



	Approved	Denied
Action taken	11/24/03	
Other:		
Verified by:	<i>T. Smith</i>	

WASILLA CITY COUNCIL MEMORANDUM

CM No. 03-68

TITLE: Supporting The Deputy Clerk In Her Effort To Obtain A Position On The Executive Board Of The Alaska Association Of Municipal Clerks.

COUNCIL MEETING DATE: November 10, 2003

ADMINISTRATION INITIAL: *DMK*

REQUESTED BY: Deputy Clerk

PREPARED BY: Deputy Clerk

Date Prepared: November 17, 2003

FISCAL IMPACT: yes (to be adopted in future travel budgets)

If yes, amount requested: \$ Account No.:

SUMMARY STATEMENT:

I am considering running for a position on the executive board of the Alaska Association of Municipal Clerks (AAMC). I have discussed my intent with the city clerk and have her full support. I am now requesting the support of the council before I declare my candidacy.

I am considering running for second vice-president or secretary. The office of second vice-president is a three-year commitment. After one year served, the second VP assumes the position of first VP, and one year later succeeds to the office of president. The secretary position is a one-year commitment.

Each of these positions will require my participation in teleconferences during normal business hours on a limited basis and I expect to fulfill the remainder of my duties on my own time. Both positions will also require limited travel, however, travel commitments will increase during the term served as president. Travel commitments for each office are as follows:

PRESIDENT

- Travel requirements include attendance at the AAMC and IIMC conferences, plus approximately five additional business days throughout the year to attend academy sessions (educational sessions) in Washington, California and Oregon. The sessions for the most part are scheduled over weekends, however depending on flight availability I may be away from the office one day on either end of the weekend (this time is included in the five day estimate). Attending AML is also encouraged. Currently travel reimbursement for out of state conferences is available from AAMC for the office of president only.
- On the years served as second-vice president and first-vice president, travel is not mandatory, but encouraged, and no reimbursement is available.

SECRETARY

- Travel requirements include attendance at the AAMC conference however no additional travel is required. Currently no reimbursement is available to the secretary.

I am very excited about the prospect of serving on the AAMC executive board and have been encouraged by my peers to run. I have been actively involved in the association and I have served as membership chair for the past five years. AAMC is a professional association with approximately 100 plus members from around the state. Our organization is committed to professionalism in local government through education.

STAFF RECOMMENDED ACTION: To authorize the deputy clerk to run for a position of her choice (secretary or second-vice president) on the AAMC executive board and to authorize the mayor, on behalf of the council, to commit to financial obligations assumed with the position. This financial commitment is contingent upon available funding and a reasonable effort will be made to support the commitment. Travel will be conducted in accordance with the city travel policy.

Attachments: none