



WMCA Board of Directors Application Packet

2024-2025 Board Year

Your Professional Link to Excellence

WMCA Board of Directors Application Guidelines

- The application may be submitted electronically to Courtney Harris, WMCA Executive Director at ExecDirector@wisclerks.org **and** the originals mailed to 262 W Main Street, Wales, WI 53183 no later than 4pm on June 7.
- A letter of support from your immediate supervisor/primary elected official is required. Submit this with your application to Courtney Harris, WMCA Executive Director at ExecDirector@wisclerks.org and mail to 262 W Main Street, Wales, WI 53183 by the deadline stated above.
- Submit electronically an appropriate headshot picture to publish in the June E-Newsletter along with a biography consisting of 300-500 words. This biography should detail why you feel you are a good fit for the position you are running for and include your professional history. Email these to ExecDirector@wisclerks.org.
- Read the position descriptions contained on page 4 of this application, the WMCA Constitution and Policies & Procedures to gain an understanding of what is involved. Also, current or past Board members are available to answer questions about the position you are interested in.

Important Dates to Remember – before being elected

May: Board of Director Application Packets are available for distribution. They can be obtained from the website or E-Newsletter or the WMCA Executive Courtney Harris at ExecDirector@wisclerks.org.

June 7: Board of Director Application deadline to be submitted electronically to Courtney Harris, WMCA Executive Director, ExecDirector@wisclerks.org and mailed to 262 W Main Street, Wales, WI 53183. Applications must be received by 4:00 pm and include a letter of support from your immediate supervisor/primary elected official.

Mid-June: This is when the E-Newsletter will be released to the membership. If you turned your materials in by the deadline your biography, picture, and article about the office you're running for will appear in the June E-Newsletter.

July 15 – August 15 - An electronic election is sent out to the entire qualified membership for the officers for the next Board of Directors, if an election is necessary.

Thursday-at the Annual Meeting at the WMCA Conference: Winners for each position will be announced.

Thursday-at the Closing Reception at the WMCA Conference: The 2024-25 Board of Directors Officers take their oaths of office at the WMCA Closing Reception.

Important Dates if elected to the WMCA Board of Directors

There are typically five Board of Directors' meetings throughout the year. They take place in August, October, December, March, and May. These dates will be distributed at the first meeting after the WMCA Conference, and it is expected that you attend as many meetings as you can.

WMCA Board of Directors Application

This application must be submitted to Courtney Harris, WMCA Executive Director at ExecDirector@wisclerks.org no later than 4pm on June 7 via email.

Office you are running for (circle one):

2nd Vice President / Secretary / Director-at-Large

Name: _____

Position: _____

Municipality: _____

Municipality Address: _____

E-mail: _____ Office Phone: _____

I understand the WMCA Executive Director will verify that my municipality supports my nomination via a letter from my supervisor which is included in this packet.

Signature: _____ Date: _____

Are you involved in other organizations outside WMCA? Yes No

If yes, what organizations and for how long?

Please answer the following questions and attach a separate piece of paper (if necessary)

1. What has been your prior involvement in WMCA? (mention committees served on, if you've served as a district director or any other WMCA activities you've participated in)
2. What has your involvement been outside WMCA? (volunteering, non-profits, church and school groups)
3. Where do you see WMCA in the next 5 years? Where do you see yourself in the next 5 years?
4. What do you feel is the most important issue clerks face today that WMCA could help address?
5. Why is WMCA important to clerks, or to your municipality? What do you see as WMCA's role and responsibilities?
6. These positions will incur some travelling and you may be out of the office on average one day per month, potentially more. How will you manage your regular clerk duties with any duties you may have as a member of the Board of Directors?
7. If you wish to seek nomination for 2nd Vice President, current succession planning calls for a four-year commitment through the Past President Position. Take a moment and tell us about how you plan to keep this four-year commitment to WMCA.

2nd Vice President, Director-at-Large, Treasurer and Secretary Duties

The following are short descriptions of the officer positions. You should also read the WMCA Constitution and Policies & Procedures to gain a better understanding of what is involved. Also, current or past Board members are available to answer questions about the position you are interested in.

2nd Vice President

1. The person elected to this seat will transition into First Vice-President and then into the position of President. This is very important because it will keep our organization moving forward on the goals that have been set.
2. The 2nd VP will work closely with the current President and 1st VP to follow through with the goals that have been established by the Board of Directors.
3. This will require a 4-year commitment to go through the succession cycle. 2nd VP, 1st VP, Pres, and Past President.

Directors at Large - 1 Position

1. Encourage the advancement of members within the Association.
2. Attend WMCA District meetings.
3. Promote WMCA and IIMC to the members.
4. Attend meetings with or in place of WMCA Officers as requested and report back.

Secretary

1. Keep the minutes of all Board of Directors meetings and the annual business meeting.
2. Transmit a draft of the minutes to the President, First Vice President, the Chair of the Manuals Committee and the WMCA Executive Director.