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MICHIGAN ASSOCIATION OF MUNICIPAL CLERKS



# GO FOR THE GOLD!

**mamc  
institute  
march 11-16, 2012**

**mamc  
master academy  
march 20-22, 2012**

[WWW.MICHIGANCLERKS.ORG](http://WWW.MICHIGANCLERKS.ORG)

# GO FOR THE GOLD!

mamc institute and mamc master academy



Dear Michigan Clerks and Deputy Clerks:

The heart of the mission for the MAMC is to promote and encourage professional development through communication, education and training. With that in mind, we are pleased to offer the following educational programs that meet the educational requirements specified by the International Institute of Municipal Clerks (IIMC).

## **MAMC Basic Institute March 11 – 16, 2012**

Basic Institute is designed to enhance the job performance of the Clerk in small and large municipalities and is recommended for clerks seeking Certified Municipal Clerk (CMC) Designation.

## **MAMC Master Academy March 20 – 22, 2012**

Master Academy is an advanced continuing education program that prepares participants to perform complex municipal duties and is recommended for clerks seeking Master Municipal Clerk (MMC) Designation.

This will be our sixth year of the MAMC partnership with Central Michigan University. As the sponsor of the Institute and Master Academy, CMU will oversee the instruction to be sure that it meets International Institute of Municipal Clerks (IIMC) certification requirements. Specific information about the IIMC requirements can be found at [www.iimc.com](http://www.iimc.com).

Lewis Bender, Ph.D., will return as the Institute Director, Facilitator, Trainer and the Instructor of Record for those participants who wish to gain college credit for attending the Basic Institute. Mary Bender will provide program coordination for the Institute and Master Academy.

All classes will be held at the Comfort Inn and Conference Center located on the campus of Central Michigan University in Mt. Pleasant.

We are continuing to develop a challenging curriculum that fulfills IIMC certification requirements, provide practical and useful information and at the same time be a very enjoyable and educational experience. The schedules will be available on the website after all of the instructors have been confirmed and approved by IIMC. In the meantime, tentative schedules will be posted on the website for your use as you plan for the Institute and Master Academy. Please review them carefully and note that in order to receive credit towards your CMC or MMC certifications through the IIMC you must attend all sessions.

We are certain that your experiences in Mt. Pleasant will leave you energized and revitalized in your pursuit of professional excellence! Plan to join us in 2012 and help spread the word about the MAMC Institute and Master Academy!

J. Cherilynn Tallman

Michigan Association of Municipal Clerks  
Education Committee Chairperson



[www.michiganclerks.org](http://www.michiganclerks.org)

# GO FOR THE GOLD

*mamc basic institute..... march 11-16, 2012*  
*mamc master academy..... march 20-22, 2012*

## *registration*

Registration is open to all municipal, county, and township Clerks and Deputy Clerks in Michigan. If you are not a Clerk or a Deputy Clerk, you must include a letter of endorsement from the Clerk of your organization in order to attend.

The two programs are designed as separate events and although one may register and attend both programs it is not recommended. If you choose to attend both sessions, please note that you cannot accumulate MMC credit for attending Master Academy until after you complete the requirements for CMC designation.

- MAMC membership dues for 2012 must be paid in order to qualify for the member discount.
- MAMC membership forms are available on the website. [www.michiganclerks.org/members/documents/MAMCmemapp.pdf](http://www.michiganclerks.org/members/documents/MAMCmemapp.pdf)
- MAMC does not accept credit card payments. Lodging is not included in the tuition; please refer to the information regarding accommodations.
- The MAMC Institute and Master Academy registration forms are posted on the website. These forms are in a PDF format that will allow you to just type the information into the form and print it. Please remember to keep a copy for your records.
- Payment must accompany the registration form and MAMC does not accept on-line registration.

## *college credit*

Central Michigan University will offer up to three hours of academic credit in an independent study format at either the undergraduate or graduate level for completion of each year of the Basic Institute. Lewis Bender, PhD, will be the Instructor of Record for this course and additional information will be available at the beginning of the Institute.

## *certificate of completion*

You must complete the full course to receive a certificate of completion at the close of the last session. Participants are required to maintain the certificate of completion for the certification process. Those who complete three years of the institute will receive a plaque stating they have successfully completed the full MAMC Institute program.

