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## Date and Location

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### **Bangor – Monday, April 2, 2012**

Hilton Garden Inn  
250 Haskell Rd., Bangor, ME 04401

\* We recommend bringing a light sweater or jacket as it is difficult to regulate room temperature for each attendee.

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## Time

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8:30-9:00 a.m. – Registration

9:00 a.m.-4:00 p.m. – Class

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## Instructors

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April Dufoe, Town Clerk, Kennebunkport

Kim McLaughlin, Town Clerk, Old Orchard Beach

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## Fee

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\$50.00 – MTCCA Members

\$60.00 – Non-Members

**NOTE:** This fee includes continental breakfast and coffee service, lunch and workshop materials.

**Members: Please be sure to wear your MTCCA Badge to the workshop.**

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## Scholarship

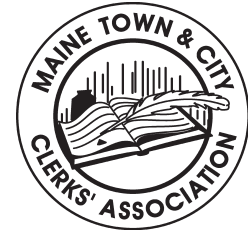
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Scholarship money is available. For information, please contact Ruth Lyons at 373-5091 or visit our website at [www.mtcca.org](http://www.mtcca.org) to download an application.

### **About MTCCA:**

The Maine Town and City Clerks' Association (MTCCA) is an organization of municipal clerks, deputy clerks and assistant clerks throughout the state of Maine. An association of over 700 members, the MTCCA is a professional-level affiliate group of the Maine Municipal Association (MMA). MTCCA's principal missions are to motivate the Maine municipal clerks to become leaders in their fields of governance and to provide an educational program for new and veteran clerks to meet the highest standards of professional development. A primary objective of MTCCA is to provide professional development opportunities through education, training and peer interaction.

MTCCA  
60 COMMUNITY DR  
AUGUSTA ME 04330



# Maine Town & City Clerks' Association

## presents:

# New Clerks Workshop

**Bangor**  
**Monday, April 2, 2012**  
Hilton Garden Inn

[www.mtcca.org](http://www.mtcca.org)

# New Clerks Workshop

This course is designed to familiarize newly elected and appointed municipal clerks with their duties and responsibilities for this very important municipal office. Information will be provided to clerks from both small and large communities.

## TOPICS TO BE REVIEWED AND DISCUSSED INCLUDE:

- Dog licensing
- Hunting & fishing licenses
- Processing birth, marriage and death certificates
- Election procedures such as:
  - ✓ Preparing nomination papers, warrants, handling voter registration, conducting absentee voting and more
- Preparing meeting minutes and agendas, information on ordinances
- Conducting public hearings and administering oaths of office
- Managing the appointments to the various town boards and committees
- State monthly reporting procedures and more

*A question and answer period will follow the session.*

## Registration Information

To register, please fill out the attached form and mail it with your payment to MTCCA, 60 Community Drive, Augusta, ME 04330, or fax your registration to 207-626-5947. You may also register online at [www.memun.org/public/MMA/svc/training.htm](http://www.memun.org/public/MMA/svc/training.htm).

## Questions/Cancellations

If you have any questions about the workshop, or wish to cancel, please call Denise Kolreg at MMA at 1-800-452-8786, ext. 2296 (Augusta area: 623-8428). Notification must be given at least 72 hours before the meeting to receive a refund (minus \$10.00 administrative fee). **ALL** cancellations regardless of reason are subject to a \$10.00 administrative fee for processing.

## Membership

Interested in joining MTCCA for only \$20.00/yr? Visit our website at [www.mtcca.org](http://www.mtcca.org) or call 1-800-452-8786 for membership information and application.

## Storm Policy

If there is inclement weather, a decision to postpone will be made by 5:00 p.m. the day prior to the workshop. MTCCA encourages all registrants to check the MMA website at [www.memun.org](http://www.memun.org) or call the training hotline at 207-624-0117 before departing for any MTCCA sponsored events to ensure that the event schedule has not changed.

## Certification

This program is an optional course for the Maine Town & City Clerks' Association Certification Program. Participants must be present for the full day to receive a certificate of completion for the course.

\*Any member whose certification expires must attain their original certification again.

***Disclaimer:** Educational courses and materials offered by the Maine Town & City Clerks' Association, including but not limited to its partners, affiliates, vendors, sponsors, instructors and/or staff are provided for general informational and educational purposes only. None of the educational activities and supplementary documentation is provided as specific legal advice.*

## New Clerks Workshop - Monday, April 2, 2012

Please register the following person(s) from \_\_\_\_\_ for the New Clerks Workshop.  
(Municipality)

FULL NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_ TEL: \_\_\_\_\_ FEE: \$ \_\_\_\_\_  
FULL NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_ TEL: \_\_\_\_\_ FEE: \$ \_\_\_\_\_  
BILLING ADDRESS: \_\_\_\_\_ TOTAL AMOUNT: \$ \_\_\_\_\_  
EMAIL: \_\_\_\_\_

**Mail Registration Form to:** MTCCA, 60 Community Drive, Augusta, ME 04330 **Fax form to:** 207-626-5947 or **register online at:** [www.memun.org](http://www.memun.org)

**ADA Message:** In order to ensure your complete participation, we would appreciate your informing us of any special requirements you may have due to a disability.

**PLEASE MAKE CHECKS PAYABLE TO MTCCA**

**ATTENDING**