

EXECUTIVE BOARD

President
President Elect
Vice President
Immediate Past President

BOARD OF DIRECTORS

Executive Board, seven district directors, (Northeast, Northwest, Central East, Central West, South, Southeast and Southwest)

FACC is governed by an 11-member Board of Directors composed of the Executive Board and the seven district directors. The board sets policy and provides organizational leadership and guidance. The president elect automatically assumes the office of president. Other board members are elected annually by voting members and the slate of officers and directors is ratified at the annual Summer Conference and Academy.

COMMITTEES

Auction
Awards & Scholarships
Budget
Bylaws & Manual Revision
Discussion Forum
Fall Academy
Investment
Legislative
Membership
Mentoring
Nominating
Professional Education
Resolutions
Summer Conference and Academy

MEMBERSHIP

Any appointed or elected city clerk or duly appointed deputy city clerk, assistant city clerk, clerk of the council, or clerk performing duties commensurate with the duties performed by a city clerk in any city in Florida shall be eligible for active membership. Any former member, retired or otherwise, or any firm, organization or individual affiliated with municipal government but not directly related to the office of the city clerk, or performing duties commensurate with the duties performed by the city clerk, shall be eligible for associate membership.

BENEFITS OF MEMBERSHIP

Changing government creates a greater need for city clerks to continue education and involvement at all levels of government. To meet these challenges, city clerks must be aware of the availability and take advantage of conferences and academies, seminars, college-level courses applicable to municipal clerks and/or public administration, online courses, association meetings, (local, regional and state) and develop a network of other city clerks to share ideas and resolve problems. The FACC promotes professionalism in the position of city clerk and maintains a high profile for the important roles and responsibilities of the city clerk through:

- High-quality educational, training and leadership development programs, seminars, forums, conferences, institutes and workshops;
- A reference manual for city clerks that is reviewed and revised as necessary;
- A certification program offered in conjunction with the International Institute of Municipal Clerks (IIMC) that recognizes the educational achievement and professionalism of city clerks;
- The support of a Legislative Committee that works closely with state governmental bodies, providing the opportunity for city clerks to be proactive professionals in the legislative process;

- The development of a liaison with the Department of State Division of Elections, permitting the participation of city clerks in the formation of state and local election laws and codes;
- The encouragement and promotion of involvement with other professional groups associated with government, such as the Florida League of Cities, Florida City and County Management Association, Florida Records Management Association, etc.;
- A Mentor Program offering assistance and guidance to city clerks;
- A network of professionals to share issues and concerns with city clerks from small to large cities;
- The FACC Discussion Forum, a communication outlet and exceptional networking and survey tool that allows members to post questions, survey other cities regarding pertinent topics happening within their cities and receive feedback; and
- A weekly newsletter highlighting FACC members, legislative updates, upcoming events and notes of interest to help members stay connected and informed.

FOR MEMBERSHIP AND FURTHER INFORMATION CONTACT:

Florida Association of City Clerks
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Tallahassee, Florida 32302-1757
Email: facc@flcities.com
Website: floridaclerks.org/



FLORIDA ASSOCIATION OF CITY CLERKS

Serving Florida municipal clerks for over 45 YEARS!

A professional organization dedicated to the growth, education and support of municipal clerks.

HISTORY

In 1972, a city clerk encountered unique challenges in his office and sought assistance in solving them from neighboring clerks. Upon inquiry about a state organization of fellow professionals that could be of assistance, and finding that none existed, the late Sunrise City Clerk Robert Clark, CMC, planted the seed that blossomed into the creation of a common forum for the profession known as the Florida Association of City Clerks (FACC). The FACC now has more than 600 members representing most of the 412 municipalities in Florida.

RECOGNIZING IMPROVEMENT IN MUNICIPAL GOVERNMENT

The FACC has established the annual Robert N. Clark Award to recognize a Florida city clerk for having promoted and advanced the ideas and goals of the profession by actively participating in the improvement of municipal government.

The Florida League of Cities started the City Clerk of the Year Award in 2004. In 2010, FACC assumed responsibility for the selection and presentation of this award at its Summer Conference and Academy.

In addition, the President's Award is presented at the Summer Conference and Academy to a member who has given outstanding support to the FACC president during each year.

EDUCATION

The FACC's educational vision for the profession recognizes and embraces the need for continual personal and professional development of the city clerk in a constantly changing world. As an educational catalyst, the FACC encourages and provides for such growth, and inspires city clerks to expand and advance beyond their present levels of development.

In conjunction with the John Scott Dailey Florida Institute of Government, the FACC offers its Fall Academy with credit given toward the International Institute of Municipal Clerks' (IIMC) CMC and MMC certification programs. The FACC also offers courses of relevance to the city clerk at its Annual Summer Conference and Academy. The curricula provides instruction in local and state government operations, technical communication skills, public administration and leadership, and management and personal development.

CERTIFICATION

In conjunction with the IIMC, certification is offered to those clerks meeting the requirements set by IIMC. The certification programs are:

CERTIFIED MUNICIPAL CLERK (CMC) PROGRAM

The CMC program is designed to enhance the job performance of the municipal clerk. To earn the CMC designation, a municipal clerk must attend extensive education programs. The CMC designation also requires pertinent experience in a municipality. The CMC program prepares applicants to meet the challenges of the complex role of the municipal clerk by providing them with quality education in partnership with institutions of higher learning, as well as state/provincial/national associations. The CMC program has been assisting clerks to excel since 1970 and is a prerequisite to the MMC designation.

MASTER MUNICIPAL CLERK (MMC) PROGRAM

The MMC program is the second of the two professional designations granted by IIMC. The MMC program is an advanced continuing education program that prepares participants to perform complex municipal duties. All work to be reviewed for MMC credit must be at the intermediate to advanced level in nature and must be completed after the achievement of the CMC designation.

FINANCIAL ASSISTANCE

A scholarship program was established in 1980 to provide financial assistance to qualifying members who wish to attend the annual Fall Academy, the Summer Conference and Academy, and the IIMC Annual Conference. In addition, the IIMC annually awards some 60 individual scholarships to city clerks attending its 47 institutes.

OBJECTIVES

The objectives of the FACC, as adopted in its 1972 Constitution, include:

- Discussing challenges of mutual concern;
- Increasing the efficiency of the city clerk's function;
- Cooperating with and assisting all city administrators;
- Striving for greater educational standards for city clerks; and
- Gathering and disseminating information to improve procedures and efficiency of administration of municipal government.

GOALS

The goals of the FACC are to:

- Provide municipal clerks with education/training opportunities that improve the quality of management in the government;
- Promote the role of the municipal clerk in the administration of government through continuous education of management, elected officials and the public as to the value of municipal clerks as professionals;
- Encourage the Mentor Program by ensuring contact with each new municipal clerk from an experienced clerk for guidance and information;
- Provide information on current legislative changes related to the duties and responsibilities of municipal clerks;
- Continue to solicit and utilize input from municipal clerks concerning educational seminars provided at the institutes and conferences; and
- Continually encourage membership renewal through the Membership Committee and district directors working together to contact former members who have not renewed.

