

52ND ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK

May 2 - 8, 2021



Have you ever wondered what a Municipal Clerk does? Municipal Clerks perform many vital services for their community.

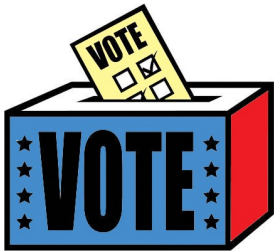
Here are just a few...

- ✍️ Maintain records of community history, official Council actions, Meeting Minutes, Ordinance Books, and other important records and documents.



- ✍️ Serve as liaison between local governments and its citizens; receive, distribute, and file correspondence from citizens and other governmental agencies.

- ✍️ Process contracts and agreements, and support all administrative functions.



- ✍️ Administer elections, registration, and voting, which is a key and vital piece in the democratic process.

For more information about Municipal Clerks, please visit www.azclerks.org or www.iimc.com.

