

Executive Office Open positions

2nd Vice President

Treasurer

Northern – North East - Junior

Central – East – Senior

Central – West - Junior

Southern – Central - Junior

Eligibility for office(s)

All Executive Board members must be Active Members and must maintain active membership in the Association. A Clerk and Deputy Clerk employed by the same community may not hold office on the Executive Board at the same time. An Officer who no longer meets the membership requirements of the Association shall be deemed to have vacated that office. The vacancy shall be filled as provided above.

Those serving as past officers for the Association may serve again in the same or different capacity as once served.

2nd Vice President:

Qualifications:

Have served in the role of Municipal Clerk and Tax Collector or Deputy Municipal Clerk for a minimum of five (5) years.

b. Have served at least two years as an officer in good standing.

c. Have active membership in MMCCA for a minimum of three (3) years.

d. Possess the IIMC, CMC, and shall be in active pursuit of the IIMC Master and MMC designation and provide proof of such pursuit.

e. Have served on an MMCCA Committee actively for two years.

f. Submit a letter of support from the governing authority indicating roles, duties, and detailed job description.

g. If two or more qualified members apply for the same position, the nominating committee shall perform interviews with each qualified member and shall present detailed notes on recommendation process.

h. A requirement for this office is to hold a bond as issued by the Association. Each candidate must be bondable.

Duties:

In the absence of the President and the 1st Vice President or in the event that the Executive Board determines both the President's and 1st Vice President's inability or refusal to act, the 2nd Vice President shall perform the duties of the President and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The 2nd Vice President shall perform such other duties as from time to time may be assigned by the President or by the Executive Board.

1. In the absence of the President and 1st Vice President, or in the event the Executive Board determines that the President and 1st Vice President cannot act, perform the duties of the President until an election can be held.
2. Carry out any duties assigned by the President or Executive Board.
3. Attend all MMCCA board meetings and such other meetings as may be required.
4. Serve as liaison among officers and committees to ensure that committees are active and completing all responsibilities.
5. Promote and encourage professional development and active participation in MMCCA programs and events

Treasurer

Duties:

The Executive Board shall provide the Treasurer a bond in the amount as is applicable by law (\$50,000.00) for the faithful discharge of the duties in such sum and with such surety or sureties as the Executive Board shall determine. The Treasurer shall have charge and custody of and be responsible for all funds and securities of the Association, receive and give receipts for monies due and payable to the Association from any source whatsoever, and deposit all such monies in the name of the Association in such banks as shall be selected by the Executive Board. The Treasurer shall also have the responsibility for reporting the required financial information to the membership and various governing and taxing authorities and furnish the Executive Board at December meeting with a full budget report and Association President with monthly bank statement. The treasurer shall have the responsibility of presenting a qualified accountant for the Executive Board to appoint for verification of non-profit status and audit as well as presentation of bonding company for appointment by Executive Board. The Treasurer shall not serve more than three (3) one year terms in office.

1. Be responsible for and have custody of all funds and securities of the Association, and submit all expenditures to the President of the Association for approval prior to payment.
2. Pay all invoices and record expenditures in proper accounts, contacting Association President if in doubt.
3. Work with the President and CPA in filing required documents with the IRS or other agencies, as required.

4. The Treasurer shall furnish Executive Board with a full budget report at each Executive Board meeting and present the Association President with a monthly bank statement.
5. Attend all MMCCA board meetings and such other meetings as may be required.
6. Maintain all revenues and expenditures for IRS inspection upon demand.
7. Promote and encourage professional development and active participation in MMCCA programs and events.
8. Shall furnish 1099 forms to speakers after payment and forward copies to the IRS as required by tax law.

Trustee

Qualifications:

Have served in the role of Municipal Clerk and Tax Collector or Deputy Municipal Clerk for a minimum of five (5) years.

- b. Have active membership in MMCCA for a minimum of three (3) years.
- c. Have received the MS Certification of Municipal Clerk or Deputy Clerk.
- d. Possess the IIMC, CMC, or MMC and shall be in active pursuit of the IIMC MMC designation and provide proof of such pursuit.
- e. Have served on an MMCCA Committee actively for two years.
- f. Submit a letter of support from the governing authority indicating roles, duties, and a detailed job description.
- g. If two or more qualified members apply for the same position, the nominating committee shall perform interviews with each qualified member and shall present detailed notes on recommendation process.

Duties:

Trustees shall be elected from each Supreme Court district. Each district shall have three (3) trustees (Senior, Intermediate and Junior). As the Legislative Body of the Association, the Trustees are charged with the duties of enforcement of the ByLaws.

1. Fulfill any and all duties assigned by the President and Executive Board in a timely manner.

2. Attend all Executive Board Meetings per year, attend all Association Business Meetings if possible, attend meetings of assigned committees, and Institutes and seminars.
3. Recruit MMCCA members in his/her respective District.
4. Encourage participation in the Municipal Clerk Certification Program provided by the MS State University Extension Service Center for Government & Community Development in conjunction with MMCCA and IIMC.
5. Encourage attendance at the MMCCA Annual Conference, IIMC Regional, and IIMC Annual Conference.
6. Submit information on a district level to the Social Media Committee for the MMCCA website.
7. Nominate members from their respective districts for MMCCA recognition and awards.
8. Coordinate networking meetings within their respective districts regarding topics to be discussed at lunch and learn meetings monthly.
9. Bring concerns or issues expressed by MMCCA members from their district to the attention of the Executive Board as well as update Executive Board on progress as Trustee.
10. Submit district budget needs to the 1st Vice President by the March board meeting for consideration in the next fiscal year budget, which shall be adopted by the general membership at the June/July meeting.

My Notes:

Trustee

North West – Current Junior - Kimberly Johson, Smithville, Monroe County – will go to Intermediate

North East – Current Senior - Dana Burcham, Nettleton, Lee and Monroe County** (Going w/ Lee County) (filled a vacant term, can reapply) * **Junior opening**

North Central – Current Intermediate - Jamie Morgan, Amory, Monroe County – will go to Senior

Central West – Current Senior - Michelle Arbuckle, Cleveland, Bolivar County (filled a vacant term, can reapply) * **Junior opening**

Central East – Current Intermediate - Penny Spears, Carthage, Leake County * **Senior opening** (If Paula wants to appoint Penny as Secretary)

Central Central – Angela Hester, Wessen, Copiah County

South West – Current Junior - Ruth Combest, Enterprise, Clarke County – will go to Intermediate

South East – Current Intermediate - Breyon Magee, Mt. Olive, Covington County – will go to Senior

South Central – Current Senior - Catherine Kemp, Purvis, Lamar County (South West) (filled a vacant term, can reapply) * **Junior opening**