



WMCA Co-District Directors Application

Leadership Opportunity in WMCA

Serving as a **WMCA Co-District Director** is an opportunity to support fellow municipal clerks, strengthen connections within your district, and help advance the mission of the Wisconsin Municipal Clerks Association.

Co-District Directors help bring education, communication, and engagement opportunities to clerks throughout their district while representing district perspectives to the WMCA Board of Directors.

Two Co-District Directors serve together in each district and work collaboratively to support their fellow clerks.

WMCA encourages clerks at all stages of their careers to consider leadership opportunities within the association. If you are interested in supporting the profession and helping strengthen the clerk community, we encourage you to apply.

[Your Professional Link to Excellence](#)

Updated: 4/2026

Application Checklist

Please submit the following materials by **4:00 PM on May 11**.

- ✓ Completed application form
- ✓ Letter of support from your supervisor or primary elected official
- ✓ Professional headshot photo
- ✓ Biography (300–500 words) describing your professional experience and interest in the position

Applications should be submitted electronically to:

WMCA Executive Director
ExecDirector@wisclerks.org

Optional mailed copy:

WMCA Office
2420 Nicolet Drive, CL 109
Green Bay, WI 54311

Important Election Timeline

First Monday in April- Announcement of upcoming offices and distribution of application packets

Third Monday in April- Reminder posts on social media and email

Second Monday in May – 4:00 PM-Application deadline. Biography and headshot deadline for newsletter and website

Third Monday in May- Candidate announcement in the E-Newsletter

Third Monday in June- Election period opens (10-day virtual election)

Third Friday in June- Reminder notice of election deadline approaching

If Elected

The WMCA Board of Directors meets **monthly throughout the year**. Meeting dates are distributed following the Annual Conference. Board members are expected to attend meetings regularly and participate in the work of the association.

WMCA Co-District Director Responsibilities

The following responsibilities help support communication, education, and engagement among clerks within each district.

Organize and facilitate district meetings

Co-District Directors work together to plan and facilitate **three district meetings per year**, providing opportunities for clerks to connect, share information, and receive training.

Prepare district meeting minutes

District meetings require official minutes. One Co-Director typically records the minutes, or a volunteer from the meeting may assist.

Attend WMCA Board meetings

Both Co-District Directors are expected to attend board meetings whenever possible to represent their district and remain informed about association initiatives.

Work with the Executive Director

Co-Directors coordinate with the Executive Director regarding district meetings, communications, and association updates.

Serve on committees

Board members may be appointed to serve on committees that support the work of the association.

Attend the Northern Clerks and WMCA Annual Conferences

Attendance at the Northern Clerks and Annual Conferences are encouraged as an opportunity to connect with members and participate in professional development.

Encourage advancement of members

Promote education opportunities and encourage members to participate in committees, training programs, and leadership roles.

Promote WMCA and IIMC

Share information about professional resources and opportunities available through WMCA and the International Institute of Municipal Clerks.

Encourage outreach to clerks in the district

Help ensure clerks within the district are aware of WMCA and feel welcome to participate in district meetings and association activities.

WMCA Co-District Director Application

Applications must be submitted to WMCA Executive Director at ExecDirector@wisclerks.org no later than 4pm on May 11 via email.

Name: _____

Position: _____

Municipality: _____

Municipality Address: _____

E-mail: _____ Office Phone: _____

Supervisor Support

I understand that WMCA will verify that my municipality supports my nomination through a letter from my supervisor or primary elected official.

Signature: _____ Date: _____

Have you served as a Co-District Director in the past? Yes No

If so, when?

APPLICATION QUESTIONS

Please answer the following questions. Attach additional pages if necessary.

- 1. WMCA Involvement:** Tell us about your involvement with WMCA so far.
(Examples may include conferences, district meetings, committees, or other activities.)

- 2. Professional or Community Involvement:** Describe your involvement in other organizations such as community groups, volunteer organizations, professional associations, or civic activities and list your length of involvement.

- 3. Future of WMCA:** What opportunities do you see for WMCA in the next five years?
Where do you see your own professional growth during that time?

- 4. Key Issues Facing Clerks:** What do you believe is the most important issue municipal clerks face today that WMCA could help address?

5. **Importance of WMCA:** Why is WMCA important to clerks or to your municipality? What role should the association play for its members?

6. **Balancing Responsibilities:** This role may occasionally require travel or time away from the office (generally about one day per quarter, sometimes more). How would you plan to balance your WMCA responsibilities with your municipal duties?

7. **Commitment to Service:** WMCA leadership roles are an opportunity to serve and support clerks throughout the district. What does serving fellow clerks through this role mean to you, and how do you hope to contribute during your two-year term?

8. **Optional:** Is there anything else you would like the membership to know about you or your interest in serving as a Co-District Director?

Final Encouragement

WMCA values the leadership and professional expertise of municipal clerks across Wisconsin. Serving as a Co-District Director is an opportunity to support fellow clerks, contribute to the profession, and help shape the future of the association.

Current or past board members are always happy to answer questions about the role.