



About Our Membership

As a member, you will benefit from the interchange of ideas and information and from educational opportunities and resources. We welcome you to the Washington Municipal Clerks Association (WMCA)!

Active Members: Active members are Municipal Clerks, Legislative Administrators, Directors of Corporate Business or Administrative Services, and/or other individuals within an agency who serve a Legislative Government Body in an administrative capacity and whose duties include at least four of the following: General Management; Meeting Administration; Financial Management; Management of by-laws, articles of incorporation, ordinances or other legal instruments; Custody of the Official Seal and execution of Official documents; Records Management; Human Resources Management; Administration of elections. Active members in good standing (annual dues paid) shall have full voting privileges.

Affiliate Members: Any business representative (such as an attorney, financial consultant, corporate representative, etc.) that seeks to assist in the accomplishments of the objectives of WMCA may, upon payment of annual dues, be an affiliate member without voting privileges.

Associate Members: Any former active member, upon payment of annual dues, may be an associate member without voting privileges.

Honorary Members: Retired charter members and retired past presidents of WMCA shall automatically become honorary members, without voting privileges, upon retirement from public employment in the State of Washington. No annual dues shall be required for honorary membership.



Join Today!

Visit our website to learn more about the Washington Municipal Clerks Association:

www.WMCAClerks.org



WMCA: Committed to Our Communities

WMCA provides vital resources for City/County/Transit Board Clerks that translate into well-served communities.

WMCA helps our membership develop their professional and practical skills. We also promote leadership, as many members have advanced into upper management positions within their organizations.

Learn more about how WMCA can benefit your organization!

Learn More...

Benefits of Membership

Mentoring Program

The WMCA Mentoring Program provides professional resources and support on day-to-day clerk functions by pairing experienced municipal clerks with new WMCA members.

Monthly Reports & Website Access

Members receive the WMCA Executive Committee Monthly Reports, which contain valuable articles, information and legislative updates relating to the Municipal Clerk, WMCA and IIMC. In addition, members can access information and contact members on the WMCA website by going to www.wmcaclerks.org.

Networking Opportunities

Annual Conferences and IIMC Certification Sessions are held throughout the state, which bring clerks together in an informal setting to discuss issues and receive up-to-date information.

Annual Conference

The Annual Conference in March brings together municipal clerks from Washington to inform them about current issues. The conference provides educational seminars to improve the professionalism of the municipal clerk and allows members the opportunity to meet and informally exchange ideas.

IIMC Certification Sessions

IIMC Certification Sessions are held in the Fall and Spring (right before the Annual Conference) and provide advanced education opportunities for IIMC Certification points.

Certification Program

Certified Municipal Clerk (CMC) Program

WMCA and the International Institute of Municipal Clerks (IIMC) are proud of the Certified Municipal Clerk (CMC) program which recognizes those individuals who have made the commitment to continuing education. The CMC program is designed to enhance the job performance of the Clerk in small and large municipalities. To earn the CMC designation, a Municipal Clerk must attend extensive education programs. The Northwest Clerks Institute offers Professional Development (PD) courses approved by IIMC. The CMC designation also requires pertinent experience in a municipality. The CMC program prepares the applicants to meet the challenges of the complex role of the Municipal Clerk by providing them with quality education in partnership with institutions of higher learning, as well as State / Provincial / National Associations. The CMC program has been assisting clerks to excel since 1970.

Master Municipal Clerk (MMC) Program

The Master Municipal Clerk (MMC) program is an advanced continuing education program that prepares participants to perform complex municipal duties. Municipal Clerks must hold the CMC designation to be considered for the MMC program. The program has an extensive and rigorous educational component and a professional and social contribution component. The MMC applicant must demonstrate that they have actively pursued education and professional activities.



WMCA's Ethics Statement

WMCA adopts and adheres to the International Institute of Municipal Clerks Association's (IIMC) Professional & Personal Code of Ethics as follows:

Believing in freedom throughout the world, allowing increased cooperation between public officials, and others, nationally and internationally, I do hereby subscribe to the following principles and ethics which I affirm will govern my personal conduct as a member of IIMC:

To uphold constitutional government and the laws of my community;

To so conduct my public and private life as to be an example to my fellow citizens;

To impart to my profession those standards of quality and integrity that the conduct of the affairs of my office shall be above reproach and to merit public confidence in our community;

To be ever mindful of my neutrality and impartiality, rendering equal service to all and to extend the same treatment I wish to receive myself;

To record that which is true and preserve that which is entrusted to me as if it were my own; and

To strive constantly to improve the administration of the affairs of my office consistent with applicable laws and through sound management practices to produce continued progress and so fulfill my responsibilities to my community and others.