

MCI LEADERSHIP SEMINAR

2024

Some tips to help you be effective in your role.

Today's Goal

To provide information on roles, responsibilities, and timeframes that will demonstrate how all the parts of MCI work together to meet our mission of providing education to our members, while offering opportunities for growth through leadership development, with emphasis on ways to be most effective.

What we will cover:

- ❖ Roles and responsibilities of officers and directors
- ❖ Resources at your fingertips
- ❖ Seminar budgeting
- ❖ Planning a seminar
- ❖ Athenian Leadership Society dialogue concerns related to seminars
- ❖ Dates to shoot for and deadlines for key items
- ❖ Talk of the Towns...it's not just a newsletter

ROLES and RESPONSIBILITIES



Increase membership in their district.

Participate in the planning of one Seminar each year with two other directors...*more on this later.*

Report on their district at board meetings.

Submit a report on their district for the Talk of the Towns.

Submit a report on their district for the Annual Meeting booklet.

DISTRICT DIRECTORS

Keeps a record of all the proceedings of the organization in the form of the *minutes* and makes them available to the members.

Archives all records.

Serves as the Chair of the Bylaws/Policy Committee and maintains the official Bylaws and Policies with any amendments to these documents properly recorded.

Also reads official correspondence into the record at meetings and executes official correspondence under the direction of the President when needed.

Prepares reports on the office for each of the Talk of the Towns and for the Annual Meeting booklet.

In the absence of the President and Vice President at any meeting, the Secretary calls the meeting to order and presides until a chairman pro tem is elected.

Signs checks and performs other duties of the Treasurer in the absence of the Treasurer.

SECRETARY

Receives and deposits all funds of the organization.

Receives and processes seminar and dialogue registration forms and fees and reports them to host Directors and Dialogue Coordinator.

Receives and processes dues and Membership Applications, and forwards to the Membership Chair for activation.

Pays all bills of the organization.

Prepares and mails checks to all Daily Drawing Raffle winners.

Reconciles all bank accounts monthly and prepares financial reports quarterly, to coincide with MCI meetings.

TREASURER

Reports the banking activities, receipts, and expenditures of the organization to the Finance Committee monthly.

Reports on the financial condition of the organization at all board meetings.

Writes travel reimbursement checks to the board members at quarterly board meetings.

Prepares the annual budget for board approval.

Files MCI's Not-for-Profit Annual Report with the Secretary of State.

Serves as Chairman of the Finance Committee.

Orders new and replacement MCI Name Badges.

TREASURER

Serves as President in the event of their absence.

Is the chair of the Programs/Education Committee and a member of the Scholarship Committee.

Coordinates with District Directors to secure speakers and get information from them for seminars.

Builds the assessment quiz in FlexiQuiz prior to seminars.

Obtains education points value from IIMC for each seminar by submitting Session Content Forms and FlexiQuiz link.

Prepares sign-in and evaluation sheets for seminars.

VICE PRESIDENT

Tallies evaluation sheets after seminars and shares information with the host District Directors.

Reports on VP and Prog/Edu Comm activities at Ex Board meetings and for the magazine & annual report.

Updates the Scholarship Application & submits for publication in the magazine and on the website.

Receives applications and prepares spreadsheet of scholarship applicants for the committee meeting.

After the committee meeting, prepares Scholarship Comm Report for magazine & annual booklet.

VICE PRESIDENT

Is the keeper of the MCI Banner!

VICE PRESIDENT

Presides over all MCI meetings and is an ex-officio member of all committees (ex. Election comm).

Prepares agendas for all meetings including the Annual Meeting.

Appoints all committee members (2nd order of business)(*1st you ask?*).

Is authorized to sign checks.

Ensures that all Officers, Directors, & Committee Chairpersons transfer all records pertaining to their positions to their successors within 30 days of the Annual Mtg.

Performs all other duties pertaining to the office, *which includes...*

PRESIDENT

Assists MO & KS with selection of state award recipients, reciprocally.

Prepares information for Clerk & Rookie of the Year Awards, and manages coordination of these from selection of recipients to obtaining plaques, preparing presentation, inviting special guests, and reporting on the recipients for the December magazine.

Sends congratulations to clerks (retirees/RMC/CMC/MMC/ALS Fellows/award recipients, etc.)

Follows up with committee chairs on pending issues prior to meetings.

Reminds and follows-up with others about magazine and other deadlines.

Attends IML Lobby Day and makes contacts ahead to arrange meeting w/Gov.

Hosts hospitality/networking sessions at seminars and Institute/Academy.

PRESIDENT

Serves as an advisor to the President and Executive Board.

May serve on the Mentor Committee (one past president is required).

PAST PRESIDENT

RESOURCES



The Bylaws is the document that contains the basic rules relating to MCI as an organization. They describe the primary characteristics of MCI and prescribe how MCI functions.

Recommendation: Print them, read them, re-read them, and have them with you in a binder.

BYLAWS

The Policies are related to the details of the administration of MCI. This is how we do things to accomplish the objectives that are laid out in the bylaws.

Recommendation: Print them, read them, re-read them, and have them with you in a binder.

