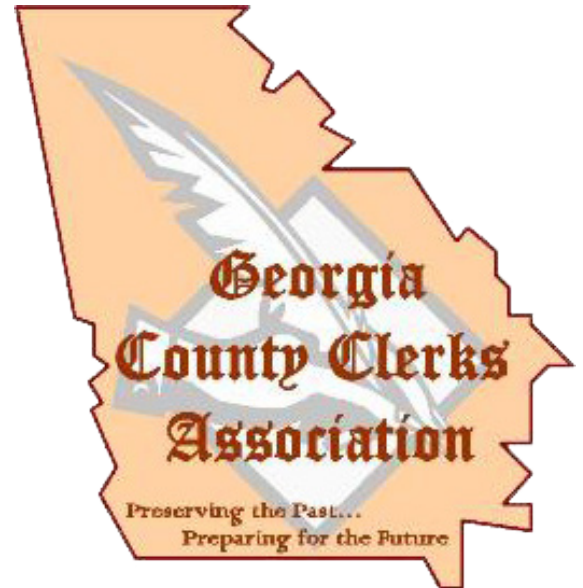


The Georgia Clerks Education Institute

in partnership with



September 13–15, 2015

UGA Hotel and Conference Center
1197 S. Lumpkin Street
Athens, GA 30602

CONFERENCE FACILITIES



The University of Georgia
*Center for Continuing Education
Hotel & Conference Center*

For directions to the conference center or for more information, please visit
www.georgiacenter.uga.edu.

REGISTRATION FEE AND DEADLINE

- \$325.00 per registrant
- Registration deadline is **5:00 p.m., September 4, 2015**

REGISTRATION INSTRUCTIONS

1. Register online at the Carl Vinson Institute of Government website at www.vinsoninstitute.org/clerks. (Note: Credit card is the only available payment method for online registration.)
 - Select Register Online.
 - Make your conference selection under Enrollment Options and confirm with Add to Shopping Cart.
 - Review your selection and add any Optional Fees, then Continue.
 - Click Proceed to Checkout, and sign in to complete your registration.
 - o Returning Clerks/Finance Officers: Sign in with your existing account name and password.
 - o New Clerks/Finance Officers: Use the link at the bottom of the page to create a new student record. [Note: This account information will be used when registering for future training.]
 - If you are unable to register online and pay by credit card, print the Mail-In Registration Form, and mail the completed form with your check to the address listed on the form. (Note: We cannot accept credit card payments through the mail; payment by credit card is only available via online registration.)
2. Payment of fees must be received before space can be confirmed.
3. Confirmation will be sent to the email address listed on the registration form.

CANCELLATION AND REFUND POLICY

Written notice of cancellation must be postmarked/dated no later than **September 4, 2015**, to receive a full refund of registration fees and requests postmarked/dated after **September 4, 2015**, are **not** eligible for a refund. Registrants who fail to attend, cancel, or send a substitute are liable for the full registration fee. Substitution of participant is encouraged over cancellation. To cancel registration or send a substitute, please notify Jean Lord at lordj@uga.edu, via fax at (706) 542-2176, or by mail at Carl Vinson Institute of Government, University of Georgia, 201 N. Milledge Avenue, Athens, GA 30602-5482.

GUEST MEALS

Guest meal requests will be accepted through pre-registration and must be paid for in advance. Guest meal requests will not be accepted on site. The UGA Hotel and Conference Center has a café that is open from 7:00 a.m. until 2:00 p.m. each day. The hotel restaurant, Savannah Room, is available from 11:30 a.m. to 2:00 p.m. Monday through Friday for lunch, and from 5:00 p.m. to 9:00 p.m. Monday through Saturday for dinner. The Georgia Java Coffee Shop is open from 6:30 a.m. to 10:00 p.m. each day and offers light refreshments and snacks.

