

**37th Annual**

**Municipal  
Clerks  
Institute**

**University of Arkansas**

**Certification Program**  
September 13-18, 2009

**Advanced Academy**  
September 16-17, 2009

*“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

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## **Certification Program: September 13-18, 2009**

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.

### **2009 Curriculum Highlights**

- Successful Interaction with the Public
- Structure & Function of Public Organizations
- Municipal Budgets
- Grants
- Time Management
- Basic Government
- Problem Analysis & Decision Making
- Freedom of Information Policies
- Agenda Packets
- Law Overview
- Public Speaking
- Legal Guidelines to Ethical Behavior at Work

## **Schedule**

Classes begin Sunday, September 13 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, including a schedule overview, maps, and other pertinent information.

## Advanced Academy: September 16 - 17, 2009

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
- Legislative Update
- Time Management: The Secret of Success
- Law Overview

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 13 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 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 4 will receive a full refund. Cancellations made September 8-11 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 of Continuing Education  
& Academic Outreach  
Global Campus  
2 East Center Street  
Fayetteville, AR 72701

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



UNIVERSITY OF  
**ARKANSAS**  
GLOBAL CAMPUS  
SCHOOL OF CONTINUING EDUCATION  
AND ACADEMIC OUTREACH

2 East Center Street, Fayetteville, AR 72701

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



Now in its 37th 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](mailto:kimj@uark.edu).  
[www.globalcampus.uark.edu](http://www.globalcampus.uark.edu)**