



## JOB DESCRIPTION

### OAMR PROFESSIONAL GROWTH AND LEADERSHIP DEVELOPMENT COMMITTEE

**PURPOSE:** To promote the professional growth and image of OAMR members and provide guidance and support to potential candidates for the OAMR Board.

#### **PROFESSIONAL EDUCATIONAL GROWTH**

- A. The Committee Chair will serve as a member of the Northwest Clerks Institute (NCI) Education Committee.
- B. Provide NCI information to the OAMR newsletter chair and OAMR internet committee chair.
  - a. Winter newsletter – Submit article with NCI dates and registration information and, with the IIMC Municipal Clerk Education Fund (MCEF) scholarship information.
  - b. Fall newsletter – Submit recap of NCI summer sessions.
- C. Assist the NCI Director with securing session speakers, class content, and evaluation/review of annual sessions.
- D. Coordinate with League of Oregon Cities (LOC) staff in obtaining IIMC educational approval for LOC training opportunities.
- E. Assist OAMR members in IIMC certification related issues and IIMC training opportunities.

#### **EDUCATION FOR LOCAL GOVERNMENT OFFICIALS**

- A. Assist the OAMR President in coordination of the LOC booth and offer assistance in any educational sessions at the League's annual conference.
- B. Facilitate educational sessions or information tables among various affiliate organizations such as the Oregon Mayor's Association (OMA), Oregon Municipal Finance Officers' Association (OMFOA), and the Oregon City/County Management Association (OCCMA) to promote the importance of the role of the City Recorder.
- C. Coordinate with the OAMR Education Committee on speakers or sessions as needed.
- D. Coordinate with LOC staff in obtaining IIMC educational approval for LOC training opportunities and Local Government Management Certificate (LGMC) approval of OAMR training opportunities.

#### **LEADERSHIP DEVELOPMENT PROGRAM**

**Program Guidelines:** The OAMR Leadership Development Program is designed to have experienced OAMR leaders (members having served at least one full term on the OAMR Board) provide guidance and support to other OAMR members seeking to run for election or applying for appointment to the OAMR Board. Board positions qualifying for the program are those of Regional Director, Secretary, Treasurer and Second Vice President (which will lead to the position of President).

**Program Application:** Through the OAMR Leadership Development Program, those members of OAMR who have never before served on the OAMR Board in a position which they are currently considering (“candidate”), shall be linked with a member (“leader”) who has served in the capacity the candidate is interested in. Only those members who have served as OAMR President may “shadow” those seeking the position of Second Vice President.

The leader will provide the candidate with knowledge as to actual duties and responsibilities, time commitment, potential travel required, etc., of the Board position the candidate is seeking. The leader may simply be required to enlighten the candidate as to their personal experiences while serving in the Board position being considered, or the leader may be called upon to make personal contact with the candidate’s City Manager and/or Mayor and Council to explain the obligations of the Board position being sought.

The leader must be willing to continue providing support and assistance to the candidate upon election or appointment to the Board position being sought, throughout the term of such position.

**Program Tasks:**

- A. The Committee shall work with the Nominations Committee to obtain knowledge of anyone being nominated for, or volunteering for, a Board position.
- B. The Committee will coordinate with the candidate the selection of a leader. If the Candidate does not wish to have a leader, one will not be designated. The Committee will seek the candidate’s input in selection of a leader.
- C. Assigned leaders should have served in the Board capacity the candidate is considering. For the position of Second Vice President, an OAMR Past President shall be assigned.
- D. The leader may assist the candidate in the preparation of the Board candidate presentation that may be given before the OAMR membership prior to the election conducted during the annual conference.
- E. If the candidate is elected to the OAMR Board, the leader shall continue to offer the new Board Member support and assistance throughout her term on the Board.