

CLERKS' RESOURCE COMMITTEE

A. General Responsibilities:

1. The Clerks' Resource Committee is responsible for regular updates to the Clerks' Handbook, and promoting the Clerks' Handbook and other resources to the WMCA membership.
2. Legislative Liaison Subcommittee is responsible for monitoring proposed state and federal legislation, reporting, and making recommendations to the WMCA Executive Committee and membership.

B. Organization:

1. The President of WMCA will appoint a Committee Chair, a Co-Chair (who will chair the Legislative Subcommittee), a member of the Executive Committee to act as a liaison, and as many committee members as necessary to accomplish the tasks of the Clerks' Resource Committee.

C. Tasks - Resource:

1. The Committee will review the Clerks' Handbook at least annually to create updates necessary from legislative changes, and make additional updates as the committee sees fit or feasible.
2. Once the Executive Committee approves updates, the Chair will provide the updates to the webmaster to be posted on the WMCA website.
3. The Committee will assist all other WMCA Committees with any resource needs as necessary such as creating and/or maintaining resources as well as arranging for the publication and distribution of said items.
4. The Committee will promote the Clerks' Handbook and other resources (such as MRSC and WAPRO) to the WMCA membership via newsletter articles, email blasts, etc.

D. Tasks – Legislative:

1. During the period of the annual legislative session, the Subcommittee Chair will act as the legislative liaison and monitor current legislation that is pertinent to the work of Clerks'
2. In the event that legislation is proposed that would significantly affect the work of Clerks', the legislative liaison will inform the Executive Committee of any important legislation
 - i. Should it be determined to be necessary to advocate either for or against a particular piece of legislation, this subcommittee may be asked to prepare information and communicate with or testify to committees of the State Legislature.
3. The subcommittee will report on important legislation to the membership through articles submitted to the monthly newsletter as needed.

E. Chair Responsibilities:

1. At the President's request, the Committee Chair will submit a written report for inclusion in the Executive Committee meeting packet (quarterly).
2. Prepare certificates for all committee members, which show the member's name, the committee and the year (i.e. 2006-2007) for distribution to the committee members at the Annual Conference.
3. Forward all invoices for WMCA expenses to the President for review and sign-off prior to being sent to the WMCA Treasurer.