

Vermont Municipal Clerks' and Treasurers' Association
Committee Description

Curriculum Committee

Purpose

Support the VMCTA Certification and Continuing Education Committee by creating effective, comprehensive and relevant topics to further educate Municipal Clerks and Treasurers of the State. To support the Certification and Continuing Education Committee by utilizing traditional education conferences and implementing non-traditional education opportunities to provide Vermont Certification opportunities to all Municipal Clerks and Treasurers.

Members – to be appointed by President

1 Certified Vermont Clerks (CVC)	1 Education Committee Member
1 Certified Vermont Treasurers (CVT)	1 Retired VMCTA Member Clerks and/or Treasurers
1 VMCTA Executive Board Member (liaison)	(preference given to members who have attained
2 VMCTA members	Vermont Certification)

General Duties

Yearly review of new Municipal Clerk and Treasurer training

Yearly review of curriculum lists for Vermont certification (appendix A)

Create requirements for Vermont certification and re-certification

Create advanced education programs for Certified Vermont Clerks and Treasurers

Create course work using various platforms with yearly review for changes in statute

Work with State Agencies to ensure appropriate and up-to-date content

Work with State Agencies to use existing VMCTA conferences to fulfill state mandates