



NYSTCA, RMC,  
NYMCI, IIMC, CMC,  
MMC

Learning The In's and Out's of The  
Acronym's

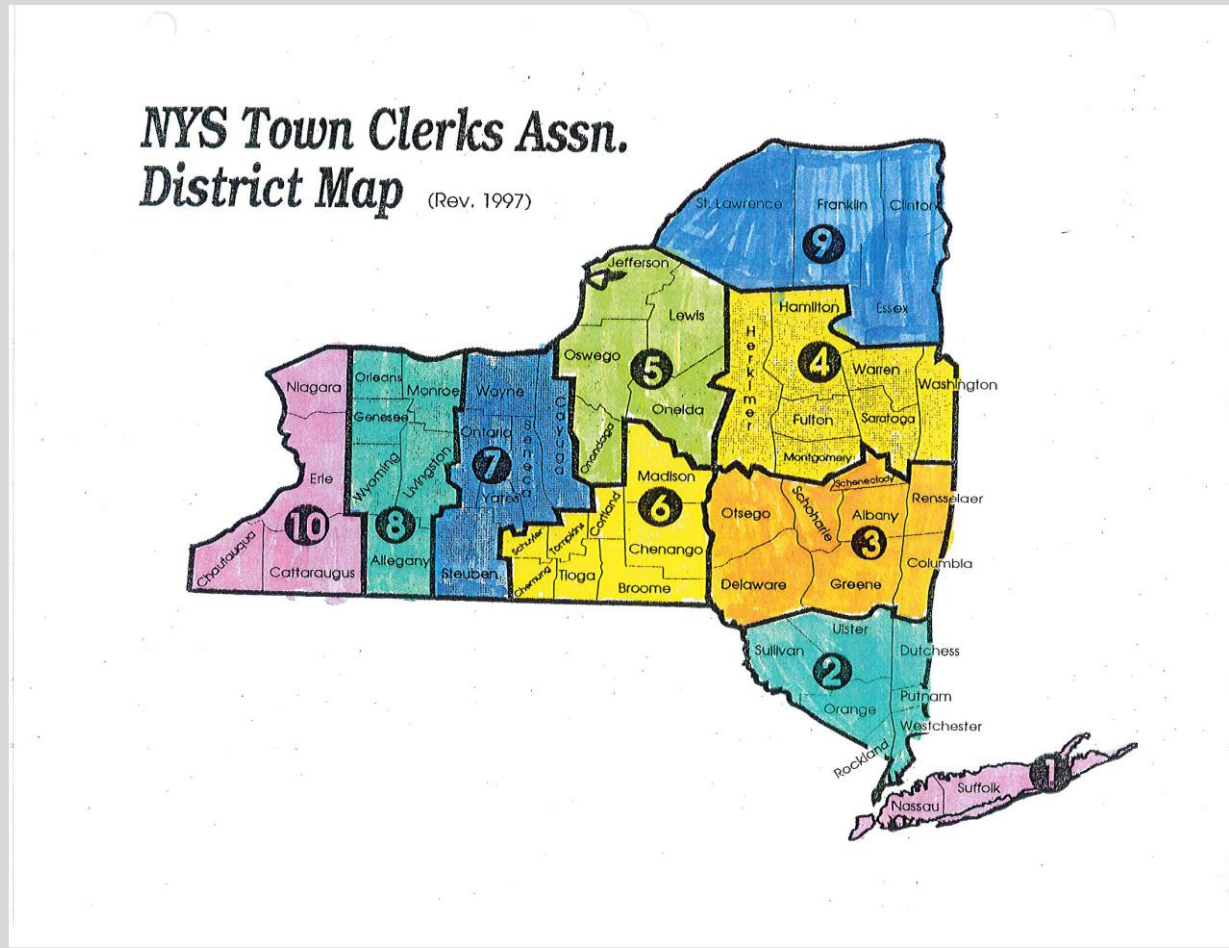


—NEW YORK STATE—  
**TOWN CLERKS ASSOCIATION**  
—

[www.nystca.com](http://www.nystca.com)