GUEST PARKING/COMMUTER PARKING

Parking for guests of the UGA Hotel and Conference Center is available in the South Campus Parking Deck for \$10.00 daily. Conference attendees may also park in the South Campus Parking Deck or one of the available visitor parking decks. Visit the UGA Parking Services website for additional parking information: www.parking.uga.edu/Visitor.aspx (Note: the South Campus Parking Deck cannot accommodate vehicles over seven feet high.)

CERTIFICATE PROGRAM INFORMATION

Pages 7–11 of this brochure provide key certification and course details for this conference. The complete Clerks Certification Guidelines are under revision and will be available August 17, on the Carl Vinson Institute of Government website: www.vinsoninstitute.org/clerks

LODGING

Please contact the hotel of your choice in the Athens area to secure lodging for the conference. The UGA Hotel and Conference Center is the conference site; lodging is limited, so please call early. A block of rooms at each of the following hotels will be held until August 13, 2015, or until all rooms have been reserved, whichever comes first.

Important: The UGA Hotel and Conference Center, a state building, provides a smoke free environment. If you require a smoking room, please contact one of the other hotels listed below.

HOTEL TELEPHONE NUMBERS

UGA Hotel and Conference Center: (706) 542-2134 or (800) 884-1381

Holiday Inn: (706) 549-4433

Hotel Indigo: (706) 546-0430

Please check with each facility for confirmation of hotel transfers.

TAX EXEMPTION

To be exempt from state sales tax, a state, city, or county check or credit card must be presented upon check-in along with your state, city, or county tax exemption certificate displaying your tax exemption number. Each attendee/guest must present a hotel/motel excise tax form at time of check-in to avoid payment of those taxes.

DOOR PRIZES

The door prize drawings on Tuesday morning are sponsored and administered by the hospitality committees of the Georgia County Clerks Association (GCCA) and Georgia Municipal Clerks and Finance Officers Association (GMC/FOA). Door prize gifts are to be placed on the stage no earlier than Tuesday morning in the Mahler Auditorium. Please see a hospitality committee member with any questions. Each clerk is requested to bring a door prize for this event.

COURSE AND PROGRAM QUESTIONS

If you have questions concerning your courses and/or progress in the certificate program, please contact:

Dan Roach, Public Service Assistant

Phone: (706) 542-9520

Email: droach@uga.edu

SPECIAL NEEDS

If you have a medical or dietary inquiry, have questions concerning cancellations or substitutions, or need a receipt of conference registration, please contact:

Jean Lord, Senior Event Coordinator

Phone: (706) 542-9534

Email: lordj@uga.edu

CONFERENCE SCHEDULES

SPECIAL SCHEDULE

Mandated Training for New Municipal
and County Clerks

SUNDAY, SEPTEMBER 13, 2015

12:30 p.m. – 1:00 p.m.

State Mandated Training Registration – Georgia Center

1:00 p.m. – 2:00 p.m.

Welcome and Overview of Training
Clerks Matter to Local Government



Sonja Tolbert
City of Albany Clerk
GMC/FOA President



Jane Greathouse
Oconee County Clerk
President of Georgia
County Clerks Association



Dan Roach
Clerks Education
Institute Director

2:00 p.m. – 4:00 p.m.

*Our American Government – Why Does it Exist,
How Did it Come About?*
Dr. Phil Boyle, Carl Vinson Institute of Government

4:00 p.m. – 5:30 p.m.

Introduction to Local Government
Walt McBride, Carl Vinson Institute of Government

6:00 p.m. – 7:30 p.m.

Dinner/Reception and Clerk Introductions

8:00 p.m. – Closing

MCCI Hospitality Event – Suite 200

MONDAY, SEPTEMBER 14, 2015

8:00 a.m. – 8:30 a.m.

Welcome and Announcements, Mahler Auditorium

8:30 a.m. – 10:15 a.m.

Open Records/Open Meetings
Ken Jarrard, Partner, Jarrard and Davis, LLP

CONFERENCE SCHEDULE

Note: Only those attending State Mandated Training
need to arrive prior to 4:00 p.m. on Sunday.

