

Nebraska Municipal Clerks' Association Committees

Institute and Academy Week Committees

Clerk of the Year Awards Committee – The Awards Committee shall solicit nominations, evaluate each nominee and select the recipients of the annual Outstanding Municipal Clerk awards. One award may be given annually to a clerk in a first class city, second class city and a village. The awards are presented at the Annual Banquet held during the Institute and Academy. This committee also coordinates attendance of surprise guests of the winners and works with the Thursday Night Banquet Committee. The recipients of the award from each of the three categories for the prior two years shall constitute the members of the committee.

Celebration of Clerks Committee – The Past President is the chair on this committee and works with other clerks. They coordinate the flag ceremony that is prior to the NMCA Business Meeting held during the Institute and Academy.

Monday Night Hospitality Committee – This committee sets up the Monday night activities for participants of the Institute. They have a budget for food, games and/or gifts. The chair is appointed by the President and should consult with the Treasurer or President concerning the budget.

Wednesday Night Hospitality Committee – This committee sets up the Wednesday night activities for the participants of the Institute and Academy. They have a budget for food, games and/or gifts. The chair is appointed by the President and should consult with the Treasurer or President concerning the budget. This committee works with the District Director in charge of sponsorships to assure proper recognition of sponsors.

Thursday Night Banquet Committee – The members of this committee are from President's area association. They set up the theme, arrange for entertainment, select the menu and decorate the banquet room. They have a budget for decorations, flowers and entertainment.

Scholarship Committee – The First Vice President is the only one on this committee. The First Vice President actively seeks applications from Clerks who need assistance with tuition for the Institute and Academy, makes sure applicants provide adequate information on the application, verifies eligibility of applicants and makes the final decision about scholarship awards and amounts.

Silent Auction Committee – The Second Vice President chairs this committee along with other clerks. This committee actively seeks items to be bid on at the Silent Auction at the Institute and Academy. The committee works the silent action event, and tabulates and collects the money from the bidders.

Year-Round Committees

Certification/Membership Committee – This committee is to help Nebraska Municipal Clerks understand International Institute of Municipal Clerks (IIMC) certification requirements and to congratulate clerks who attained their CMC and MMC designations.

Clerks Directory Committee – This committee tries to keep current the Directory of the Clerks. They are to keep a binder with pictures and information about all clerks and displays the binder during the Institute and Academy. The Chair is appointed by the President.

Clerks Education Committee – The duty of the Education Committee is to develop a coordinated program for the continuing education for Nebraska Municipal Clerks. They shall strive to establish courses and seminars for the members which will benefit their efforts to attain professional recognition. This committee shall serve from July through June for the purpose of planning and evaluating the education program. The chair is appointed by the president. The composition and eligibility requirements of the members of this committee must comply with the IIMC Education Guidelines.

Clerks History Committee – This committee keeps pictures of past Institutes and Academics and displays them at the current Institute and Academy. They also gather missing Clerks' Newsletters. Binders of this information are displayed at the Institute and Academy. The chair is appointed by the President.

Clerks Newsletter Committee – This committee encourages clerks to write news articles for the Clerks' Newsletter. This committee works very closely with staff at the League of Nebraska Municipalities. The chair is appointed by the President.

Honorary Membership Committee – This committee actively seeks recommendations of former members of NMCA who have been terminated or are retired from their job. Recommendations for Honorary Membership must be submitted by a Clerk or Deputy Clerk who is currently a member of the NMCA. Honorary Members shall be exempt from the payment of dues.

Nominating Committee – The Past President shall submit nominees for the Nebraska Municipal Clerks' Association Officers and District Directors. Additional nominations may be made from the floor at the NMCA Business Meeting at which the election for the final nominee is held. The nominating committee shall tabulate the results and announce the winners.