

## 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

Awards and Scholarships  
Budget  
Bylaws/Manual Revisions  
Discussion Forum  
Fall Academy  
Florida Certification Task Force  
Investment  
Legislative  
Membership  
Mentoring  
Nominating  
Professional Education  
Resolutions  
Silent Auction and 50-50 Drawing  
Summer Conference and Academy

## MEMBERSHIP

There are several membership types, including full members, associate members, associate (out-of-state) members, honorary members and student members. Please refer to the FACC membership application and/or the FACC bylaws for the membership definitions.

## BENEFITS OF MEMBERSHIP

Changing government creates a greater need for municipal clerks to continue education and involvement at all levels of government. To meet these challenges, municipal 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 and association meetings (local, regional and state) and develop a network of other municipal clerks to share ideas and resolve problems. The FACC promotes professionalism in the position of municipal clerk and maintains a high profile for the important roles and responsibilities of the municipal clerk through:

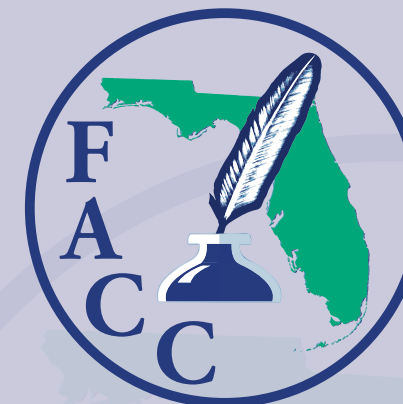
- High-quality educational, training and leadership development programs, seminars, forums, conferences, institutes and workshops.
- A manual serving as a reference tool for municipal clerks that is reviewed and revised as necessary.
- A certification program offered with the International Institute of Municipal Clerks (IIMC) that recognizes the educational achievement and professionalism of municipal clerks.
- The support of a Legislative Committee that works closely with state governmental bodies, providing the opportunity for municipal 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 municipal 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 Municipal and County Management Association, Florida Records Management Association, etc.
- A mentor program offering assistance and guidance to municipal clerks.
- A network of professionals to share issues and concerns with municipal clerks from small to large municipalities.
- The FACC Discussion Forum, a communication outlet (through Google groups) and exceptional networking tool that allows members to post questions, survey other municipalities regarding pertinent topics and receive feedback.
- 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  
P.O. Box 1757 (32302)  
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Tallahassee, FL  
Email: [facc@flcities.com](mailto:facc@flcities.com)  
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# FLORIDA ASSOCIATION OF CITY CLERKS

Serving Florida municipal clerks since 1972!

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

# HISTORY

In 1972, a municipal 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, then-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 municipalities in Florida.

## RECOGNIZING IMPROVEMENT IN MUNICIPAL GOVERNMENT

The FACC has established the annual Robert N. Clark Award to recognize a Florida municipal 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 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 municipal clerk in a constantly changing world. As an educational catalyst, the FACC encourages and provides for such growth and inspires municipal clerks to expand and advance beyond their present levels of development.

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 relevant to the municipal clerk at its Annual Summer Conference and Academy. The curricula provide instruction in local and state government operations, technical communication skills, public administration and leadership, and management and personal development.

## CERTIFICATION

With the IIMC, certification is offered to those clerks meeting the requirements set by IIMC. The certification programs are as follows.

### 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 educational 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 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 2020, the FACC Dale Barstow Annual Scholarship was established to reimburse registration expenses after participating in a FACC/IIMC webinar or FACC Athenian Dialogue. In addition, the IIMC annually awards some 60 individual scholarships to municipal 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 municipal clerk's function.
- Cooperating with and assisting all municipal administrators.
- Striving for greater educational standards for municipal clerks.
- 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.