## *schedules*

Basic Institute activities begin with registration starting at 3:00 PM on Sunday and end at 2:00 PM on Friday. Evening classes will be held on Sunday and Monday. Participants are required to attend evening functions that include classes and are encouraged to take full advantage of group meals and activities. Wednesday afternoon and evening are considered "free time" to make up for the long day on Monday. There will be a wide variety of activities available for those looking for opportunities to get better acquainted with peers from across the state. You will be encouraged to take the time off and not return to work on Wednesday afternoon. You must attend all sessions to successfully complete the program.

Master Academy classes will be held from 8:45 AM – 4:00 PM daily. No evening activities or meals are included.

## *attire*

Casual business attire is appropriate throughout the week. The classrooms will be on the cool side, so plan accordingly. Basic Institute attendees may wish to dress up a bit for the banquet on Thursday evening.



# GO FOR THE GOLD

## *basic institute tuition*

### REGISTRATION FEE INCLUDES:

- Instructional costs
- Course materials
- Lunch on Monday, Tuesday, Thursday and Friday
- Dinner on Sunday and Thursday
- Breaks with beverages and snacks each morning and afternoon
- Continental breakfast is provided by the Comfort Inn each morning in the lobby

MAMC member: payment received on or before February 27 - \$600

Non-member: on or before February 27 - \$650

Members and non-members add an additional \$50 if postmarked after February 27, 2012

## *master academy tuition*

### REGISTRATION FEE INCLUDES:

- Instructional costs
- Course materials
- Lunch each day
- Breaks with beverages and snacks each morning and afternoon
- Continental breakfast is provided by the Comfort Inn each morning in the lobby

MAMC member: \$150 per day if received on or before March 6, 2012

Non-member: \$200 per day if received on or before March 6, 2012

Members and non-members add an additional \$50 if postmarked after March 6, 2012

*(Late fee is one time only, not \$50 per day if registering for multiple days)*



## *mamc cancellation policy*

Cancellation requests must be made in writing or faxed to the MAMC Treasurer at 810-688-4521. Advance registrations cancelled by 5:00 PM no later than 10 business days prior to the conference date will receive a full refund minus a \$50 cancellation fee. Cancellation requests received after 10 business days prior to the conference date or no shows will be charged the full registration fee and are not entitled to any refund.



## *accommodations*

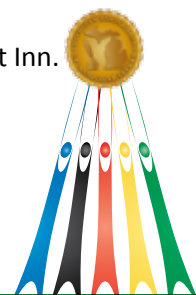
A block of rooms has been reserved for MAMC Institute at the Comfort Inn Hotel and Conference Center until February 27, 2012 for Institute and March 6 for Master Academy. Single occupancy rooms are available at reduced rates starting at \$75 plus tax. If you wish to share a room, you must provide the name of your roommate to the hotel. Identify yourself as a "MAMC" participant when making reservations. Be sure to provide your agency's tax-exempt number to avoid the state taxes on the lodging cost.

### COMFORT INN CONFERENCE CENTER

2424 South Mission  
Mt Pleasant, MI 48858  
989-772-4000  
[www.mtpcomfortinn.com](http://www.mtpcomfortinn.com)

There are **no elevators** at the Comfort Inn. Be sure to ask for a room on the first floor if you cannot walk up stairs.

For additional information about the Comfort Inn just check out their website!



## MAMC Basic Institute Three Year Curriculum:

The Institute is divided into three one-week sessions (one week each year) focusing on training that fulfills the IIMC certification requirements. Participation is mandatory for all sessions and attendance is monitored. Please do not register for this program unless you are able to attend every session. The sessions are non-sequential and one may begin the three-year cycle at any time. When you register for the institute, just indicate if you are attending the institute for the first, second or third time.

