

Kick-start your career or enhance your current knowledge at
NEW CLERK ORIENTATION

January 14, 2009 ~ 9:00 am-3:00 pm ~ Peabody Hotel, Little Rock

Program Highlights

- Duties of the Clerk, Recorder & Treasurer
- Professional Organizations
- Ordinances & Resolutions
- Agendas, Packets & Minutes
- Financial Matters



Registration is free. Lunch and breaks are included for all clerks, recorders and treasurers. (Other guests pay \$10 at the door.) Call 501-882-5106 to sign up by January 7.

Presented by



School of Continuing Education & Academic Outreach

GLOBAL CAMPUS



& Arkansas City Clerks, Recorders & Treasurers Association
in conjunction with the Arkansas Municipal League Conference