



## COMMITTEE MEMBERSHIP APPLICATION

2024-2026

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Municipality: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Years as City Clerk: \_\_\_\_\_ Years as Deputy or Assistant Clerk: \_\_\_\_\_ Years as KMCA Member: \_\_\_\_\_

Certification Level(s) (check all that apply) CKMC  KMMC  CMC  MMC

Have you served on a KMCA Committee in the past? Yes  No

Is so, which Committee(s)? \_\_\_\_\_

Regional & IIMC Activities (Officer, Committees, etc.) \_\_\_\_\_

Activities in other Professional Associations (relative to Committee activities) \_\_\_\_\_

Area of expertise and/or education that would benefit membership on Committee \_\_\_\_\_

I am interested in serving on the following Committee(s): (please list in order of preference)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Specific Committees may be combined or modified depending upon volunteers recruited and/or changes in KMCA goals and programs.

Applications are required every two years and reappointments are not automatic.

\_\_\_\_\_  
Signature

**Return to:** Ashley Jackson, KMCA President-Elect

Email: [ashley.jackson@bgky.org](mailto:ashley.jackson@bgky.org)

***Must be received by Friday, April 26, 2024***

## KMCA STANDING COMMITTEES

### BYLAWS COMMITTEE

The Bylaws Committee is responsible for reviewing and offering suggested amendments to the bylaws and distributing any Board approved amendments to the membership for vote.

### CERTIFICATION MENTORSHIP COMMITTEE

The Certification Mentorship Committee is responsible for promoting, encouraging, and assisting KMCA members with the various certifications available through KMCA and IIMC. *Must be knowledgeable of all certifications to serve on Certification Mentorship Committee.*

### COMMUNICATIONS COMMITTEE

The Communications Committee is responsible for ensuring KMCA membership is kept up to date on issues affecting the City Clerk. The Committee is responsible for maintaining the KMCA website ([www.kyclerks.com](http://www.kyclerks.com)), distributing official KMCA emails, and maintaining all KMCA social media accounts.

### EDUCATION COMMITTEE

The Education Committee is responsible for setting curriculum for the KMCA Institute and Master Academy. They are responsible for maintaining Kentucky Master Municipal Clerk Certification documents and providing training and educational opportunities to all Kentucky Clerks.

### ELECTION COMMITTEE

The Election Committee is responsible for accepting letters of intent from candidates, confirming eligibility, preparing ballots, and distributing them to the KMCA membership for vote. *Must be former officer or KMCA Board member to be eligible to serve on Election Committee.*

### LEGISLATIVE COMMITTEE

The Legislative Committee works with KLC staff and State legislators to promote legislative issues that support municipal government and attempt to defeat proposed legislation that would be detrimental to cities.

### PIN COMMITTEE

The Pin Committee will design the lapel pin to be used to promote the association, token for members and for exchange at the annual IIMC Conference.

### PUBLIC RELATIONS COMMITTEE

The Public Relations Committee is responsible for promoting KMCA Membership through creating a positive and professional image of the organization. They are responsible for preparing promotional pieces and for the KMCA booth at the KLC Annual Conference.

### SCHOLARSHIP COMMITTEE

The Scholarship Committee is responsible for raising money to fund scholarships and promote the availability of scholarships to the KMCA membership. They also distribute, accept, and review all scholarship applications. Current fundraisers include split-the-pot ticket sales and silent auctions at various conferences.