

Florida Association of City Clerks

Promoting and Developing the Educational and Professional Status of Florida City Clerks

FACC District Directors' Responsibilities

Generally

According to the By-Laws, the district directors shall be composed of one representative of each of the seven geographic districts and shall serve as liaison between FACC and the clerks in their respective districts.

In addition to those set forth above as provided in the By-Laws, the following are guidelines for duties and responsibilities generally attributed to the directors.

FACC Board Meetings

The Directors are expected to attend all of the FACC board meetings, as attendance is monitored in accordance with the attendance policy. For a copy of the FACC Attendance Policy, please see the Policies Section contained on the FACC website. The FACC board meetings are held during the months of October, January, April and June. Monthly conference calls are also held as needed. An agenda item should be prepared and provided to FACC staff prior to each FACC board meeting in order for agenda packets to be assembled and distributed. This should be provided even if there was no activity.

Manual Review

Directors should review the Board of Directors responsibilities (located on the FACC website) pertaining to his/her office each year and forward inconsistencies and recommended changes to the By-Laws/Manual Revisions Committee Chair.

Members

There are seven districts; therefore, there are seven district directors. Directors are elected by the membership annually.

Sub-Committees

The president can assign district directors to serve on committees as needed.

Meeting Frequency

The Directors meet with the Executive Board four times a year and any other special meetings to include conference calls as designated by the Board.

Expenses

For a copy of expenses covered by the FACC, please see Travel Policy listed in the Policies Section on the FACC website. Any other in-kind time, travel and correspondence of the Directors should be incorporated into the respective city budget.

Responsibilities of a District Director

- Directors are expected to attend all regular/special and conference call board meetings of FACC

- Directors are requested to forward (e-mail) FACC board agenda packets to district members
- Submits reports for the board meetings agendas on time
- Votes at the regular/special board meetings of FACC
- Promotes and encourages FACC membership, certification, scholarship programs, mentoring, networking and communications
- Provides articles of interest for Friday emails as needed
- Communicates with clerks in district, and all over the state as needed, to answer questions and provide information
- Sends out commendations of certification levels to clerks in district and offers to present certification plaque and pin at their City Council/Commission meeting
- Request resolutions as necessary for retiring clerks with offer to present the resolution at the clerk's respective municipality
- After each board meeting, provides a summary of the action taken of the board meetings to clerks in district
- Attends FACC strategic planning sessions
- Attends the First Time Attendees Orientation
- Encourages active participation by members in FACC committees and strategic planning sessions
- Contacts new members in the district and provides information on FACC programs to include mentoring, scholarships, training opportunities, certification, and the Fall Academy and Summer Conference and Academy.

Suggested Timeline

June:

- Attend FACC Annual Board Orientation Luncheon meeting held at the end of the Summer Conference and Academy for incoming Board members and Committee Chairs
- Submit article for Friday emails as needed.

July:

- Plan for year ahead; establish your personal goals and objectives for your district
- Submit article for Friday emails as needed.

August:

- Submit article for Friday emails as needed.

September:

- Prepare and submit FACC board agenda item
- Submit article for Friday emails as needed.

October:

- Attend FACC board meeting
- Submit article for Friday emails as needed.

November:

- Work on committees and projects as assigned or needed
- Submit article for Friday emails as needed.

December:

- Work on committees and projects as assigned or needed

- Send in Regional IIMC Conference reservations and registration if you can attend
- Submit article for Friday emails as needed.

January:

- Prepare and submit FACC board agenda item
- Attend FACC board meeting
- Attend Regional IIMC Conference if possible
- Send in any budgetary items to be considered by the Executive Board for the upcoming year's budget
- Submit article for Friday emails as needed.

February:

- Submit article for Friday emails as needed.

March:

- Work on committees and projects as assigned or needed
- Submit article for Friday emails as needed.

May:

- Prepare and submit FACC board agenda item
- Prepare for district meeting at the Summer Conference and Academy; advise district members of meeting.
- Submit article for Friday emails as needed.

June:

- Attend FACC Final board meeting
- Submit article for Friday emails as needed.

Miscellaneous/Recommendations:

- Try to arrange a class, or classes, in other cities where district clerks can attend
- Keep up the database of clerks in your district as the directors assist the Membership Committee, along with those appointed by the president. Advise staff of any membership changes.
- Bring matters initiated by clerks in your districts to the Board for consideration. Include these in your agenda report.
- District Directors are strongly encouraged to follow the Athenian Dialogue and District Training policy and procedures, as set forth by the FACC Board of Directors, when scheduling Athenian Dialogues or Director Trainings.