

**VERMONT MUNICIPAL CLERKS' AND TREASURERS' ASSOCIATION  
COMMITTEE DESCRIPTION**

**CERTIFICATION COMMITTEE**

**Purpose**

To increase the proficiency of Vermont Municipal Clerks and Vermont Municipal Treasurers, to strengthen the quality of local government; to afford Clerks and Treasurers the recognition for their abilities to conduct the affairs of local government and to provide a vehicle whereby Clerks can attain the status of Certified Vermont Clerk (CVC) and Treasurers can attain the status of Certified Vermont Treasurer (CVT).

**Committee Members**

The Committee shall consist of 7-9 members, appointed by the President, who will endeavor to have balanced statewide representation. The VMCTA 1st Vice President will be the Committee Chair. The VMCTA 2<sup>nd</sup> Vice President will be the Vice Chair. Each member will have a three-year term, which is renewable.

The Committee under no circumstances will encumber the Vermont Municipal Clerks' and Treasurers' Association directly or indirectly, without prior consent of its Executive Board.

**Quorum**

A quorum of the committee shall be four (4).

**Vacancies**

In the event of a vacancy on this Committee, the VMCTA President shall appoint a member for the remainder of the term.

**General Duties**

January - December:

- Solicit applications for Certification / Advanced Certification (CVC / CVT).
- Receive and review certification applications: Jan 31 and July 31.
- Approve completed applications.
- Chair notifies applicants of status of application via email.

September:

- Award CVC / CVT certificates and pins at the VMCTA Annual Fall Conference.

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## **Powers**

The Committee shall exercise all authority with regard to the planning and operation of the Association's certification program. This includes, but is not limited to, managing budgeted funds as authorized by the Executive Board and receiving and spending funds for Certification Program.

The committee shall appoint a secretary to take minutes. The minutes will be circulated and approved at the next meeting. Other roles will be assumed by members of the committee, with others added as needed.

## **Certification & Advanced Certification:**

### **Basic Requirements**

Each applicant must:

1. Be a Municipal Clerk or Assistant Clerk or be a Municipal Treasurer or Assistant Treasurer.
2. Be a member of the Vermont Municipal Clerks' and Treasurers' Association for three consecutive years for initial certification.
3. To qualify, each applicant must have full attendance at all the mandatory certification courses. Mandatory courses are offered exclusively at the VMCTA Annual Fall Conference. It is estimated the mandatory courses can be taken over a three-year period. Each mandatory course will be offered every other year.

*Readopted by E-Board \_\_\_\_\_*