

## PRESIDENT

The President is an Officer of the WMCA and member of the Executive Committee, serves a one-year term, and is not subject to election. The President's term commences in March upon the administration of the oath of office (typically at the Annual Conference banquet). The President-Elect automatically assumes the office of President at the completion of the one-year term, or if there is a vacancy in the office of President prior to that time. Filling the unexpired term of the vacated position, does not impact the Presidential term. The outgoing President shall assume the office of (Immediate) Past President for a period of one year. Vacancies and removal are addressed according to the Bylaws and Elections Procedures. [WMCA Bylaws Section IV]

### The duties of the President shall be:

#### 1. Meeting and Event Attendance:

- a. Executive Committee Meetings. [Bylaws Article VII]
  - i. Call, plan, and conduct the four (4) scheduled meetings of the Executive Committee (typically January, March, June, and October), as well as any Special Meetings.
  - ii. Prepare agenda packets and provide it to the Executive Committee at least 7 days prior to the scheduled meeting. [Bylaws Article VII, Section 3]
  - iii. Monitor attendance and excused absences of Executive Committee members. [Bylaws IV, Section 7]
- b. Attend the Annual Conference events, Annual Business Meeting, and sessions. Registration, transportation, lodging, and meals are paid for by WMCA. [Financial Policies 3.1-3.3]
- c. Attend the IIMC Annual Conference and serve as delegate of WMCA; participate in the flag ceremony and attend the President's meeting; arrange for gifts and auction item in accordance with the Financial Policies. Registration, transportation, lodging, meals, and gifts/auction item are paid for by WMCA. [Financial Policies 2.1]
- d. Attend IIMC Region IX, State, and other Annual Conferences, including Oregon, Alaska, and California State Association Annual Conferences; and the Region IX Annual Meeting. Arrange for gifts and auction items in accordance with the Financial Policies. Transportation, lodging, meals, gifts, and auction items are paid for by WMCA. [Financial Policies 2.2]
- e. May attend the Association of Washington Cities/City Manager Association Annual Conference.
- f. If unable to attend any events noted in Sections 1.c and d, appoint a designee to serve as delegate and representative of WMCA. If a designee attends, transportation, lodging, and meals are paid for by WMCA. [Financial Policies 2.2]

#### 2. Committee Support:

- a. Committee Structure, Chairs, and Liaisons:
  - i. Review current committee structure for alterations, including standing committees created per the WMCA Bylaws (Audit, Awards, Executive, and Membership), and others currently functioning. Adjust as needed.
  - ii. Appoint Committee Chairs and Liaisons, as needed.

- iii. Attend Orientation meeting of incoming and outgoing Committee Chairs, typically at the Annual Conference.
  - iv. Facilitate the transfer of records and information between incoming and outgoing Chairs, as needed.
  - v. Provide Committee sign-up lists (from annual conference) to the Executive Committee Liaisons and Committee Chairs.
  - vi. Maintain contact during the year with all committees, delegate assignments as necessary, and monitor work.
  - vii. Notify Committee Chairs/Liaisons when written committee reports are due for inclusion in the packets for each of the Executive Committee meetings.
  - b. External Committees. Appoint persons as necessary to represent WMCA on special joint committees with other organizations. (The President has sole discretion in such appointments.)
  - c. Awards Committee. Select the Clerk of the Year and President's Award of Distinction from nominations presented by the Awards Committee.
  - d. Budget Committee. Serve as a member of the Budget Committee (if any).
  - e. Newsletter Committee:
    - i. Submit a President's message for each monthly edition.
3. Administrative:
- a. Acquire and maintain knowledge of the WMCA Bylaws, policies, and procedures. Assume the duties prescribed to the President, including:
    - i. Appointments: Parliamentarian [Bylaws IV, Section 4] and Ad hoc Nominations Committee [Bylaws V, Section 3].
    - ii. Addressing Executive Committee Vacancies [Bylaws IV, Section 6] and Removal/Complaints Process [Bylaws IV, Section 7].
  - b. Prepare a message for the home page of the WMCA Website.
  - c. Advise agency administration (such as mayor, agency manager or agency administrator, or CEO) Mayors or City Managers of the election of their employee/clerk as a WMCA Executive Committee member as soon as possible after taking office; may also prepare press releases if desired.
  - d. Congratulate those who have obtained their CMC and MMC designations and notify the administration (such as mayor, agency manager or agency administrator, or CEO) of agencies whose employees obtain their CMC or MMC designations. Maintain a list of yearly CMC/MMC recipients for recognition at the Annual Conference.
  - e. Appoint administrators for the WMCA Facebook page, including a minimum of two current members of the Executive Committee, one of which shall be the Membership Committee Liaison, or designee, and another shall be a webmaster. [Social Media Policy, Section IV]
4. Fiscal:
- a. Cardholder of a WMCA credit card. [Financial Polices 1.1]
  - b. Adhere to the WMCA Financial and Expense Policies.
  - c. Sign checks in the absence or inability of the Treasurer. [Bylaws Article X, Section 3]

5. Annual Conference Duties – Beginning of Term:
  - a. Assume the office of President upon certification of the general election results and administration of the oath of office; if at the end of the Annual Banquet, including with the passing of the gavel, making closing remarks, and closing the conference.
  - b. Pick-up and provide Committee sign-up lists (from annual conference) to the Executive Committee Liaisons and Committee Chairs.
  - c. March EC Meeting:
    - i. Call and conduct the Executive Committee meeting immediately following the certification of the general election results and administration of the oath of office, typically scheduled after the conclusion of the Annual Conference.
  
