Classes begin Sunday, September 14 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.

THIRD YEAR STUDENTS: Sunday sessions are optional. Monday through Thursday classes (8:00 a.m. - 5:30 p.m.) and Friday morning classes (8:00 a.m. - 12:00 p.m.) are required.

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

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

Advanced Academy: September 17 - 18, 2008

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:

- Handling Crucial Conversations
- Quality Customer Service
- Legislative Update
- Becoming a More Effective Leader
- Clerk's Role in Making State Law

Accommodations

A block of rooms has been reserved at the Cosmopolitan Hotel. The rate for participants is \$85 plus 13% tax. Call (479) 442-5555 by August 21 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 _____ Fax _____ 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 25 \$435

Academy \$300

After August 25 \$345

Both Programs \$395

After August 25 \$435

\$ _____ Total Amount Enclosed

Check (payable to the University of Arkansas)

Purchase Order Number _____

Cancellations made on or before September 5 will receive a full refund. Cancellations made September 8-12 are subject to a \$100 administrative fee. No refunds will be given for cancellations made after September 12.

Two Easy Ways to Register

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

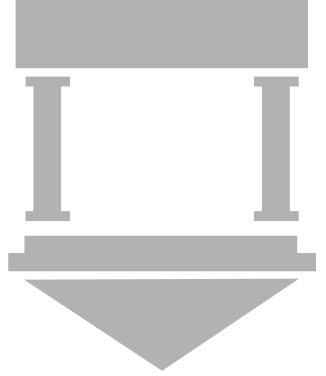
BY PHONE (800) 952-1165 or (479) 575-3605
Call from 8:00 a.m. to 4:00 p.m.
Monday - Friday

For more information, contact Kim Jones, Institute Director,
at (800) 952-1165 or (479) 5757-6491, or e-mail kimj@uark.edu

- 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.

Opening doors for Arkansas Clerks...

Now in its 36th year, the Institute is an intensive educational program designed to assist Municipal Clerks, Records, 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, Records, and Treasurers Association (ACCRTA).



The University of Arkansas is an equal opportunity/affirmative action institution.