

FCPC Advisory Committee

Committee Responsibilities

The Florida Certified Professional Clerk (FCPC) Advisory Committee shall work collaboratively with the Institute of Government (IOG) to support program continuity, preserve institutional knowledge, and ensure uninterrupted certification offerings for Florida's municipal clerks.

Composition and Appointments

The Committee will consist of seven (7) members - including a Chair and Vice-Chair - appointed by the FACC President. Members shall serve renewable three (3) year terms.

To be eligible for appointments, members must:

- Maintain current FACC membership.
- Hold the Certified Municipal Clerk (CMC) designation.
- Have successfully earned the FCPC designation.

Appointments will also strive to reflect geographic diversity, varied jurisdiction sizes, and a mix of emerging and experienced professionals. Committee service is voluntary and unpaid, and all program content is treated as confidential.

Responsibilities

The FCPC Advisory Committee shall:

- Provide curriculum guidance and feedback to FSU IOG.
- Serve as a liaison between FACC leadership and FSU IOG regarding the FCPC Program.
- Promote the FCPC program at conferences and events.
- Coordinate graduation and recognition ceremonies.
- Track enrollment and program metrics for annual reporting to the FACC Board.
- Review this policy every three (3) to five (5) years to ensure it remains relevant, effective, and alignment with the FCPC program.