6. Annual Conference Duties – End of Term:
  - a. Pre-Conference Preparations:
    - i. Work with the Conference Planning, Education, Membership, and Fundraising Committees to prepare for the Annual Conference.
    - ii. Coordinate the “Call to Conference” for distribution to all members by mid-December. The Education Committee Chair(s) and Conference Planning Committee Chair(s) shall provide the information for the “Call to Conference” including the following:
      - Pre-Conference Information (Lodging information, Transportation choices, Parking costs/choices, Conference attire, Special Events, Themes).
      - Registration form (Registration costs, Meal information).
      - Draft Education Session Agenda.
    - iii. Coordinate the creation of a Conference Program. Prepare welcome letter to attendees for inclusion in the conference program and/or conference app.
    - iv. Create the Conference Certificate/Resolution template and Conference Event Agendas/Programs, as appropriate (Opening Ceremony, Annual Banquet, etc.)
    - v. Create Conference Certificates for Executive Committee and Committee Chair(s).
    - vi. Direct the Secretary to prepare resolutions honoring the host clerk, the host hotel, and contributing Committee chairs.
    - vii. Prepare annual business meeting packets to include the following items: prior year’s annual business meeting minutes, standing/special committee reports (including, and not limited to: proposed Budget, Audit Report, Treasurer’s Report, General Election Results, and proposed Bylaw changes, if any); provide packet to the Conference Planning Committee. Packets will be made available to conference attendees electronically, with only a limited number available at the meeting. [Bylaws X.2, XI.1, XI.2, XIII.1]
    - viii. In coordination with the President-Elect, sign and send conference guest itinerary and invitations.
    - ix. Select the Clerk of the Year and President’s Award of Distinction from nominations presented by the Awards Committee.
    - x. Have incoming President’s name and term of office engraved on the WMCA traveling plaque.
    - xi. Prior to the Annual Conference, brief the President-Elect on Presidential duties and responsibilities at the conference and arrange a meeting either at conference or shortly thereafter to transfer information and records.

xii. Perform other conference duties as prescribed/needed.

b. At-Conference Responsibilities Performed:

- i. Attend the First Time Attendees events hosted by the Membership Committee.
- ii. Attend the President's Reception followed by a dinner with the Executive Committee and honored guests.
- iii. Conduct the opening session; make arrangements for the presentation of colors, national anthem, and an invocation/greeting, recognize the Executive Committee, honored guests, past presidents (present), new clerks/first time attendees, newly awarded CMCs and MMCs, and those who have contributed to WMCA (sponsors); and present a general welcome message to all of those present.
- iv. Conduct the Annual Business meeting; and recognize honorary members. [Bylaws Article III.2.D]<sup>1</sup>
- v. Attend Orientation meeting of incoming and outgoing Committee Chairs at the Annual Conference.
- vi. Host event for Executive Committee and honored guests.
- vii. Preside at the Annual Banquet or appoint a designee to serve in this role.
- viii. Present the Clerk of the Year Award and President's Award of Distinction.
- ix. Oversee the installation of new Executive Committee members, prepare script for oaths of office, and arrange for the administration of oaths. Pass the President's traveling plaque and gavel to the President-Elect.
- x. Perform other conference duties as prescribed/needed.

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<sup>1</sup> NOTE: This may be added to the opening ceremony – to recognize any honorary member attendees.



Typical Annual Timetable:

Month	Duty Description
Monthly	Write articles for Monthly Newsletter; Send CMC/MMC Notifications
March	Attend Annual Conference Assume Office (typically at the annual banquet); Take Oath of Office – President; Accept the Passing of the Gavel; Deliver Closing Conference Messages Call and Conduct March Executive Committee Meeting
April	Attend City Clerks Association of California (CCAC) Annual Conference Send incoming IIMC President a save the date notice/invitation for Annual Conference.
May	Attend IIMC Annual Conference
June	Call for and Review Committee reports and World Points Statements for EC Meeting Agenda Packet Prepare and Distribute EC Meeting Agenda Packet (7 days prior to meeting) Conduct June Executive Committee Meeting
September	Attend Oregon Association of Municipal Records' (OAMR) Annual Conference
October	Call for and Review Committee reports and World Points Statements for EC Meeting Agenda Packet Prepare and Distribute EC Meeting Agenda Packet (7 days prior to meeting) Conduct October Executive Committee Meeting
October - December	Attend Budget Committee Meeting
December	Attend Alaska Association of Municipal Clerks Annual Conference Annual Conference Preparations/Call for Conference
January - March	Annual Conference Preparations/Scripts, Events, Resolutions, etc. Create Conference Certificates for Executive Committee and Committee Chair(s).
January	Call for and Review Committee reports and World Points Statements for EC Meeting Agenda Packet Prepare and Distribute EC Meeting Agenda Packet (7 days prior to meeting) Conduct January Executive Committee Meeting Send honored guest itineraries/invitations for Annual Conference and provide a copy to the Treasurer
February	Attend Awards Committee Meeting; Select award recipients and order awards (early February, if possible)
March	Prepare World Points Statements for EC Meeting Agenda Packet Attend & dispose of President Duties at Annual Conference; Preside over Annual Conference Events (President's Reception, EC/Guests Dinner, Opening Ceremony, Annual Business Meeting, Regional IX Luncheon, EC/Guests Reception, Banquet)