



*Take Advantage  
of what GMCA has to Offer!*

### **NETWORKING:**

Through GMCA's Annual Conference, the Spring and Fall Georgia Clerk's Educational Institute, the website and e-mail distribution system, members are easily and quickly connected to:

- experienced city clerks from across the state
- local government staff and community leaders
- state and industry partners
- consultants
- vendors and other experts

By networking, GMCA members can share experiences and expertise to address immediate challenges and guide long term planning for an efficiently run city hall.

### **BILL CAIN SCHOLARSHIP:**

GMCA recognizes the importance of providing effective and efficient services in order to broaden our knowledge of government, enhance our leadership capabilities, and augment our managerial abilities. It is incumbent upon each of us to strive toward excellence in our role as a Municipal Clerk; however, in doing so some of our colleagues are at a decisive disadvantage primarily due to budget constraints. The Bill Cain Scholarship provides an opportunity for every Municipal Clerk in the State of Georgia to obtain training and subsequent certification.

### **ADVOCACY & LEGISLATIVE MONITORING:**

The President of GMCA serves as an ex-officio member of the Georgia Municipal Association's Legislative Policy Council, which meets by conference call every Monday during the Legislative Session. This allows GMCA to have a voice on policy issues affecting the cities of Georgia. Through GMCA's newsletter, e-mail network and website, GMCA members remain informed about pending legislation that may impact municipal operations. GMCA has developed partnerships within the state to effectively represent the interests of our members. Each spring, the Governor signs a proclamation recognizing the first week in May as "Municipal Clerks Week", aimed at increasing public awareness of the vital services municipal clerks provide to local governments and communities.

[www.gamunicipalclerks.com](http://www.gamunicipalclerks.com)

## About GMCA

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The Georgia Municipal Clerks Association (GMCA) is a non-profit organization formed in 1956. Its purpose is to provide educational training to its members and offer a means of professional interaction among clerks from throughout the state of Georgia. The Association has in excess of 400 members representing cities ranging in population from less than 500 to over 400,000. Leadership is administered by the Executive Committee and the District Directors representing each district of the state.

GMCA has worked diligently with the University of Georgia's Carl Vinson Institute of Government and the Georgia Municipal Association to provide high quality training program with a well-balanced curriculum so that Municipal Clerks remain knowledgeable of new and changing legislation and current workplace practices. GMCA has also established a Mentoring Program designed to ensure that Municipal Clerks obtain the knowledge and critical skills needed for their respective professions.

It is of the utmost importance that we, as clerks, serve our local elected officials and the citizens of our communities with dedication, integrity, and professionalism, and training and education are key elements to our success.



## GEORGIA CERTIFICATION PROGRAM FOR MUNICIPAL & COUNTY CLERKS:

The Georgia Certification Program for City and County Clerks is designed to establish minimum standards and professional goals for city and county clerks. The program seeks to accomplish this by introducing new methods and approaches to enable clerks to become more efficient and effective in their jobs; increasing managerial competence of municipal and county clerks to meet new challenges and demands placed on local government; and creating the opportunity for clerks to further their professional development to gain the recognition they deserve.

## STATE MANDATED TRAINING:

State law (O.C.G.A. sections 36-1-24 and 36-45-20) requires anyone hired as of April 1, 1992, holding the title of "clerk" or performing the duties of a municipal/county clerk pursuant to the local charter, ordinance, or code shall attend a 15-hour mandated orientation training. The training consists of a basic overview of job duties and functions required of clerks. Mandated training is offered at the fall and winter training conferences. The 15-hour mandated training counts toward the 100 hours required for full certification.