SUNDAY, SEPTEMBER 13, 2015

4:00 p.m. – 5:00 p.m.

MEGS (Masters Education Graduate Seminar)
Session 1 (self study; see page 11)

5:00 p.m. – 7:00 p.m.

Early Registration – Georgia Center, Registration Desk

Dinner on your own

8:00 p.m. – Closing

MCCI Hospitality Event – Suite 200

MONDAY, SEPTEMBER 14, 2015

7:00 a.m. – 8:00 a.m.

Registration – Georgia Center, Registration Desk

7:00 a.m. – 8:00 a.m.

Breakfast, Magnolia Ballroom

8:00 a.m. – 8:30 a.m.

Welcome and Announcements, Mahler Auditorium

8:45 a.m. – 11:45 a.m.

Concurrent Sessions

- Clerks Certificate Program
- Masters Education Management Development Program
- Certified Clerks Continuing Education
- MEGS Program, Session 2 (self study; see page 11)
- Local Government Finance Officer Certification Program

10:15 a.m. – 10:30 a.m.

Refreshment Break

11:45 a.m. – 1:15 p.m.

Lunch, Magnolia Ballroom

- GCCA Membership Business Meeting
- GMC/FOA Membership Business Meeting

SPECIAL SCHEDULE (continued)

10:15 a.m. – 10:30 a.m.

Refreshment Break

10:30 a.m. – 11:45 a.m.

Open Records/Open Meetings (continued)

11:45 a.m. – 1:15 p.m.

Lunch, Magnolia Ballroom

1:30 p.m. – 2:30 p.m.

Open Records/Open Meetings (continued)

2:30 p.m. – 2:45 p.m.

Refreshment Break

2:45 p.m. – 4:00 p.m.

Procedures for Filing Reports to Ethics Commission
Maria Bazile, Compliance, Information, and Training
Manager, State Ethics Commission

4:00 p.m. – 5:00 p.m.

Questions and Dialogue with the Pros

Dinner on your own

8:00 p.m. – Closing

MCCI Hospitality Event – Suite 200

TUESDAY, SEPTEMBER 15, 2015

8:30 a.m. – 9:00 a.m.

General Session, Mahler Auditorium

9:00 a.m. – 10:30 a.m.

Records Management
Jared Hill, Office Supervisor,
Department of Transportation

10:30 a.m. – 10:45 a.m.

Refreshment Break

10:45 a.m. – 12:00 p.m.

Records Management (continued)

CONFERENCE SCHEDULE (continued)

1:30 p.m. – 4:30 p.m.

Concurrent Sessions (continued)

3:45 p.m. – 5:30 p.m.

MEGS Program, Group Session 3 (see page 11)

Dinner on your own

8:00 p.m. – Closing

MCCI Hospitality Event – Suite 200

TUESDAY, SEPTEMBER 15, 2015

7:30 a.m. – 8:30 a.m.

Breakfast, Magnolia Ballroom

8:00 a.m. – 8:30 a.m.

Registration – Conference Registration Desk

8:30 a.m. – 9:00 a.m.

General Session, Mahler Auditorium

9:00 a.m. – 12:00 p.m.

Concurrent Sessions

- Clerks Certificate Program
- Masters Education Management Development Program
- Certified Clerks Continuing Education
- Local Government Finance Officer Certification Program

10:30 a.m. – 10:45 a.m.

Refreshment Break

12:00 p.m. – 1:00 p.m.

Lunch

- MEGS Seminar, Session 4 (see page 11), Oak Room
- All other participants, Magnolia Ballroom

1:00 p.m. – 4:00 p.m.

Concurrent Sessions (continued)

2:30 p.m. – 2:45 p.m.

Refreshment Break

SPECIAL SCHEDULE (continued)

12:00 p.m. – 1:00 p.m.

Lunch, Magnolia Ballroom

1:00 p.m. – 4:00 p.m.

