

In 1983, the Oregon Association of Municipal Recorders (OAMR) was organized. Each September the association holds its annual conference to carry out the mission and goals by providing educational seminars to improve the professionalism of the municipal recorder.

At the conference, OAMR active members elect five officers and seven region directors for a total executive board of twelve members. The officers and region directors serve varying terms.

Under direction of a region director, recorders meet within their region of the state to exchange information on a local level and to provide educational opportunities.

OAMR is a dedicated professional organization, providing educational opportunities, a new recorders mentoring program, legislative updates, networking opportunities, lifelong friendships and many other benefits.

Mission

To enhance the quality of our office and to encourage dedication to our profession, by providing educational experiences of the highest quality as well as promote the professionalism of the office of municipal recorder.

History of the Profession

City Clerk, Municipal Clerk, Town Clerk, City Secretary or City Recorder is the title borne by the oldest of public servants. The office can be traced to 1271 A.D. in the History of the Corporation of Old London. When the early colonists came to America, they set up forms of local government and the office of clerk was one of the first positions established. The colony at Plymouth appointed a person to act as a "recorder".

With this prominent history in mind, the Oregon Association of Municipal Recorders' primary mission is to preserve the honor and dignity established by our predecessors. No other office in municipal government serves so many; namely, the Mayor and Council, Commission/County, City Manager/Administrator, administrative departments and citizens. The recorders' work demands versatility, alertness, accuracy and dedication.

Oregon Association of Municipal Recorders



Goals

- ◆ *Promote OAMR membership throughout the State of Oregon.*
- ◆ *Develop an incentive for professionalism through education of all members.*
- ◆ *Provide programs and activities that will assist in the welfare and positive progression of municipal government.*
- ◆ *Foster closer relationship between recorders in the State of Oregon and promote the interchange of information between them.*
- ◆ *Promote OAMR among other professional organizations.*

OAMR website address www.oamr.org

Membership Benefits

Mentor Program

The OAMR Mentoring Program provides professional resources and support on day-to-day recorder functions by pairing experienced municipal recorders with new OAMR members.

Newsletter & Website Access

Members receive the OAMR newsletter, published quarterly, which contains valuable articles and information relating to the recorder. In addition, members can access information and contact members on the OAMR website by going to www.oamr.org.

Workshops & Region Meetings

Periodic traveling workshops and region meetings are held on issues relative to municipal recorders such as elections and records management.

Legislative Updates

The Legislative Committee seeks input on issues affecting cities to take to the Legislature and relays information to recorders.

Networking Opportunities

Region meetings, Academy Sessions and Annual Conferences are held which bring recorders throughout the state together in an informal setting to discuss issues and receive up-to-date information.

Annual Fall Conference

The Annual Conference in September brings together municipal recorders from Oregon and IIMC Region IX (Oregon, Washington, Alaska) to inform them about current issues. The conference provides educational seminars to improve the professionalism of the municipal recorder and allows members the opportunity to meet and informally exchange ideas.

Professional Development

Certified Municipal Clerk (CMC) Program

OAMR and the International Institute of Municipal Clerks (IIMC) are proud of the CMC program which recognizes those individuals who have made the commitment to continuing education. University of Puget Sound, Tacoma, offers Professional Development (PD) courses approved by IIMC. These cover the curriculum areas, which, upon completion, fulfill the educational requirements to attain the CMC designation. The CMC certification is recognized worldwide and signifies excellence in continuing professional education, assuring that members are in the forefront of their profession.

Master Municipal Clerk (MMC) Program

The MMC program targets those recorders who have received their CMC certification and wish to continue learning new, innovative skills designed for professional education.

Standing Committees

Audit – Conducts the bi-annual audit of the financial records of OAMR.

Bylaw – Reviews the OAMR bylaws and prepares proposed changes for approval by the membership.

City Recorder's Procedure Manual – Reviews and updates the procedure manual created by OAMR and used as a guide by OAMR members.

Conference – Coordinates the annual conference through the efforts of sub-committees and committee chairs.

Education – Encourages and supports the OAMR membership by providing educational opportunities.

Historical – Preserves the history of OAMR.

IIMC Conference – Works toward obtaining and/or organizing an IIMC conference to be held in the State of Oregon.

Internet – Maintains and updates the OAMR website.

Legislative – Studies legislation and reports to OAMR Executive Board and membership.

Membership – Encourages membership in OAMR.

Mentoring and Leadership – Encourages professional growth and development of new city recorders; provides guidance and support to potential candidates for the OAMR Board of Directors.

Newsletter – Produces and distributes four issues per year of the OAMR newsletter.

Northwest Clerks Institute Education – Members are the Chairs of the Education and Professional Development committees and one additional member appointed by the President.

Nominating – Provides the membership with a slate of candidates at the annual meeting.

Professional Growth & Development – Promotes the professional image of the city recorder; coordinates certification programs with the Northwest Municipal Clerks Institute to develop PD I, II and III goals.

Records Management – Provides training on records management and retention schedules. Works with the State Archives to maintain an up-to-date retention schedule.

Retired Clerks – Develops opportunities for retired recorders who wish to continue with some level of activity in the organization and the profession.

Scholarship – Administers financial aid via scholarships to OAMR members who otherwise would not be able to take advantage of educational opportunities.

Special Projects & Fundraising – Coordinates special projects to raise money for various purposes including education and scholarships.