



*"The Ohio Municipal Clerks Association advances the municipal clerk profession through education, networking and member benefits, which establishes clerks as experts in their field and leaders in the communities they serve."*

## OMCA MEMBERSHIP APPLICATION

(January 2019 – December 2019)

### APPLICANT INFORMATION

Name:			
Home Address:			
City:		State:	Zip Code:
Home Phone:	Home Email: (Optional)		

### MUNICIPAL INFORMATION

Municipality:		Position:	
Address:			
City:	State:	Zip:	County:
Phone:	Fax:	Population:	City ____ Village ____
Email:		Appointed Mo/Yr _____ or Elected Mo/Yr _____	Region:
Charter: ____	Statutory: ____	Person Who Was Previously in Position:	

### ADDITIONAL INFORMATION

Membership: (Circle One) New / Returning / Renewal	Member since: _____	Total Years in Municipal Service:
Are you a member of the International Institute of Municipal Clerks (IIMC) Yes ____ No ____		
If yes, have you earned your certification as a Certified Municipal Clerk (CMC) ____ Master Municipal Clerk (MMC) ____		
If not, are you interested in earning your IIMC Certified Municipal Clerk (CMC) ____ Master Municipal Clerk (MMC) ____		
<input type="radio"/> I would like to serve on the OMCA Board. (Must be a member in good standing for two (2) years)		
<input type="radio"/> I would like to serve on an OMCA Committee. Committee(s) of interest:		
<b>COMMITTEES:</b> <i>Administrative, Communication, Legislative Review, Membership Services, Professional Development and Ways and Means</i>		
Are you a Registered Parliamentarian? Yes ____ No ____		

MEMBERSHIP TYPE	DUES	AMOUNT
<input type="radio"/> <b>Full Member</b> (Clerk, Clerk Treasurer, Fiscal Officer, Director of Finance, Deputy Clerk/Assistant)	\$55.00	
<input type="radio"/> <b>Associate Member</b> (Employees in local government units, individuals in transit between municipal jobs and others at the discretion of the Board)	\$40.00	
<input type="radio"/> <b>Retired Member</b>	\$30.00	
<input type="radio"/> <b>Honorary Member / Retired Past President</b>	\$ 0.00	Complimentary
<input type="radio"/> <b>Donation to the Marilyn J. McLaughlin Scholarship Fund</b>	Optional	
<b>Add \$15.00 for payments mailed after March 1</b>		
<b>TOTAL AMOUNT ENCLOSED</b>		\$

**Make Checks Payable To:**  
**OMCA**  
**Payments Due March 1**

Visit our website:  
[www.omca.us](http://www.omca.us)

**Please send your application and payment to:**

**Ohio Municipal Clerks Association**  
**175 South Third Street, Suite 510**  
**Columbus, OH 43215**  
**(614) 221-4349**

**FOR OFFICE USE ONLY**

Date Application Received

\_\_\_\_\_

# COMMITTEE INFORMATION

## ADMINISTRATIVE

- Strategic Plan Oversight
- Slate of Officers
- Elections
- Records Retention
- Executive Committee and Committee Chair Orientation program
- Committee Meetings and Reports

## COMMUNICATIONS

- Newsletter
- Website
- Social media
- Scrapbook
- Committee Meetings and Reports

Provide information to our members for various happenings within the organization, including recognition for CMC, MMC and other special awards for our members, posting photos from conferences, etc.

## LEGISLATIVE REVIEW

- Maintain the By-Laws and make changes as approved by the Executive Committee and voted on by the membership
- Maintain the Policies and Procedures and make changes as approved by the Executive Committee
- Board Handbook – reviewed and revised as needed
- Parliamentary Procedure guidance
- Committee Meetings and Reports
- Reports on Legislative action from the Ohio General Assembly that impacts municipalities

## MEMBERSHIP SERVICES

- Clerk of the Year nominations and Award
- Member milestone recognition
- Recognition for CMC and MMC Certifications
- Membership to Retired Clerks
- Mentoring Program
- Region Chair oversight
- Annual membership drive
- Friendship services (i.e., get well, sympathy, birthday, etc.)
- Committee Meetings and Reports
- Work with OML on membership

## PROFESSIONAL DEVELOPMENT

- Works with IIMC and Kent State University to ensure the education offered meets requirements for certification points
- Proposes the educational offerings for the association
- Sets Athenian Dialogues and One Day Academy sessions
- Plans the Annual Institute and the activities throughout the institute
- IIMC Region Meetings – Coordinate and Plan with IIMC the Region V meeting
- Oversees the OMCA Scholarship Program
- Creates the Education Brochure, Registration Forms and Speaker Forms
- Handles registrations and cancellations
- Committee Meetings and Reports

## Ways and Means

- Provides the Annual Budget
- Keeps all the financial records for the association and is audited annually
- OMCA Merchandise
- Oversees Fundraising efforts
- Balances the bank statements and pays bills upon approval; keeps track of the association debit card
- Committee Meetings and Reports