Agendas & Minutes, Parliamentary Procedure & Protocol
Mark Massey, Clerk to the Commission, Fulton County
Board of Commissioners, Past President of Georgia
County Clerks Association

2:30 p.m. – 2:45 p.m.

Refreshment Break

4:00 p.m. – 4:30 p.m.

Municipal Clerks – GMA at Your Service
County Clerks – ACCG at Your Service

4:30 p.m. – 5:00 p.m.

Wrap-Up and Putting Your Learning to Action

COURSE DESCRIPTIONS

STATE MANDATED TRAINING

State law (O.C.G.A. § 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.

Required Courses:

Mandated Training for New Clerks (15 hours)

The course will satisfy the legislative mandate for clerks appointed on or after April 1, 1992. Participants must attend class Sunday, Monday, and Tuesday to satisfy the mandate. The courses are open to any clerk. The following topics will be covered: minute taking/record keeping (Georgia Open Records Act); agenda setting and meeting administration; and codes, ordinances, and resolutions.

GEORGIA CLERKS CERTIFICATE PROGRAM

The Georgia certificate program consists of 101 hours of instruction in general management. Two certificate programs lasting two days are offered yearly in the fall and winter. Fall course offerings are listed below:

Georgia Clerks Certificate Program Required Courses:



Government 101 (6 hours)

In their critical supporting role to City Councils and County Commissions, Clerks must have a strong knowledge of basic government services, operations, and regulations. In Georgia, local government takes varying forms and the services offered to citizens may also vary. In this required course, Clerks will learn the key aspects of how governments function and how different government personnel work together with other organizations to fulfill missions and achieve effective operations.

Instructor: Ken Jarrard, Consultant, Carl Vinson Institute of Government



Meeting Management 101 (6 hours)

Important: Replaces course formerly titled “Agendas and Minutes.”

Much of government’s progress is made through formal meetings, and Clerks play an instrumental role in their facilitation from advertising notices through record-keeping. A Clerk’s procedural knowledge and skill might make the difference between an extremely productive meeting and one that impedes governance. In this required course, Clerks will acquire in-depth knowledge and skills regarding the proper methodology for preparing agendas and minutes. This required course will lead a discussion on the different approaches used by clerks for preparing agendas and recording minutes for public meetings and hearings.

Note: This course replaces the formerly titled course “Agendas and Minutes.”

Instructor: Jawahn E. Ware, County Clerk, Dougherty County



Millage Rate Process (6 hours)

The Georgia Millage Rate process is a complex and sometimes confusing topic, but is nevertheless a process of utmost importance to local government citizens and property owners. City/county Clerks must be highly educated on the Millage Rate as part of their financial management skills set. This required course serves as an exhaustive look into property taxation by any specific jurisdiction, including transparency with the general public about this process, the actual tax collection procedures, and tips to reading and understanding a real tax bill.

Instructor: John Culpepper, Consultant, Carl Vinson Institute of Government



Professional Skills Development 101 (6 hours)

Important: Replaces course formerly titled “Business Writing.”

From an email to a report, City/County Clerks will always be responsible for preparing correspondence for local government that involves technical writing. This required course will refresh your writing skills for the office and offer some tips to improve your written correspondence. Take this required course to review the most common mistakes and practice clear, concise well-organized writing.

Note: This course replaces the formerly titled course “Business Writing.”

Instructor: Sherry White, Consultant, Carl Vinson Institute of Government



Records Management 101 (6 hours)

Important: Replaces course formerly titled “Records Management.”

Records management is an integral job task for City/County Clerks. As gatekeepers to these records, Clerks must have a good understanding of the procedures for accessing and providing these records in response to record requests. This required course aims to help City/County Clerks understand the nature of open record requests and associated laws with such procedures. Additional concerns will be addressed, such as the Freedom of Information Act and tort law relevance to records management.

Note: This course replaces the formerly titled course “Records Management.”

