

VERMONT MUNICIPAL CLERKS' AND TREASURERS' ASSOCIATION
OFFICER DESCRIPTION

PRESIDENT

Purpose

The President is the official spokesperson for the Association; the Ex-Officio member of all Committees, except the Nominating Committee; represents the Association; presides at the Annual Meeting and Executive Board meetings; performs such other duties as normally come with the province of President.

PRESIDENTIAL GUIDELINES

SEPTEMBER:

- 3rd Monday of September is Annual Meeting Day (unless it conflicts with a religious holiday);
- Preside over Annual Business Meeting (have copies of Agenda, previous Annual Meeting Minutes and Current Budget on tables)
- Be sworn in by Vermont Secretary of State or other designated official;
- After Annual Meeting:
 - i) Make and confirm committee appointments (if serving a two year term)
 - ii) Send list of new Officers and Committees to:
 - IIMC
 - Chair of Newsletter/Public Relations Committee
 - New England Association of City and Town Clerks
 - Secretary
 - VMCTA Webmaster
 - iii) Send Agenda and Minutes of meetings to VMCTA Webmaster for posting on a regular basis.

OCTOBER:

- 1st meeting of the Executive Board. On or about the 3rd Tuesday of the month at a time and location to be announced.
- Review feedback from Annual Meeting attendees.
- Commence venue search for next Annual Meeting if not already determined.
- Review goals and objectives for Executive Board and Committees
- Attend Town Fair and bring VMCTA Display Board.

DECEMBER:

- 2nd meeting of the Executive Board. On or about the 3rd Tuesday of the month at a time and location to be announced.
- Legislative Committee is to meet with the Board at this meeting.
- Obtain updates from other Committees by a personal or written report.

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PRESIDENT (Cont'd)

JANUARY:

- Meet if needed, on or about the 3rd Tuesday of the month at a time and location to be announced.
- Continue updates from other Committees by a personal or written report.
- Start coordinating with Certification/Continuing Education Committee on workshops for Annual Meeting. Review plans for New Clerk/Treasurer Trainings.

FEBRUARY:

- Legislative Day in Montpelier, co-sponsored with the Vermont League of Cities and Towns. Be prepared to welcome attendees. Bring VMCTA Display Board.

APRIL:

- 3rd meeting of the Executive Board. On or about the 3rd Tuesday of the month at a time and location to be announced.
- Continue coordination with Certification/Continuing Education Committee on workshops for Annual Meeting. Review final arrangements for New Clerk/Treasurer Trainings, if needed.
- Coordinate with Constitution Committee for amendments.
- Coordinate with Scholarship Committee for deadlines.

MAY:

- Should attend IIMC Conference, if possible. If no, send 1st or 2nd Vice President.

JUNE/JULY/AUGUST:

- Start coordinating with Budget Committee for proposed budget.
- Prepare evaluation sheets for Annual Meeting.
- Prepare Agenda for Annual Meeting.
- Prepare Annual Banquet Program.
- Coordinate with Certification/Continuing Education Committee on finalization of workshop descriptions for Annual Meeting.
- Finalize proposed budget for Annual Meeting with Budget Committee.
- Meet with Executive Board to compile Registration packets for mailing.

Registration Packet consists of:

1. Program
 2. Workshop Descriptions
 3. Registration Form
 4. Copy of Constitutional changes (if any)
 5. Committee Request Form
- Provide Webmaster with copies of all materials for posting on VMCTA Website.