### CURRICULUM FOR 2012

MARCH 11 THROUGH MARCH 16, 2012

- *Understanding Self and Others*
- *Introduction to the Clerk Profession*
- *Negotiations & Conflict Resolution*
- *Principles of Organization and Management*
- *Introduction to Community Economics*
- *Introduction to Parliamentary Procedure*
- *Financing Local Government*
- *Principles of Communication*
- *Problem Resolution Workshop*
- *Communicating with the Public through the Media*
- *Private Provision of Public Services*



## MAMC Master Academy 2012 Curriculum:

### CURRICULUM FOR 2012

MARCH 20 THROUGH MARCH 22, 2012

- *Consolidation and Collaboration of Public Services*
- *Social Intelligence*
- *Understanding the Hiring and Selection Process*

Both MAMC Basic Institute and MAMC Master Academy schedules will be posted on the website:  
[www.michiganclerks.org/education](http://www.michiganclerks.org/education)

## facilitator

**LEWIS G. BENDER, PH.D.**

Lew is Professor Emeritus, Southern Illinois University at Edwardsville. As the facilitator, his job is to keep things moving and tie all the sessions together at the Institute. In addition to facilitation, he will serve as an instructor for several sessions and the instructor of record for those wishing to receive college credit for attending the Institute. Throughout his career, Lew has been deeply involved in community-based applied research, organizational goal setting and planning, and approaches to organizational development. His educational background includes a Bachelor of Science, Grand Valley State University, a Masters Degree, Wayne State University, and a Ph.D. in Political Science, University of Georgia. A specialist in training and organizational development for business and government, Lew is well known for his candid approach and casual style. For more information about Lew Bender, check out his website at [www.lewbender.com](http://www.lewbender.com).

## mamc education committee chairs

**J. CHERILYNN TALLMAN, CMC**

*Director, Education Co-Chair*

*City of Ferndale*

*300 East Nine Mile Rd*

*Ferndale, MI 48220-1797*

*(248) 546-2384 Office (248) 546-2369 Fax*

**JOSEPH BRIDGMAN, CMC, MMC**

*Director, Education Co-Chair*

*Charter Township of Plymouth*

*9955 N Haggerty Rd*

*Plymouth MI 48170*

*(734) 354-3224 Office (734) 454-1643 Fax*

The Education Committee plans, organizes and conducts all educational classes at the annual conference, Clerking 101, Master Academy classes, the annual education day and other educational opportunities for MAMC members. If you would like to join the education committee please contact Cherilynn Tallman or Joe Bridgman.

## mamc program coordinator

**MARY BENDER**

*P.O. Box 330*

*LeRoy, MI 46955*

*231-797-5536 Office 231-797-5865 Fax*

*mbender102@aol.com*

# GO FOR THE GOLD

basic institute registration

march 11 -16, 2012

Registration deadline is February 27, 2012.

(PLEASE PRINT OR TYPE. YOU MAY ENTER INFORMATION INTO THIS PDF FORM IF ACCESSED ON THE WEBSITE.)

**BASIC 1**

**BASIC 2**

**BASIC 3**

The sessions are non-sequential and one may begin the three-year cycle at any time.

Please check the appropriate year of your participation in the three year cycle. Participation is mandatory for all sessions.

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

(Print your first and last name as you wish it to appear on your certificate including CMC/MMC information.)

Nickname \_\_\_\_\_

(For your name tag)

Title \_\_\_\_\_

If one is not a Clerk or a Deputy Clerk, the endorsement of the Clerk is required.

Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_

Email \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

(Confirmation information will be sent via email so please print or type clearly.)

Please list the previous years that you have attended MAMC Institutes \_\_\_\_\_

Please indicate any special needs such as a disability; hearing, visual, diet, etc: \_\_\_\_\_

**NOTE: THE COMFORT INN DOES NOT HAVE AN ELEVATOR. REQUEST FIRST FLOOR IF YOU CANNOT USE THE STAIRS.**

**BASIC INSTITUTE REGISTRATION \$600**

**NON-MEMBER REGISTRATION \$650**

Includes classes, materials, breaks and the following meals.

- Lunch on Monday, Tuesday, Thursday
- Dinner on Sunday, and Thursday
- A complementary continental breakfast provided by the Comfort Inn

Lodging is not included in the registration fee. See lodging information enclosed. A late charge of \$50 will be charged for payments postmarked after February 27, 2012. Sorry, no exceptions.