Instructor: Jared Hill, Records Management Officer, Georgia Department of Transportation and Consultant, Carl Vinson Institute of Government

Georgia Clerks Certificate Program Elective Courses:



Council/Commission and Staff Relations (6 hours)

The relationship between the council or commission and the staff has a direct impact on the efficiency and effectiveness of local government operations. The Clerk's position is unique in that it represents an important connecting point between elected officials and staff members. In this elective course, the organizational and interpersonal factors that shape that relationship will be explored. Clerks will have the opportunity to reflect on the commissioner/council-staff relationship in their local government while considering techniques to improve or sustain a positive, productive relationship. Expected roles and interactions by Clerks with elected officials and staff, forms of government, and effective communication methods will be covered.

Instructor: Langford Holbrook, Faculty, Carl Vinson Institute of Government



Government 201 (6 hours)

Important: Replaces and expands course formerly titled “Government Law.”

Although a basic governmental course is offered in the required curriculum, City/County Clerks may hope to develop a more in-depth understanding of governmental processes and support systems. As Clerks' roles include increasing responsibility and autonomy, it may be especially important to accrue a greater knowledge of the legal ramifications of governmental processes. This elective course covers many topics of navigating government legal considerations, as well as taking the proper approaches toward interpreting and securing legal documents.

Note: This course replaces and expands the formerly titled course “Government Law.”

Instructor: Jim Elliott, Consultant, Carl Vinson Institute of Government



Professional Skills Development 201 (6 hours)

Important: Replaces and expands course formerly titled “Customer Service and Conflict Resolution.”

To continue the development of managerial skills for City/County Clerks, this elective course covers a common occurrence in conducting relationships with the general public. Customer service is often at the root of many interactions with constituents for Clerks, and such interactions may span between problem solving and conflict resolution. As government's role is to serve its constituents, this course is designed to cover strategies for both problem solving and conflict resolution scenarios, with both sets of skills essential for effective management in any contexts.

Note: This course replaces and expands the formerly titled course “Customer Service and Conflict Resolution.”

Instructor: Raye Rawls, J.D., Faculty, J.W. Fanning Institute for Leadership



Professional Skills Development 204 (6 hours)

Important: Replaces and expands course formerly titled “Group Dynamics.”

Managing individuals is not sufficient for the leader in the modern workforce. Although not every employee prefers working on projects with others, this is an integral aspect of government, and management must be able to facilitate these teams to achieve success. City/County Clerks’ management development continues in this elective course by exploring the nature of group dynamics in the government workplace, with specific emphasis on how to understand the groups you’re leading and how to guide them toward success. Leading as a participant in this groups is critical as well, and this course will cover such advanced leadership topics that arise in difficult times.

Note: This course replaces and expands the formerly titled course “Group Dynamics.”

Instructor: Lisa Lance, Consultant, Carl Vinson Institute of Government



Professional Skills Development 206 (6 hours)

Important: Replaces and expands course formerly titled “Management and Leadership Styles.”

Regardless of official title or their number of direct reports, City/County Clerks will always need to bring leadership to their roles in local government. Such management skills should never be taken for granted, and must be refined based on the challenges of each task and each individual’s leadership styles. This required course will help you understand your management style and how your personality affects your work performance in making decisions, collecting information, organization, and more. Participants will complete a personality assessment instrument.

Note: This course replaces and expands the formerly titled course “Management and Leadership Styles.”

Instructor: Chrissy Marlowe, Faculty, Carl Vinson Institute of Government

CONTINUING EDUCATION COURSES

(Sessions will not count towards the clerks certificate)



Comprehensive Plans (3 hours)

Comprehensive planning is an integral aspect of government with regard to public policy, land use, allocation of resources, and so on. It often dictates the overarching future of any particular jurisdiction, and for this reason, it’s critical to create Comprehensive Plans with great care and attention to detail. Because City/County Clerks are likely to have an increasing role in this process, this advanced course seeks to build on the overview of Comprehensive Plans in the required government courses. Specifically, this course will provide a detailed review of identifying issues, stating goals, collecting data, and then preparing and creating an appropriate plan for both 5- and 10-year outlooks.

