

President

The duties of the President shall be:

A. Leadership Responsibilities:

1. Maintain knowledge of WMCA by-laws, policies and procedures.
2. Recognize that the responsibility for administration of the Association is vested in the entire Executive Committee. Implementation of those decisions is conducted through committees.
3. Present to the Association the recommendations of the Executive Committee and special committees.

B. Immediate Duties:

1. Call and conduct the Executive Committee meeting immediately following the Annual Conference. Produce and distribute agenda and packet materials for the meeting.
2. Attend the meeting of the Chairs at Annual Conference.
3. Assume the office of President at the end of the Annual Banquet with the passing of the gavel, make closing remarks and close the conference.
4. Pick up Committee sign-up lists at the end of the annual conference and send electronic version of the lists to the Executive Committee and each Committee Chair as soon as possible after the close of the conference.
5. Prepare a message for the home page of the WMCA Website

C. Administrative Responsibilities:

1. Advise Mayors or City Managers by letter of the election of their clerk as a WMCA Executive Committee member as soon as possible after taking office; may also prepare press releases if desired.
2. Call, plan and conduct all Executive Committee meetings - three for the year, not including those at the Annual Conference. Prepare an agenda packet and provide it to the Executive Committee at least 7 days prior to the scheduled meeting.
3. Serve as a delegate to the IIMC Annual Conference (May), and to the state conferences of Oregon (September), Alaska (November) and California (April), as well as the Region IX Annual Meeting. The Association pays normal travel expenses (per WMCA Financial Policies). If unable to attend, appoint designee to serve as delegate to any of these meetings. If a designee attends, normal travel expenses will be paid by WMCA.
4. The President participates in the flag ceremony at the IIMC Annual Conference, if required and attends the President's meeting.
5. When traveling to the meetings of other state associations, the President commonly takes gifts for the in-coming and outgoing presidents, as well as a silent auction item. The Executive Committee has established dollar amounts in the Financial Policies.
6. Maintain contact during the year with all committees, delegate assignments as necessary and monitor work. Notify committee chairs when their written committee reports are due for inclusion in the packets for each of the Executive Committee meetings.
7. Submit a President's message for each edition of the WMCA Monthly Newsletter.
8. Appoint persons as necessary to represent WMCA on special joint committees with other organizations. (The President has sole discretion in such appointments.)
9. Write congratulatory letters throughout the year to those who have obtained their CMC and MMC and keep a list for the year so that these clerks can be recognized at the

- Annual Conference. Notify the Mayors or City Manager/City Administrator of cities whose clerks obtain their CMC or MMC, email Executive Committee and the current Newsletter Editor.
10. Coordinate the “Call to Conference” for distribution to all members by mid-December. The Education Committee Chair and Conference Planning Committee Chair shall provide the information for the “Call to Conference” and it shall include the following:
 - a. Pre-Conference Information (Lodging information, Transportation choices, Parking costs/choices, Conference attire, Special Events, Themes)
 - b. Registration form (Registration costs, Meal information)
 - c. Draft Education Session Agenda
 - d. Draft Annual Banquet Agenda
 - e. Create the Conference Program and Conference Certificate template using the Conference Planning Committee design, cc Secretary for the Resolutions.
 - f. Prepare letter to delegates for inclusion in the conference program and/or conference app
 11. Sign and send personal invitations prepared by the President-Elect for Annual Conference.
 12. Select the Clerk of the Year from nominations presented by the Awards Committee.
 13. Have incoming President’s name and term of office engraved on the WMCA traveling plaque prior to conference.
 14. Direct the Secretary to prepare resolutions honoring the host clerk, the host hotel, conference planning and conference program chairs.
 15. Prior to the Annual Conference, brief the President-Elect on Presidential duties and responsibilities at the conference and arrange a meeting either at conference or shortly thereafter to transfer information and records.
 16. Prepare annual business meeting packets to include: prior year’s annual business meeting minutes, Budget document, Audit Report, Treasurer’s Report, Election’s Report, and proposed Bylaw changes; provide packet to the Conference Planning Committee. Packets will be made available to conference attendees electronically, with only a limited number available at the meeting.
 17. Appoint a member of the Executive Committee to serve as co-administrator for the WMCA Facebook page. The appointee should have at least two years remaining in his/her term.

D. Responsibilities at the Annual Conference:

1. The President will work closely with the Conference Planning and the Education Committees to prepare for the Annual Conference. The President will perform the following specific duties at the Annual Conference:
 - a. Attend the President’s Reception followed by Dinner Meeting with the Executive Committee and honored guests.
 - b. Conduct the opening session, introducing the Executive Committee, guests, past presidents, new clerks, etc. and present a general welcome message to all of those present. Attend the First Time Attendees events.
 - c. Conduct the Annual Business meeting.
 - d. Host event for Executive Committee and honored guests.
 - e. Preside at the Annual Banquet; recognize new CMCs and MMCs, past presidents, guests, and those who have contributed to WMCA (sponsors).
 - f. Present the Clerk of the Year Award and President’s Award of Distinction.

- g. Oversee the installation of new Executive Committee members, prepare script for oath of office and select an individual(s) to administer oaths. Pass the President's traveling plaque and gavel to the President-Elect.