- The Association is made up of Ten Districts with two Clerks being designated as District Directors to be the liaison to their Clerks and the State Association and the Officers
- District 1. Suffolk and Nassau
- District 2. Sullivan, Ulster, Dutchess, Putnam, Westchester, Rockland, and Orange
- District 3. Otsego, Delaware, Schoharie, Albany, Greene, Rensselaer, Columbia, and Schenectady
- District 4. Herkimer, Montgomery, Fulton, Saratoga, Hamilton, Warren, and Washington
- District 5. Jefferson, Lewis, Oneida, Oswego, and Onondaga
- District 6. Cortland, Madison, Chenango, Broome, Tioga, Tompkins, Chemung, and Schuyler
- District 7. Wayne, Ontario, Yates, Seneca, Steuben, and Cayuga
- District 8. Orleans, Genessee, Wyoming, Allegany, Livingston, and Monroe
- District 9. St. Lawrence, Franklin, Clinton, and Essex
- District 10. Niagara, Erie, Chautauqua, and Cattaraugus

# NYS District Map



# NYSTCA OFFICERS

- President- Susan Haag, Town of Austerlitz
- First Vice President- Bambi Avery, Town of Dryden
- Second Vice President- Lisbeth 'Boo' Fumagali, Town of Bedford
- Third Vice President- Marie Little, Town of Royalton
- Treasurer- Linda Laird, Town of Eastchester
- Secretary- Tammy Vezzose, Town of Huron
- Ex-Officio- Lisa Cooper, Town of Sterling



# Registered Municipal Clerk a.k.a. RMC

## What is RMC?

- The **R**egistered **M**unicipal **C**lerk Designation is a title awarded by the State Association (NYSTCA)
- Program to recognize educational and professional accomplishments
- Serves to promote the continued education of Municipal Clerks
- Enhance Performance and Status of Clerk
- Promote the Image of the Clerks Profession
- Enable Clerks to Make their Skills more Marketable
- Ensure the Public that RMC's are required to possess at least a minimal level of competence

# Requirements and Qualifications

First time and Renewing Applications are Valid for Five Years

## **First Time Applicant**

- Education - 50 points
- Experience- 50 points
- Member of NYSTCA (3 yr. minimum)
- Town Clerk or Deputy Town Clerk
- Affirm the NYSTCA Code of Ethics
- \$75.00 Application Fee

## **Renewing RMC Designation**

- Education- 20 Points
- Experience- 20 Points
- Member of NYSTCA
- Town Clerk or Deputy Town Clerk
- Affirm the NYSTCA Code of Ethics
- \$30.00 Application Fee

# RMC Education and Experience

## Education Points (50 for New Application/20 Renewing)

### *Examples of Educational Points*

- Attendance at a NYSTCA Conference
- Professional Development Courses
- Attendance at NYSTCA Regional Meetings
- NYS Archives Workshops
- Notary
- College Degree (s)
- County Association Meeting/Training

## Education Points (50 for New Application/20 Renewing)

### *Examples of Experience Points*

- Municipal Clerk- Full or Part time
- Deputy Municipal Clerk- Full or Part Time
- Administrative Position in Local Government
- NYSTCA Association Officer, District Director, Committee Chair
- County Association Officer
- Position in Related Professional Association (ex: water/sewer billing Clerk, Tax Collector)

# Application and Fee

## Send Applications To:

- The Application can be found on the NYSTCA Website: [www.nystca.com](http://www.nystca.com)
- Send Application, Fee, and Supporting documentation to:

Tammy Vezzose, Town of Huron Clerk

10880 Lummisville Road

Wolcott, NY 14590



## Fees

- \$75.00 First Time
- \$30.00 Renewal



# International Institute of Municipal Clerks a.k.a IIMC



## **What is IIMC?**

- Professional, Nonprofit Association Established in 1947
- Promotes continuing Education and Certification through University and College-Based Institutes
- Provides Networking Solutions, Services, and Benefits to its 14,000 plus members worldwide

## **IIMC Goals**

- Actively Promote the Continuing Education and Professional Development
- Expand and Advance Clerks Beyond their Present Levels of Development
- Engages in Municipal Research Administration
- Enhances Critical Professional Skill Development

# IIMC CERTIFICATIONS

## **C**ertified **M**unicipal **C**lerk a.k.a. CMC

- First of Two Professional Designations Offered by IIMC
- Designed to Enhance the job Performance of the Clerk in Small and Large Municipalities
- Prepares the Applicants to Meet Challenges of the Role of the Municipal Clerk with Quality Education

## **M**aster **M**unicipal **C**lerk a.k.a. MMC

- Second Professional Designation granted by IIMC
- Advanced Continuing Education Program
- Advanced Professional and Social Contribution

# Designation Requirements

## CMC

- Full, Additional Full, or Retired Member of IIMC- minimum two year requirement
- Affirm the IIMC Code of Ethics
- 60 Points Education (1 point per two hour IIMC Approved class)
- 60 Points Experience
- CMC Admission Application Form (enrollment into the CMC Program)
- CMC Application for CMC Designation (Point Request Form) and Supporting Documentation
- Employment Verification Letter

