



*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.

"For me, GMCA has been a resource for networking with other people who understand the challenges unique to the position of a City Clerk. Through the relationships that I have formed here, I have found a circle of friends and colleagues who can understand those times when the job seems too much to handle, who don't judge when I'm frustrated, and most importantly, who can help me get through the difficulties and re-center myself so those challenges and frustrations don't get the best of me. No matter what my need is, with such a large and diverse group of Clerks, there always seems to be someone who has "been there and done that", who can offer advice and resources to help me avoid common pitfalls along the way. The input from fellow clerks helps me to better serve my City and its residents, and the friendships that I have developed are ones that I will always value. I am thankful for all that the Association has meant to me during my 16 years as a City Clerk; I don't know where I would have been without it."

Lisa Johnson, Fargo; GMCA 2021 President

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 more than 350 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. We also have committees that help in making decisions affecting the association and we encourage you to get involved.

GMCA has worked diligently with the University of Georgia's Carl Vinson Institute of Government and the Georgia Municipal Association to provide a 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.

www.gamunicipalclerks.com

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 is managed by the Carl Vinson Institute of Government at the University of Georgia and 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. The GMCA Education Committee works with the Carl Vinson Institute of Government on reviewing and developing content for the Georgia Clerks Certification Program. GMCA also sponsors training courses that count towards Continuing Education credits.



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.

"Being an active member of the Georgia Municipal Clerks Association for over 20 years is one of the reasons I'm still a City Clerk. The educational, networking and leadership opportunities far exceeded my expectations when I first became City Clerk and, I've learned a lot and perfected my skills because of the education/certification programs with the Carl Vinson Institute of Government in conjunction with the continuing educational courses offered by the Georgia Municipal Clerks Association. The networking opportunities are endless and the knowledge that new and seasoned Clerks bring to the table can't always be learned through classroom training. Networking compliments the training programs to blend seamlessly together. The leadership focus affords opportunities to make a difference with fellow Georgia Clerks by assisting them to achieve their goals which ensures they are comfortable and confident in their role and responsibilities as City Clerk and encourages others to become future leaders. Being a member of GMCA is, in my opinion, equivalent to being in a family with benefits and I am thankful for the opportunities and benefits I've been afforded through the years, and the many Clerks I've gotten to know on a personal level. I'm proud to be a member of an association that promotes a comfortable family setting with Clerks being affectionately called - 'my sister (and brother) Clerk!'"

-Sonja Tolbert, Albany

Provided by:



**Carl Vinson
Institute of Government
UNIVERSITY OF GEORGIA**

*For training information, please contact:
The Carl Vinson Institute of Government,
University of Georgia.*

*Claire Kinane; kinane@uga.edu;
706-542-3887*

"I am grateful to belong to a family of clerks that works toward a common goal for the purpose of supporting our government entities as we form strong relationships through networking to find the best solutions for uprising tasks. We never have to reinvent the wheel. I believe that each clerk within our organization has conquered a unique task or situation that we all have or will face from day-to-day. This is what unifies and makes us strong when we encourage and assist each other."

-Regina Russell, Acworth

"If you are looking for a treasure chest of friends, and knowledge then you have come to the right place. I have been a city clerk for 35 plus years. The friendships and knowledge I have gained from GMCA over the years is invaluable. No matter how new or old, you never have to feel alone or not know what to do. There is always a member of your "Clerk Family" standing by ready to help."

-Karen Jordan, Ball Ground

SCHOLARSHIPS: Bill Cain and Dale Barstow

GMCA recognizes the importance of providing effective and efficient services 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. The Dale Barstow Scholarship provides an opportunity for a GMCA member to attend the IIMC National Conference to continue their education.

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.

MUNICIPAL CLERKS WEEK

The first week in May is Municipal Clerks Week. The week is a time of celebration and reflection on the importance of the Clerk's office. In 1984, President Ronald Reagan signed a proclamation that officially declared Municipal Clerks Week the first full week of May. In 1994 and 1996, President Bill Clinton also signed proclamations confirming Municipal Clerks Week. 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.



MUNICIPAL CLERK OF THE YEAR

Each year, GMCA presents a Clerk of the Year Award. Nominations are made by City Managers, Mayors, Councilmember, or other clerks to recognize their clerk for outstanding service to the community. This is the highest award that GMCA presents. A high level of professionalism, dedication and commitment to community service is a major requirement.



2022 Officers and Board of Directors

President: Vicki Wainwright, Butler; vwainwright@cityofbutlerga.com

Vice President: Regina Russell; rrussell@acworth.org

Treasurer: Deborah Walker-Reed; St Marys. Deborah.Walker-Reed@stmarysga.gov

Secretary: Vernice Thompson, Hazlehurst; city.clerk@hazlehurstga.gov

Immediate Past President Lisa Johnson, Fargo; ljohnson@fargoga.org

GMCA District Boundaries



2022 District Directors

District 1: Nicki Lundeen, Ringgold; Nickilundeen@cityofringgoldga.gov

District 2: Marilyn Chastain, Helen; mchastain@cityofhelen.org

District 3: Shandrella Jewett, Union City; sjewett@unioncityga.org

District 4: Richard McCoy, West Point; richard.mccoy@cityofwestpointga.com

District 5: Sandra Haggard, Commerce; sandrah@commercega.org

District 6: Telina Allred, Byron; tallred@byronga.com

District 7: Vacant

District 8: Margaret Shelley, Vienna; mshelley@cityofvienna.org

District 9: Angie Conner, Metter; aconner@cityofmetterga.gov

District 10: Melinda Crook, Blakely; Melinda.crook@cityofblakely.org

District 11: Dianne Westburry, Lakeland dwestberry@lakelandga.gov

District 12: Naomi Atkinson, Brunswick; natkinson@cityofbrunswick-ga.gov



For more information on the benefits of membership, please see www.gamunicipalclerks.com, contact your District Director or GMCA Business Manager Pam Helton at [pkelton@gacities.com](mailto:phelton@gacities.com) GMCA, P.O. Box 105377; Atlanta, Georgia 30348 ; 478-232-0939

"Being a member of GMCA is a huge benefit because of the relationships that you establish with other Clerks. You make friendships and connections with Clerks from tiny cities to huge cities and we all have experiences and scenarios that we can share that will help put whatever "crisis" or situation you may be going through into a new perspective. GMCA ensures that you are never out there going through something alone. I have made friendships that will go with me even when I leave the job. In my opinion EVERYONE who is a Clerk should be a member of GMCA!"
-Vicki Wainwright, Butler

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"/> \$85	<input type="checkbox"/> \$60
<input type="checkbox"/> 10,001 – 50,000	<input type="checkbox"/> \$115	<input type="checkbox"/> \$85
<input type="checkbox"/> 50,001 and over	<input type="checkbox"/> \$140	<input type="checkbox"/> \$115
<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, Georgia; 30348
Attention: Pam Helton. If paying by credit card, please do not send by email.