

WMCA Adopt-A-Clerk Program



To A New Clerk:

Are you a newly appointed or elected Clerk or a Clerk who would like additional assistance to guide you in your duties and responsibilities associated with your position?

To become a member of the Wisconsin Municipal Clerks Association and take advantage of this program, please complete and mail the "Adopt A Clerk Program" enrollment form below.

A Mentor is an experienced City, Village, or Town Clerk, located within your Wisconsin Municipal Clerk Association District, who will be able to share with you the experience and knowledge gained through years of service and on whom you can call when you are unsure how to proceed with a task. You will be matched whenever possible with a Clerk from a municipality of similar population, geographic location and similar duties.

To A Potential Mentor:

If you've been a Municipal Clerk for three or more years and are willing to help a new clerk adjust to the duties of his/her position, please complete and mail the "Adopt A Clerk Program" form on the facing page. Your name will be kept on file for matching with a new clerk from a municipality of similar population and type of duties. When a new clerk match is made, you will be contacted immediately, in writing, so you can begin to offer your guidance.

If you have any questions or suggestions relating to the "Adopt A Clerk Program," please feel free to call me.

Michaelene Knoebel, CMC
Membership/Mentoring Committee
Town of Waukesha 262.542.5030
mknoebel@townofwaukesha.us

Yes, I would like to participate as a:

_____ New Clerk or _____ a Mentor in the "Adopt A Clerk Program."

Name _____

Position _____

Municipality _____

Address _____

City and Zip Code _____

County _____

Telephone _____ Fax: _____

E-Mail Address _____

Date of Appointment or Election: _____

Type of Gov't: _____ Town _____ City _____ Village Population _____

Briefly describe municipality: _____

WMCA District _____ *(Click here to see State map by districts)*

Please mail form to: WMCA Coordinator
Faith A. Elford, CMC/CMTW
1414 Montclair Place
Fort Atkinson, WI 53538