## CMC Application Fee

- \$125.00 Total
- Includes Lapel Pin and Certificate
- \$50.00 Application for Admission Fee (non-refundable)
  - \$75.00 CMC Designation Fee (non-refundable)
  - \$40.00 for Plaque (optional)



# Designation Requirements

## **MMC**

- CMC Designation
- Full, Additional Full, or Retired Member of IIMC- minimum two year requirement
- Re-Affirm the IIMC Code of Ethics
- 60 Points Education (1 point per two hour IIMC Approved class)
- 40 Points Experience
- MMC Admission Application Form (Enrollment into the CMC Program)
- MMC Application for MMC Designation (Point Request Form) and Supporting Documentation

## **MMC Application Fee**

- \$400.00 Total
- \$50.00 Admission Application Fee (Non-Refundable)
- \$350.00 MMC Designation Application (Non-Refundable) Includes Lapel Pin and Certificate
- \$40.00 for Plaque (optional)

# NYMCI

## New York Municipal Clerks Institute

### What is NYMCI ?

- IIMC Approved Institute which Offer IIMC Approved Education Classes for Points Towards the CMC or MMC Designation
- Institute with Representatives from:
  - NYSTCA (NYS Town Clerks Association)
  - NYSACVC (NYS Association of City and Village Clerks)
  - Rockefeller College of Public Affairs & Policy, University at Albany

### NYMCI Director

- Eugene Monaco

Public Service Professor and Executive Director

[emonaco@albany.edu](mailto:emonaco@albany.edu)



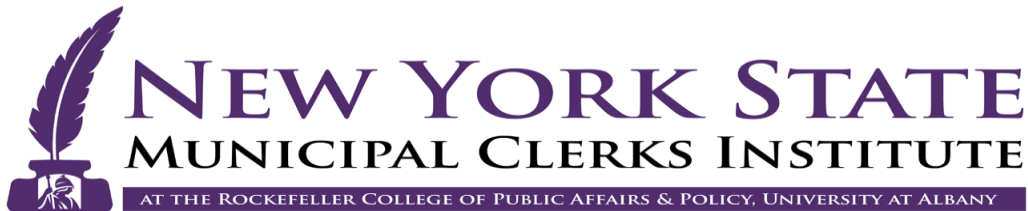
# New York Municipal Clerks Institute Educational Opportunities

## Online Courses

- NYMCI Offers Online Courses for Both the CMC and MMC Tracts
- \$50.00 per Course
- 1 IIMC Credit per Two-Hour Course
- Offered Fall and Spring
- <https://www.Albany.edu/Rockefeller/news/2020-Rockefeller-college-hose-clerks-courses-online>

## Summer 2021 Institute (Virtual)

- July 12-16 & July 19-23, 2021 (two-week program, both weeks have to be attended to receive full credit)
- 8:30A.M.-12:30P.M. (M-F Each Week)
- 40 Hour Institute/ 20 Credits
- Tracts for CMC and MMC Designations
- 2022 Institute Being Planned for In-Person Instruction



# Athenian Dialogues

- Discussion Which Explores Leadership Principles and Practice, Drawing on Insights Contained in a Book that all Participants Have Read.
- Dialogue Which Includes Ideas of the Author and the Relevance of Those Ideas to Their Public Leadership Role.
- All Athenian Dialogues Must be Pre-Approved by IIMC in Order to Obtain CMC/MMC Points



- **IIMC Education Contacts**

-Ashley DiBlasi, Director of Certification and Conference Programs

[Ashley@iimc.com](mailto:Ashley@iimc.com)

- Education Department  
Phone (909) 944-4162

# Scholarships

## **NYSTCA Scholarship Offer**

- NYSTCA offers Scholarships to a Clerk Attending the Institute Each Year
- 2021 Institute Scholarship offers:
  - (2) \$400.00 CMC Scholarships
  - (2) \$400.00 MMC Scholarships
  - Deadline to apply is May 15, 2021
- Application Can Be Found on The [www.nystca.com](http://www.nystca.com) Website

## **IIMC Scholarship Offer**

- IIMC Foundation Offers a \$400.00 Scholarship to a Clerk Seeking their CMC or MMC
- Application Can Be Found on At [www.iimc.com](http://www.iimc.com)



Allison Vento, CMC/RMC  
Pomfret Town Clerk  
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