

## EXECUTIVE BOARD

President  
President-Elect  
Vice President  
Immediate Past President

## BOARD OF DIRECTORS

Executive Board, seven district directors,  
(Central East, Central West, Northeast,  
Northwest, 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 & Academy.

## COMMITTEES

Awards and Scholarships  
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 & Academy



## 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 webinars, conferences, and workshops;
- Recorded webinars on different topics available to be purchased at the discounted member price;
- A manual serving as a reference tool for Municipal Clerks that is reviewed and revised as necessary;
- A helpful 15-minute video that discusses popular topics/questions/situations that new Clerks face in the profession;
- A certification program offered in conjunction with the International Institute of Municipal Clerks (IIMC), which recognizes the educational achievement and professionalism of Municipal Clerks;
- A newsletter emailed weekly to our members reporting on items of importance and interest to 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;
- A Mentoring Program offering assistance and guidance to new Municipal Clerks;
- An online Discussion Forum to connect you with other Municipal Clerks and get answers to questions within your profession; and
- A network of professionals to share issues and concerns with Municipal Clerks from small to large municipalities.



# FLORIDA ASSOCIATION OF CITY CLERKS

**Serving Florida Municipal  
Clerks since 1972!**

## FOR MEMBERSHIP AND FURTHER INFORMATION CONTACT:

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**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 650 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 & Academy.

In addition, the President’s Award is presented at the Summer Conference & 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. With the John Scott Dailey Florida Institute of Government, the FACC offers its Annual Summer Conference & Academy and the Fall Academy with credit given toward the International Institute of Municipal Clerks’ (IIMC) CMC and MMC certification programs. The curricula provide instruction in local and state government operations, technical communication skills, public administration and leadership, and management and personal development. FACC also provides the Florida Certified Professional Clerk (FCPC) program, which offers a comprehensive educational pathway focused on professional growth and excellence in the Clerk profession.

## SCHOLARSHIPS

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 & 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.

## CERTIFICATION

The International Institute of Municipal Clerks (IIMC) awards the Certified Municipal Clerk (CMC) designation and the Master Municipal Clerk (MMC)

designation. The Florida Association of City Clerks (FACC) offers educational training, professional development opportunities, and conference sessions that help Municipal Clerks earn the points required toward their CMC and MMC designations. The Florida Association of City Clerks (FACC) awards, in partnership with the John Scott Dailey Florida Institute of Government, the Florida Certified Professional Clerk (FCPC) designation.

## CERTIFIED MUNICIPAL CLERK (CMC) PROGRAM

The CMC program is designed to enhance the job performance of the Municipal Clerk. To earn the CMC designation, which is granted by IIMC, 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.

## FLORIDA CERTIFIED PROFESSIONAL CLERK (FCPC) PROGRAM

The Florida Institute of Government and the FACC offer the Florida Certified Professional Clerk (FCPC) certification program. This program is focused on enhancing government-specific knowledge, skills, and leadership. The program’s mission is to provide Municipal Clerks with education, networking, and collaboration opportunities to strengthen their impact in Florida communities. Participants who complete the program earn the FCPC designation and must meet continuing education requirements to maintain it.

# 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.