Instructor: Chrissy Marlowe, Faculty, Carl Vinson Institute of Government



Cutting Edge Workshop: Affordable Care Act Compliance (3 hours)

The Patient Protection and Affordable Care Act (PPACA), the landmark legislation Congress passed and signed into law in March 2010, changed the regulatory landscape in the area of benefits administration. After the U.S. Supreme Court’s decision upholding the individual mandate in June 2012 employers nationwide, including local government employers, are transitioning into full compliance with myriad compliance and reporting requirements. This workshop provides exposure to the current compliance requirements confronted by local government employers in Georgia and addresses the Clerk/HR Practitioner’s role in compliance activities.

Instructor: Elizabeth McBurney, Consultant, Carl Vinson Institute of Government



Human Resources 303: The Affordable Care Act (3 hours)

As the second installment of the advanced human resources courses, this section aims to address the increasingly relevant Affordable Care Act. The ACA and health care reform initiatives may impact the human resources duties designated to Clerks, and a strong understanding of this legislation may be particularly helpful. This course provides exposure to health care reform efforts, in general, and to the Affordable Care Act, specifically, and provides Clerks with timely information related to benefits administration in this new regulatory environment.

Instructor: Elizabeth McBurney, Consultant, Carl Vinson Institute of Government



Risk Management (3 hours)

Government policy is inherently based on investments in particular patterns of spending for the greater good of the constituency. As these are investments, there will always be risks involved relating to the possible outcomes of each policy, in relation to the resources committed to such policy. Because each investment comes with risks, City/County Clerks may wish to further develop their understanding of risk management and how to apply this concept to governmental spending/policy. This advanced course offers an advanced management perspective on risk management to help Clerks contribute to this policy making in an educated and efficient manner.

Instructor: Dan Beck, Consultant, Carl Vinson Institute of Government

LOCAL FINANCE OFFICER CERTIFICATION PROGRAM



Introductory Budget (12 hours)

This course will help the participant understand the basic elements of a sound budget process, trend analysis and what makes it truly work and how to view other government techniques in the budget area. Upon successful completion of this course, the participant should be able to understand: elements of an efficient budget preparation process; various budget types and the advantages and disadvantages of each; importance of legislative body policy guidance in the budget process; State of Georgia laws that govern budgeting components of a quality budget presentation; various elements of budgetary control and administration.

Instructor: Beth Horacek, Consultant, Carl Vinson Institute of Government

To learn more about the Certified Finance Officer program guidelines, visit www.vinsoninstitute.org/localfinance (select Schedule of Courses).

Additional Local Finance Officer Certification Program Class offerings:

Introductory Governmental Accounting Part I

September 22-24, 2015, UGA at Gwinnett, Lawrenceville

January 26-28, 2016, Central Georgia Tech, Macon

Introductory Governmental Accounting Part II

October 20-22, 2015 UGA at Gwinnett, Lawrenceville

March 1-3, 2016, Central Georgia Tech, Macon

MASTERS EDUCATION MANAGEMENT DEVELOPMENT CERTIFICATE PROGRAM

The Masters Education Program includes a special "Management Development Certificate" consisting of 10 advanced level management courses. After completing the series of courses and a job-related project, participants will receive a certificate of "Advanced Management." Certified clerks who choose not to complete the job-related project are still encouraged to participate in the management series. Two courses within the series are offered at the February and September clerks' education training conferences. A complete list of the courses follows:

- The Role of the Manager
- Communications and Coaching Skills/Positive Discipline
- Performance Evaluations (discussion of values clarification)
- Conflict Management
- Continuous Improvement and Productivity
- Professionalism and Ethics of the Public Servant
- Managing Power Effectively
- Advanced Change Management
- Effective Public Presentations I
- Effective Public Presentations II

Once all courses have been offered, they will be repeated on a rotating basis. To receive the Masters Education Management Development certificate, each participant must complete a project. Individuals select a project and their supervisor (manager/administrator, mayor, chairman, and so on) approves the selection. The project must also be approved by Sherri Lawless (lawless@uga.edu), instructor of the Masters Education Management Development Certificate Program for Clerks. (Note: At this year's conferences, we will be offering two Masters courses each day.)