POLICIES

Our quarterly magazine is how we communicate with our members all over the state. It serves to announce upcoming events and deadlines for such things as seminars, elections and nominations; provides registration forms, applications for scholarships, reports of officers and certain committees, and ads from helpful vendors.

TALK OF THE TOWNS

Phone a friend...one who has already been where you are. Many times your fellow clerks are your best resource.

FELLOW MCI MEMBERS

PLANNING a SEMINAR



Basic things to consider:

Dates: Athenian Dialogue before or after seminar?

Venue: Meeting rooms, Dining space, Block of Guest rooms, Suite for President with space for hospitality, Restaurants nearby.

Speakers: Quality speakers on timely topics (more on this later).

Flexiquiz: Coordination required with speakers and IIMC.

Documents: Registration form, Program, Name tags, Tent cards for committee meeting tables, etc.

Goodie Bags: Bags & Swag, Send request to all clerks for items.

Important note regarding leadership:

Three District Directors are responsible for each seminar. This is by design...for the purpose of continuity of organizational knowledge. It is important that all three directors stay in communication on all aspects of seminar development so that whichever (one or two) of them has to plan the seminar the following year, will have been educated on each stage of the process.

BUDGETING for a SEMINAR



How to make it pay...

Where does the money come from and how much do you have to work with?



How to make it pay...

Plan to cover all seminar costs with registration fees plus MCI budgeted allocation.

Costs to factor in: Meeting rooms, equipment rental, food & beverage, set-up fees, miscellaneous facility fees, speaker fees & travel costs, and executive board reimbursements.

Base projected attendance on previous seminars in the same area.

Calculate an average cost per attendee based on estimated costs and average attendance.

Set the registration fee accordingly.

How to make it pay...

Speakers should be chosen based on timeliness and relevance of topics for most attendees, how they will be evaluated for points by IIMC (i.e. *not too basic*).

Some topics are worth repeating from time to time, however, avoid over-use of topics *and* over-use of speakers.

Topics relating to leadership development are useful to all and can be approached many ways. (IIMC  leadership sessions!)

Attendees need to get value from MCI seminars, beginning with the education sessions. Better speakers = higher attendance.

ALS DIALOGUES



Athenian Leadership Society Dialogues

The Dialogue Coordinator will determine what the book will be and who the facilitator will be. They will also prepare the Registration form.

Work with the Dialogue Coordinator to determine:

Dates/Times: Wednesday/Thursday or Saturday?

Meeting Space: Location, Audio/Visual needs, Refreshments?

Breakfast/Lunch required?

Guest room required for the facilitator?

TALK of the TOWNS



In every issue:

List of officers and directors with contact info

Reports from Officers, Directors, and Committee Chairs

Committees list (who is on which committee)

List of members who have received their certifications (RMC, CMC, and MMC)

Upcoming events & dates to remember, including the deadline for the next Talk of the Towns

WHAT'S IN IT?

WHAT'S SPECIAL ABOUT THIS ONE?

DECEMBER

- REGISTRATION FORM FOR WINTER SEMINAR and ALS DIALOGUE
- LIST OF NEW OFFICERS AND DISTRICT DIRECTORS WITH THEIR CONTACT INFORMATION
- LIST OF COMMITTEE ASSIGNMENTS
- APPLICATION FOR SCHOLARSHIP TO IIMC ANNUAL CONFERENCE
- GROUP PHOTOS FROM INSTITUTE AND ACADEMY
- HONOREES FOR MEMBER OF THE YEAR AND ROOKIE OF THE YEAR AWARDED AT THE ANNUAL MEETING

WHAT'S SPECIAL ABOUT THIS ONE?

MARCH

- REGISTRATION FORM FOR SPRING SEMINAR and ALS DIALOGUE
- REGISTRATION FORM FOR CIMCO'S BACK TO BASICS (OFFERED IN ODD-NUMBERED YEARS)
- CALL FOR NOMINATIONS FOR MEMBER OF THE YEAR AND ROOKIE OF THE YEAR
- BERTHA ELEANOR ROHRBACH SCHOLARSHIP APPLICATION
- INFORMATION ON LOBBY DAY
- INFORMATION ON MUNICIPAL CLERKS' WEEK
- INFORMATION ON NOMINATING A FELLOW CLERK FOR THE IIMC QUILL AWARD

WHAT'S SPECIAL ABOUT THIS ONE?

JUNE

- REGISTRATION FORM FOR SUMMER SEMINAR and ALS DIALOGUE
- BERTHA ELEANOR ROHRBACH SCHOLARSHIP APPLICATION
- NOTICE OF ELECTION OF OFFICERS AND THE APPLICATION FOR ELECTION
- CALL FOR NOMINATIONS FOR MEMBER OF THE YEAR AND ROOKIE OF THE YEAR

WHAT'S SPECIAL ABOUT THIS ONE?

