



Michigan Association of Municipal Clerks

MISSION

The purpose of the Michigan Association of Municipal Clerks (MAMC) Board of Directors shall be to promote, enhance, and encourage the professional development and standing of municipal clerks through cooperation, communication, education and training by utilizing seminars, institutes and meetings; to promote and encourage improvement of methods and procedures of duties performed by Clerks; and to address legislative matters relating to the municipal clerk's responsibilities.

PHILOSOPHY

MAMC believes in providing education and professional development programs and opportunities for its members on an on-going basis. MAMC recognizes and understands the varying needs of Township, City, and Village Clerks in communities, big and small, across the State of Michigan. For this reason, our organization has developed the Michigan Professional Municipal Clerk (MiPMC) designation and MiPMC advanced level programs. MAMC values a certification program due to the diverse responsibilities among clerks, and encourages continuing education through professional organizations such as the International Institute of Municipal Clerks, Michigan Township Association, Michigan Municipal League, State of Michigan Bureau of Elections, Michigan Government Financial Officers Association, and accredited Universities and Colleges. MAMC is also committed to providing quality educational sessions at the annual summer conference, Master Academy, Free Education Day, and Clerking 101.

Advanced levels in the MiPMC program will be awarded to clerks who prove dedication to continuing education in subjects relating to the municipal clerk's occupation, as well as personal and professional development focused on improving leadership. The curriculum approved and provided by MAMC, together with partner organizations, will supply the tools necessary to achieve academic and professional success affording clerks the opportunity to attain further recognition by the public and governmental authorities.

MICHIGAN PROFESSIONAL MUNICIPAL CLERK (MiPMC) DESIGNATION

The Michigan Professional Municipal Clerk designation is an honor granted to a clerk who is dedicated to the profession and committed to operating the office with the highest level of integrity attained through educational perseverance. Many laws regulate clerk's office operations, such as elections, finance, open meetings, Freedom of Information, records retention, human resources, personnel management, and more. Rapidly changing laws place a high-level of importance on education, awareness of amendments and the related impacts these changes will have on our municipalities. This designation aims to provide clerks with the knowledge and skills necessary to implement effective management.

The MiPMC program provides for initial designation as MiPMC and the opportunity to progress to Level Two and beyond.

MAMC is unable to send, mail, copy, or otherwise disseminate any Applications and/or supporting documentation once received, therefore do not send originals.

Requirements for MiPMC:

1. Must be an active member of MAMC.
2. Must have accomplished one of the following:
 - a. Completed Michigan Municipal Clerk's Institute
 - b. Attained IIMC – MMC Certification.

Requirements for MiPMC Level Two:

1. Must be a Michigan Association of Municipal Clerks member in good standing.
2. Requires having accumulated twenty (20) points as permissible by MAMC and identified in these guidelines.
3. Automatic for those clerks who recertified under CMMC Program.

Requirements for MiPMC Level Three and Beyond:

1. Must be a Michigan Association of Municipal Clerks member in good standing.
2. Requires having accumulated fifty (50) points as permissible by MAMC and identified in these guidelines.

Points earned prior to attaining MiPMC designation shall not be applied toward additional levels. The point structure is equal to two (2) points for each 6 hours of class, or one (1) day.

Requirements for MiPMC Advanced Certification Applicants	
MAMC Summer Conference (Wed-Thur-Fri)	6 (2 points per day)
MAMC Master Academy (3-days)	6 (2 points per day)
Free Education Day	2
2-Day Clerking 101 Bootcamp @ Summer Conference (Mon & Tues)	4 (2 points per day)
Preconference Masters @ Summer Conference (Tues)	2
Miscellaneous Coursework*	6 for Level 2 20 for Levels Three and Higher Note: any or all of the points allowed under this category can be either in-person or on-line training
Teaching class/speaking at MAMC or other Association events associated with the Clerk profession	1 point per class taught or per speaking event
Serving as an Officer of an Association relative to the Clerk profession	1 point per year served as an Officer of an Association relative to the Clerk profession

**Coursework completed through the following organizations are pre-qualified under Miscellaneous Coursework: The State of Michigan Bureau of Elections, Michigan Townships Association, Michigan Municipal League, Michigan Government Finance Officers Association, International Institute of Municipal Clerks, Michigan Municipal Treasurer's Association, National Association of Government Archives and Records Administrators, Association of Records Administrators, Federal Emergency Management Association, and ed2go Educational Learning. Coursework pertaining to the following is also approved: FOIA, Labor Law, Planning, and hours serving as a trainer.*

The Director of Membership/MiPMC will review applications that include Miscellaneous Coursework completed through an organization that has not been pre-qualified or documents submitted for experience points. A transcript must be provided for a college class completed through an accredited college or university, and the class must be related to the Clerk's profession.