*For training information, please contact: The Carl Vinson Institute of Government, University of Georgia. Clair Kinane; [kinane@uga.edu](mailto:kinane@uga.edu); 706-542-3887*

## **2020 Officers and Board of Directors:**

President: Paula Martin, Americus; [pmartin@americusga.gov](mailto:pmartin@americusga.gov)

Vice President: Melissa McCain, Flowery Branch; [melissa@flowerybranchga.org](mailto:melissa@flowerybranchga.org)

Treasurer: Lisa Johnson, Fargo; [ljohnson@fargoga.org](mailto:ljohnson@fargoga.org)

Secretary: Vicki Wainwright, Butler; [vwainwright@cityofbutlerga.com](mailto:vwainwright@cityofbutlerga.com)

Immediate Past President: Vacant

## **GMCA District Boundaries**



## **2020 District Directors**

District 1: Vacant

District 2: Marilyn Chastain, Helen; [mchastain@cityofhelen.org](mailto:mchastain@cityofhelen.org)

District 3: Emmie Niethammer, Chamblee;  
[eniethammer@chambleega.gov](mailto:eniethammer@chambleega.gov)

District 4: Richard McCoy, West Point;  
[richard.mccoy@cityofwestpointga.com](mailto:richard.mccoy@cityofwestpointga.com)

District 5: Sandra Haggard, Commerce; [sandrah@commercega.org](mailto:sandrah@commercega.org)

District 6: Pam Roberts, McIntyre; [pjroberts1968@yahoo.com](mailto:pjroberts1968@yahoo.com)

District 7: Deborah Moore, Harlem; [dmoore@harlemga.org](mailto:dmoore@harlemga.org)

District 8: Margaret Shelley, Vienna; [mshelley@cityofvienna.org](mailto:mshelley@cityofvienna.org)

District 9: Vernice Thompson, Hazlehurst;  
[city.clerk@hazlehurstga.gov](mailto:city.clerk@hazlehurstga.gov)

District 10: Mary King, Arlington; [cityofarlington@att.net](mailto:cityofarlington@att.net)

District 11: Teresa Barber, Lenox; [cityoflenox@gmail.com](mailto:cityoflenox@gmail.com)

District 12: Deborah Walker-Reed, St. Marys;  
[deborah.walker-reed@stmarysga.gov](mailto:deborah.walker-reed@stmarysga.gov)

*For more information on the benefits of membership, please see [www.gamunicipalclerks.com](http://www.gamunicipalclerks.com), contact your District Director or GMCA Business Manager Janice Eidson at [jeidson@gacities.com](mailto:jeidson@gacities.com). GMCA, P.O. Box 105377; Atlanta, Georgia 30348 ; 678-686-6256.*



# Become a Member Today!

## Georgia Municipal Clerks Association (GMCA) Annual Membership Application

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Organization/City: \_\_\_\_\_

Address: \_\_\_\_\_

City/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Certifications: ☐ GA Level I ☐ GA MASTERS ☐ IIMC CMC ☐ MMC

### Levels of Membership:

- Active: Title is City Clerk, Administrator or Finance Officer (This is a voting member - Only one voting member per city.)
- Associate: Assistant Clerks, Deputy Clerks and other support members (non-voting member)
- Corporate Supporters of GMCA: \$200
- Retired: \$20

Dues Amount for Active and Associate Members is based on city population!

Population of City	Active	Associate
<input type="checkbox"/> 0 – 10,000	<input type="checkbox"/> \$80	<input type="checkbox"/> \$60
<input type="checkbox"/> 10,001 – 50,000	<input type="checkbox"/> \$110	<input type="checkbox"/> \$80
<input type="checkbox"/> 50,001 and over	<input type="checkbox"/> \$135	<input type="checkbox"/> \$110
<input type="checkbox"/> Corporate Supporters	<input type="checkbox"/> \$200	
<input type="checkbox"/> Retired	<input type="checkbox"/> \$20	

### Annual Dues Amount:

\$ \_\_\_\_\_

### Payment Info:

☐ Check made payable to GMCA ☐ MC ☐ VISA ☐ AMEX

CC # \_\_\_\_\_ Exp. \_\_\_\_\_

Signature: \_\_\_\_\_

Please mail your membership form with check to P.O. Box 105377; Atlanta, GA; 30348; Attention: Janice Eidson or, if paying by credit card, please do not send by email, but fax to our secure fax line: 404-577-6663.