The Role of the Manager (6 hours)

Did you ever wonder how to increase your management effectiveness and success? And for those not yet managing, did you ever think about what you should do when that opportunity to manage presents itself? While two courses in the Masters Education Management Development Program are offered during each conference and eligible attendees are encouraged to take classes whenever they can, this course is actually the beginning of the program's rotational cycle. Because this is the case, the full ten course program will be briefly introduced. Most of the day will be spent identifying and discussing the role and key competencies of managers, especially those of relevance to local government clerks. So, please come ready to spend some time reflecting on and discussing your role as a manager.

Instructor: Sherri Lawless, Faculty, Carl Vinson Institute of Government



Communications and Coaching Skills/Positive Discipline (6 hours)

You may not consider yourself a coach, but when you said "yes" to management, you said "yes" to coaching as well! During this six-hour course you will come to understand the difference between coaching and counseling. You also will be presented with methods to perform positive discipline. This interactive session will include opportunities for reflection, discussion, and practical application on increasing your effectiveness and getting the best from your employees, both the high performers and those requiring guidance.

Instructor: David Key, Adjunct Faculty, Carl Vinson Institute of Government

MASTERS EDUCATION GRADUATE SEMINAR (MEGS) (12 Hours)



The Masters Education Graduate Seminar (MEGS) is continuing education designed for those clerks and finance officers who have successfully completed the Masters Education Management Development Program. During four conference sessions that extend from Sunday afternoon through Tuesday afternoon, MEGS participants will explore a management or leadership topic through reading, reflection, and group discussion.

- **Session 1** – Begins Sunday, September 13, with group discussion from 4:00 p.m. to 5:00 p.m., during which participants will be introduced to the topic and oriented to their reading material and reflection assignment guides.
- **Session 2** – Participants will work independently or in small groups on assignments throughout the day on Monday, September 14.
- **Session 3** – The full group reconvenes on Monday, September 14 from 3:45 p.m. to 5:30 p.m. for the purpose of sharing participant reflections, insights, and analyses.
- **Session 4** – The seminar concludes with lunch on Tuesday, September 15 from 12:00 p.m. to 1:00 p.m.

Important: Successful completion of this course requires attendance at all three sessions.

Instructor: Dr. Sherri Lawless, Faculty, Carl Vinson Institute of Government

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www.cviog.uga.edu

Help us share critical training information.

If you know a new clerk or finance officer in a nearby community, please contact Dan Roach at droach@uga.edu so that we can make sure they receive this important training information.



The Georgia Municipal Clerks and Finance Officers Association (GMC/FOA) is a professional association comprised of people just like you—City Clerks and Finance Officers—from all across Georgia.

Founded in 1956 in Athens, Georgia, GMC/FOA focuses on improving the professionalism and education of City Clerks and Finance Officers. GMC/FOA has grown to exceed 500 members representing small and large municipalities.

The purpose of GMC/FOA is to promote professionalism, integrity, and excellence in the Office of the Clerk and Finance Officer by providing educational training opportunities and professional development, exchanging ideas and experiences, to strengthen and support its Membership, and to enhance its image.

To learn more about GMC/FOA, visit www.gmcfoa.com.



The Georgia County Clerk's Association (GCCA) is a professional organization dedicated to the support, education, and advancement of the County Clerk.

GCCA was organized nearly 50 years ago to create a coordinated interest among County Clerks and their Boards of Commissioners, and to promote the advancement of county government in general. GCCA has approximately 125 members representing counties from across Georgia.

GCCA strives to promote educational and networking opportunities, professionalism, excellence, cooperation, support, and integrity of its membership. *Georgia County Clerks Association... "Preserving the Past, Preparing for the Future"*

To learn more about GCCA, visit www.georgiacca.com.