



## **WMCA Board of Directors Application Packet**

**2026-2027 Board Year**

**Your Professional Link to Excellence**

# WMCA Board of Directors Application Guidelines

- The application may be submitted electronically to WMCA Executive Director at [ExecDirector@wisclerks.org](mailto:ExecDirector@wisclerks.org) no later than 4pm on May 11.
- A letter of support from your immediate supervisor/primary elected official is required. Submit this with your application to WMCA Executive Director at [ExecDirector@wisclerks.org](mailto:ExecDirector@wisclerks.org), 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](mailto:ExecDirector@wisclerks.org).
- Read the position descriptions contained on page 4 of this application; The WMCA Constitution, and Policies & Procedures should be read 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

First Monday in April	Announce upcoming offices & provide application packet
Third Monday in April	Reminder social media & email posts regarding upcoming offices and how to apply
Second Monday in May	Application Submittal & Short Bio Deadline no later than <b>4pm</b> (Bio for newsletter/social media/website)
Third Monday in May	Announce Candidates in the E-Newsletter (including their short bio for candidacy)
Third Monday in June	Election Period (open virtual election for 10 days)
Third Friday in June	Reminder notice of election period deadline approaching

**April:** Board of Director Application Packets are available for distribution. They can be obtained from the website .

**Second Monday in May:** Board of Director Application deadline to be submitted electronically to WMCA Executive Director, [ExecDirector@wisclerks.org](mailto:ExecDirector@wisclerks.org). Applications must be received by **4:00 pm** and include a letter of support from your immediate supervisor/primary elected official.

**Third Monday in May:** This is for the candidates to be included in the E-Newsletter to the membership. If you turn 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.

**Third Monday in June** - 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 Annual Conference:** The Newly Elected Board of Directors take their oaths of office.

## 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 WMCA Executive Director at [ExecDirector@wisclerks.org](mailto:ExecDirector@wisclerks.org) no later than 4pm on May 11 via email.

Office you are running for (circle one):

**2<sup>nd</sup> Vice President / Director-at-Large / Treasurer / Secretary**

                                                                

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: \_\_\_\_\_

**Have you served on the Board of Directors in the past?**      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 traveling 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 2<sup>nd</sup> 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.

# **2<sup>nd</sup> 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.**

## **2<sup>nd</sup> 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 2<sup>nd</sup> VP will work closely with the current President and 1<sup>st</sup> 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. 2<sup>nd</sup> VP, 1<sup>st</sup> 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.

## **Treasurer**

1. Oversee the financial records of the Association, in accordance with our Finance Policies.
2. Report to the Board of Directors and the membership in attendance at the Annual Conference, giving a report of the Association's financial standing.
3. Assist with the Annual Budget creation before the October Board of Directors Meeting,
4. The Treasurer, upon his/her first election to the office by the membership, shall serve a two-year term upon taking the oath of office. Subsequent elections of that candidate shall be for a one-year term.

## **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, and the WMCA Executive Director.