

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

CONTINUING EDUCATION COMMITTEE

Purpose

To sponsor and promote valuable workshops relating to the education and certification of Vermont Clerks and Treasurers, to coordinate with support agencies in the presentation of seminars and workshops pertinent to Vermont Clerks and Treasurers, to increase proficiency and strengthen the quality of local government.

Committee Members

The Committee shall consist of 7-9 members, appointed by the President, who will endeavor to have balanced statewide representation. The VMCTA 2nd Vice President will be the Committee 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:

- Plan and implement educational opportunities for both new and seasoned Clerks and Treasurers including but not limited to the Spring Fundamentals Training, the VMCTA Annual Fall Conference, an Athenian Dialogue and monthly First Thursday Trainings in conjunction with the goals outlined by the Curriculum Committee and budget set by the VMCTA Executive Board.

VERMONT MUNICIPAL CLERKS' AND TREASURERS' ASSOCIATION COMMITTEE DESCRIPTION

December - March:

- Prepare to sponsor at least two annual Spring Fundamentals Trainings relating to the fundamental education and certification of Vermont Clerks and Treasurers.

December - May:

- Prepare to sponsor educational workshops at the VMCTA Annual Fall Conference relating to the education and certification of Vermont Clerks and Treasurers; containing a balance of general sessions, Clerk focused, and Treasurer focused courses.

December - February:

- Book General Session speaker for VMCTA Annual Fall Conference.

April - May:

- Host two Spring Fundamental Trainings.

May:

- Award Spring Fundamental Training certificates to both participants and presenters.
- Review the profit and loss report from the Spring Fundamental Training.

May - Early August:

- Finalize preparations for the VMCTA Annual Fall Conference

June:

- Obtain IIMC approval for CMC/MMC/EPP points.

September:

- Host VMCTA Annual Fall Conference education trainings.

October:

- Award VMCTA Annual Fall Conference certificates to both participants and presenters.

December:

- Meet to begin organizing for following year.

VERMONT MUNICIPAL CLERKS' AND TREASURERS' ASSOCIATION COMMITTEE DESCRIPTION

Powers

The Committee shall exercise all authority regarding the planning and implementation of all VMCTA educational trainings. This includes, but is not limited to managing budgeted funds as authorized by the Executive Board; setting registration fee for the Spring Fundamental Training and managing registration forms and fees; and receiving and spending funds for the workshops the committee hosts.

The Committee shall appoint a vice chair and 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.

Spring Fundamentals Training:

- **Registration Fees:**

Registration fees for Spring Fundamental Training will include lunch, tuition and course materials and will be determined by the costs involved in presenting the course.

- **Policies:**

Registration:

1. The cut-off day for Spring Fundamentals Training registration shall be two (2) weeks prior to courses. Additional fees may be determined by the Committee for late registrations.
2. A minimum number of registrations will be needed not to cancel the courses (to be determined).
3. The Committee has the right to reschedule training courses due to unforeseen circumstances.

- **Faculty:**

1. Presenters' and Education Committee members' expenses (mileage, copy charges) will be paid upon presentation of statement for the same to the Committee Chair.
2. The registration fee is optional for presenters and Education Committee members.

Readopted by E-Board _____