SEPTEMBER

- APPLICATION FOR SCHOLARSHIP TO IIMC ANNUAL CONFERENCE
- CALL FOR NOMINATIONS FOR MEMBER OF THE YEAR AND ROOKIE OF THE YEAR
- NOTICE OF ELECTION TO MEMBERS WITH APPLICATIONS OF THOSE WHO ARE RUNNING FOR ELECTION
- ANNOUNCEMENT OF DATES AND LINK FOR REGISTRATION FOR INSTITUTE AND ACADEMY
- SCHOLARSHIP COMMITTEE REPORT INDICATING WHO RECEIVED BER SCHOLARSHIPS

DATES and DEADLINES

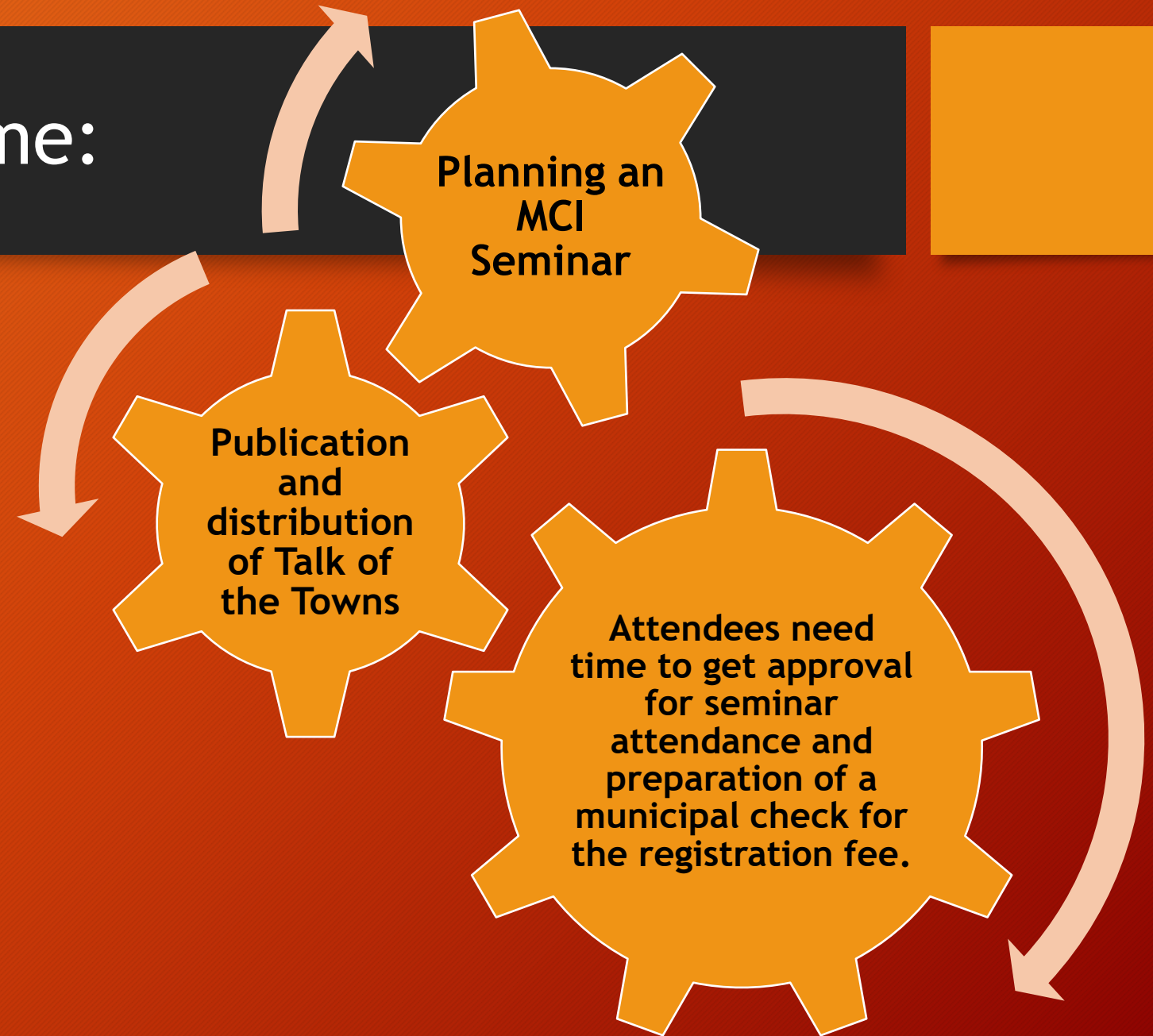


When should planning begin for a seminar?

Sooner is better!
Start early!

MCI SEMINAR HOST DISTRICTS			
2024	1 - 2 - 3	4 - 5 - 6	7 - 8 - 9
2025	4 - 5 - 6	7 - 8 - 9	1 - 2 - 3
2026	7 - 8 - 9	1 - 2 - 3	4 - 5 - 6
2027	1 - 2 - 3	4 - 5 - 6	7 - 8 - 9

These things take time:



Municipal Clerks of Illinois provides opportunities for continuous professional development and networking while building on the strengths of its individual members.

MCI provides opportunities to promote efficiency and effectiveness in the delivery of local government services. MCI supports and promotes intergovernmental and inter-organizational cooperation and communication to address issues affecting local government.



Working together and meeting our deadlines allows us to effectively carry out our mission.