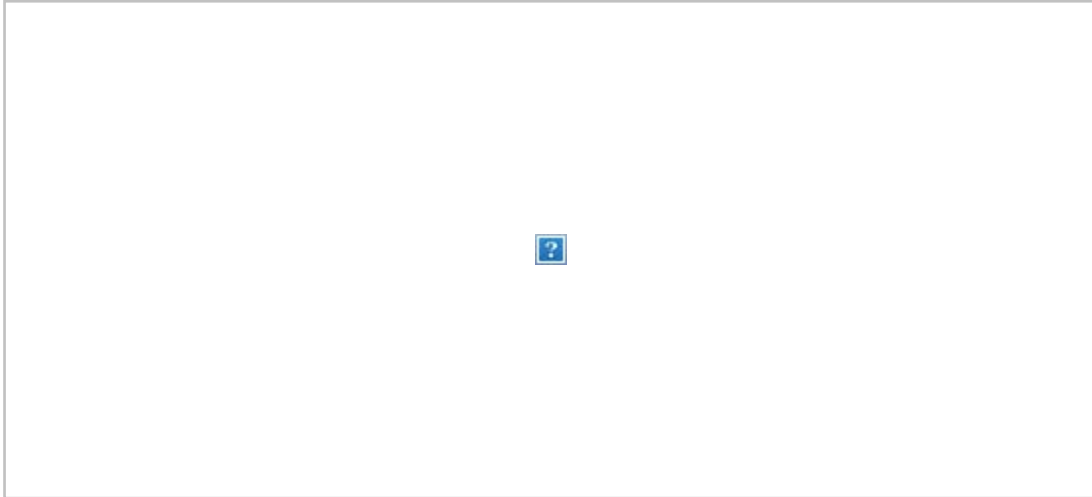


**From:** [International Institute of Municipal Clerks](http://www.iiimc.org)  
**To:** [execsec@chilmarkma.gov](mailto:execsec@chilmarkma.gov)  
**Subject:** Municipal Clerks Week - May 7-13, 2017 - Make it a Special Week  
**Date:** Tuesday, March 14, 2017 12:58:07 PM

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## **48th Annual Municipal Clerks Week**

**Honorable Mayor, President, City Manager and Council Members:**

The International Institute of Municipal Clerks, a professional, nonprofit association that promotes continuing education and certification of Municipal Clerks for the betterment of the Clerk's profession and the municipalities they serve, has designated May 7 through May 13, 2017 as Municipal Clerks Week.

Initiated in 1969 with Proclamations in 1984 and 1996 by Presidents Ronald Reagan and Bill Clinton, respectively and sponsored by IIMC, Municipal Clerks Week recognizes the vital role of the Municipal Clerks in local government, as well

as their contributions in serving their communities and educating the public on the significance of their roles. Our Members come with many titles, depending on their municipality, such as City Clerk, County Clerk, District Clerk, City Secretary, Clerk/Treasurer, Chief Administrative Officer, Finance Director, City Auditor, City Recorder, Town Clerk, Borough Clerk and Village Clerk.

Your Municipal Clerk and Deputy Clerk work hard every single day with the public and the Legislative Government Body. What better time than now for you to thank them by honoring their professionalism and devotion to their work and the constituents of your municipality!

Whether you are a Mayor, City Manager, Town Administrator, Council Member or the Human Resource Manager, it is important for you to recognize your Municipal Clerk and Deputy Clerk during the 48th Annual Municipal Clerks Week.

Municipal Clerks Week is an excellent opportunity for you to showcase your Municipal Clerk and Deputy Clerk to your community. We have provided all of the necessary paperwork from our website at [this link](#), such as an IIMC Press Release promoting Municipal Clerks Week, four versions of the Municipal Clerk Week posters, an IIMC Radio Release promoting Municipal Clerk Week, an IIMC Proclamation for you to complete and award to your Municipal Clerk, a Proclamation and an IIMC Fact Sheet.

Make it a special time for your Municipal Clerk during

"Municipal Clerks Week" and we thank you for your participation!

If you have any questions, please don't hesitate to contact me at [janis@iimc.com](mailto:janis@iimc.com) or call me at (909) 944-4162.

Respectfully,  
Janis Daudt  
Director of Member Services

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International Institute of Municipal Clerks, 8331 Utica Avenue #200, Rancho Cucamonga, CA 91730

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