



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

OMCA MEMBERSHIP APPLICATION

(January 2022 – December 2022)

APPLICANT INFORMATION

Membership: (Circle One) New / Returning / Renewal		Member since: _____	Total Years in Municipal Service: _____	
Name: _____				
Home Address: _____				
City: _____			State: OH	Zip Code: _____
Phone: _____		Are you a Registered Parliamentarian? Yes _____ No _____		

MUNICIPAL INFORMATION

CITY _____ VILLAGE _____		CHARTER: _____		STATUTORY: _____
Municipality: _____		Position Held: _____		
Address: _____				
City: _____	State: OH	Zip: _____	County: _____	
Phone: _____	Fax: _____		Population: _____	
Email: _____			Region: _____	

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

ADDITIONAL INFORMATION

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: _____

COMMITTEES: *Administrative, Communication, Legislative Review, Membership Services, Professional Development, or Ways and Means*

Make Checks Payable To:
OMCA
Payments Due March 1

Visit our website:
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

Membership Type Definition

Full Member (Voting)

- Individuals with the title of clerk of council, municipal clerk, clerk/treasurer, village fiscal officer or any similar title and whose core duties include responsibility for the majority of the following: 1) Secretary to the elected body; 2) Meetings of that body and any subordinate committees, board or commissions; 3) Preparation of agendas/minutes and official documents of such bodies; 4) Maintenance and preservation of bylaws, ordinances or other legal instruments of the elected body; 5) Fiscal responsibility for village form of government; 6) Custody of municipal seal and the execution of official documents; 7) Management of records and archives of the elected body; 8) Administration of oaths of office and document certification.

Full membership may also be offered to Deputy/Assistant Clerks working in the clerk's office if their core duties include some of the duties listed above.

Associate members (Non-voting)

- Individuals employed by a local government unit or other body as defined by policy and those individuals who can demonstrate a commitment to the mission and purpose of the organization. Associate members include: 1) Employees of local government units; 2) Individuals in transit between jobs; and 3) Others, at the discretion of the board, not eligible for voting member status.

Retired members (Voting)

- Any clerk who has retired from the profession and was formerly a member of the Association. A retired clerk shall have voting privileges.

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