Individual and Employer Benefits

MAMC is committed to providing:

- Relevant educational opportunities:
  - Education Day
  - Michigan Municipal Clerk’s Institute
  - Clerking 101
  - Master’s Academy
  - Annual Conference
  - and others

- Recognition from the Certified Michigan Municipal Clerk Certification/Recertification Programs

- Satisfaction of having attained professional preparation to assume the responsibilities of a municipal Clerk

- Recognition opportunities from the Clerk of the Year Program

- Scholarship awards for Institute and Conference

- Legislative lobbying and updates essential to implement responsible government

- Affiliation in a network providing professional Clerk support

- Quarterly Newsletters and email updates

- Partnerships with related professional organizations

- Members-only resources and forum

- On-line services via our website
About the Michigan Association of Municipal Clerks

The Michigan Association of Municipal Clerks (MAMC) was established in 2000. Its purpose is to educate and support City, Township, and Village Clerks as well as Election Officials to perform required job duties with the utmost integrity and knowledge. Professional, educated Clerks apply an elevated skill set and work ethic that earns the trust and confidence of their community and the public sector.

Understanding the magnitude of a Clerk’s responsibilities reinforces the need for continued education and networking. MAMC provides an environment conducive to learning and teaching for the purpose of preparing Michigan’s Clerks to apply leadership skills as professional public managers.

"Survival of Clerks depends on education."
~Lewis G. Bender, Ph.D.

Leadership Opportunities

Members are provided leadership opportunities and are encouraged to become involved in the Association. Options for involvement include serving on one of several committees, becoming a Board Member, playing an active role to impact legislation, or mentoring a new Clerk.

Contact Us

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Defining the Clerk

The role of the Municipal Clerk is the oldest of public servants in local government dating back to ancient times. The people’s expectations of the Clerk have evolved from serving as the recorder of meetings by memory, to that of a multi-faceted manager, which includes, yet reaches beyond, elections and historian.

“Over the years, Municipal Clerks have become the hub of government, the direct link between the inhabitants of their community and their government. The Clerk is the historian of the community, for the entire recorded history of the town (city) and its people is in his or her care.”

~International Institute of Municipal Clerks

In the State of Michigan, the Clerk’s occupation is as diverse as each individual municipality. Whether appointed or elected in a Township, City, or Village, Clerks serve as directed by statute, charter/code, and promulgated rules. Integrity, ethics, and technical expertise are prerequisites to serving in the Clerk’s capacity. Major responsibilities include the following:

- Elections Administration
- Voter Registration
- Agenda Preparation
- Compliance with Open Meetings Act
- Record/Transcribe Minutes
- Parliamentarian
- Budget/Treasury
- Notary Administration
- Records Management/Historian
- Human Resource/Personnel Management
- Zoning/Planning
- Legal Publications/Notices
- Business Licensing
- Liquor Licensing
- Miscellaneous Licensing
- Passports
- Freedom of Information Act Coordinator
- Cemetery Management
- Birth/Death Records

"No other office in municipal service has so many contracts. It serves the mayor, the city council, the city manager (when there is one), and all administrative departments without exception. All of them call upon it, almost daily, for some service or information. Its work... demands versatility, alertness, accuracy, and no end of patience. The public does not realize how many loose ends of city administration this office pulls together."

~Professor William Bennett Munro, political scientist (1934)