## *mamc cancellation policy*

Cancellation requests must be made in writing or faxed to the MAMC Treasurer at 810-688-4521. Advance registrations cancelled by 5:00 p.m. no later than 10 business days prior to the conference date will receive a refund minus a \$50 cancellation fee. Requests received after 10 business days prior to the conference date or no shows will be charged the full registration fee and are not entitled to any refund. Sorry, no exceptions.

## *send payment with this form to mamc*

Attention: Betty Kennedy  
C/O Village of North Branch  
P.O. Box 704, 4018 Huron Street  
North Branch, MI 48461-0704  
Return by February 27, 2012 to avoid the \$50 late charges. Sorry, no exceptions.

## *questions? contact:*

Mary Bender, Institute Coordinator  
phone: 231-797-5536  
fax: 231-797-5865  
mbender102@aol.com  
Tax ID 38-3554848

## *scholarship information*

Funds are available on a limited basis. Visit the website at: [www.michigan-clerks.org/programs/scholarship.htm](http://www.michigan-clerks.org/programs/scholarship.htm)



## *reminder:*

Attendance is required at all sessions in order to receive credit towards IIMC certification. Please do not register unless you are prepared to attend all sessions.



# GO FOR THE GOLD

master academy registration      march 20 -22, 2012

Registration deadline is March 6, 2012.

(PLEASE PRINT OR TYPE. YOU MAY ENTER INFORMATION INTO THIS PDF FORM IF ACCESSED ON THE WEBSITE.)

First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
(Print your name as you wish it to appear on your certificate. Include CMC/MMC information if you want it included.)

Nickname \_\_\_\_\_ Title \_\_\_\_\_  
(For your name tag)

Organization \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_

Email \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
(Confirmation information will be sent via email so please print or type clearly.)

Please indicate any special needs such as a disability; hearing, visual, diet, etc: \_\_\_\_\_

## REGISTRATION FEE - \$150 PER DAY      \$200 PER DAY FOR NON-MEMBERS



- Fee includes sessions, materials, and certificate of completion for each day attended.
- Lunch will be provided. You are on your own for dinner.
- The registration deadline is March 6, 2012.
- Note that payment must accompany registration form in order to receive the early discount.
- MAMC does not accept credit card payments.
- Faxing or emailing registration forms before the deadline does not avoid the late charge.
- Non-members add \$50 to the registration fee. (One time only, not \$50 per day)
- Members and non-members add an additional \$50 if postmarked **after March 6, 2012**. (Late fee is one time only, not \$50 per day if registering for multiple days)
- Lodging is separate. A block of rooms has been reserved at the Comfort Inn Hotel and Conference Center at a special rate of \$70 per night. Call 989-772-4000 for reservations and indicate that you are with MAMC.
- Questions about the Master Academy can be sent to the program coordinator Mary Bender, mbender102@aol.com.

### INDICATE THE DAY(S) YOU PLAN TO ATTEND:

Tuesday, March 20 postmarked on or <b>before March 6</b>	_____	\$150
Wednesday, March 21 postmarked on or <b>before March 6</b>	_____	\$150
Thursday March 22 postmarked on or <b>before March 6</b>	_____	\$150
All three days, March 20, 21, 22	_____	\$450
Not an MAMC member? Add non-member charge	_____	\$50
Postmarked <b>after March 6</b> add late charge	_____	\$50
<b>Total enclosed</b>	_____	

**NOTE: THE COMFORT INN DOES NOT HAVE AN ELEVATOR. REQUEST FIRST FLOOR IF YOU CANNOT USE THE STAIRS.**

### *mamc cancellation policy*

Cancellation requests must be made in writing or faxed to the MAMC Treasurer at 810-688-4521. Advance registrations cancelled by 5:00 p.m. no later than 10 business days prior to the conference date will receive a refund minus a \$50 cancellation fee. Cancellation requests received after 10 business days prior to the conference date or no shows will be charged the full registration fee and are not entitled to any refund. Sorry, no exceptions.

### *payment must accompany registration form*

#### SEND TO

MAMC  
Attention: Betty Kennedy  
C/O Village of North Branch  
P.O. Box 704, 4018 Huron Street  
North Branch, MI 48461-0704

Return by March 6, to avoid the \$50 late charge.