

If you are not involved in the MCANJ and want to be, please consider joining a Committee that might be of interest to you. Below is a list of Committees along with descriptions of the functions and responsibilities, so please take a moment to review and contact me relative to any you wish to join.

Thank you!

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1. The following shall be a list of Standing Committees:
 - A. Constitution and Bylaws
 - B. Education Conference(s)
 - C. Elections
 - D. Fundraising
 - E. Information Technology
 - F. Legislative Committee for Laws Pertaining to the Municipal Clerk's Profession
 - G. Legal Defense Fund
 - H. Manual Review
 - I. Membership/Peer Alliance for Learning (PAL)
 - J. Professional Development/Mini Conference Committee
 - K. Public Relations
 - L. QUILL
 - M. Resolutions
 - N. Scholarship

2. Functions and Responsibilities of Standing Committee:
 - A. The Constitution and Bylaws Committee shall recommend to the Executive Board any amendments to the Constitution and Bylaws.

 - B. The Education Conference(s) Committee shall, in conjunction with the Executive Board, Coordinate the programs and events at the Education Conference, or Conferences as the case may be, and shall contact the appropriate committees in such effort.

 - C. The Elections Committee shall examine and evaluate the statutory requirements governing elections as well as any proposed changes in election law and make appropriate recommendations to the Executive Board regarding same.

 - D. The Fundraising Committee shall plan and implement fundraising programs for the benefit of the MCANJ. Shall conduct appropriate 50/50 events as determined by the Executive Board. One Committee member shall be identified as the Raffle representative to LGCCC. At the Transition meeting of each year, the Executive Board will determine where the proceeds from the raffles should be directed. By vote of the Executive Board, the MCANJ may advance funds to this Committee for fundraising activities with reimbursement to the MCANJ Treasury from the fundraising proceeds, with primary consideration given to the Legal Defense Fund and the Scholarship Fund. ***(Raffles Committee was combined into this Committee 2020/2021)***

 - E. The Information Technology Committee shall provide and review information shown on the MCANJ Web Page and other Association authorized social media. In addition, the Information Technology Committee shall advise the Executive Board of other means of

technology useful to the Municipal Clerk. This may include, but not be limited to, an Annual Information Technology Expo and/or assisting with soliciting persons versed in technological hardware, software, peripherals, and other technological devices useful to the Municipal Clerk for the Education Conferences.

- F. The Legislative Committee for Laws Pertaining to the Municipal Clerk's Profession shall monitor and review all proposed legislation that may directly affect the Municipal Clerks' profession. Shall review pertinent decisions of the Government Records Council regarding the Municipal Clerks' responsibility in supplements subsequently enacted thereto, and report back to the Executive Board with their finds and recommendations on a regular basis. Shall offer practical recommendations to the Executive Board regarding problems that have been encountered or other foreseeable problems that may be expected in order for Municipal Clerks to comply with OPRA as well as any pertinent issues dealing with records management. One Committee member shall be identified as the MCANJ representative to the Government Records Council. ***(Records Committee was combined into this Committee 2020/2021)***

- G. The Legal Defense Fund is available by private subscription of the membership for their benefit and is established for financial and legal assistance to its participating members. The LDF Committee shall solicit membership and through its own Constitution and Bylaws oversee the operation of said Fund. The financial records of said Fund are maintained by the Executive Director. The Executive Board shall hear appeals sent to it by the LDF pursuant to the LDF bylaws and the Executive Board shall establish rules and procedures for same.

- H. The Manual Review Committee shall be charged with the annual review and publication of updates for the Municipal Clerks' Desk Reference Manual.

- I. The Membership/Peer Alliance for Learning Committee shall be charged with the duty of securing and maintaining the enrollment of all Municipal Clerks, County Clerks and the Clerks of the Boards of Chosen Freeholders in the State of New Jersey. It may be designated further as Membership-North, Membership-Central and Membership-South, at the discretion of the President and shall be responsible for promoting a mentoring program between newly appointed Municipal Clerks and experience Registered Municipal Clerks to facilitate the training and education of new members.

- J. The Professional Development/Mini Conference Committee, in cooperation with Rutgers, shall provide education opportunities required to achieve the certification and recertification of registered Municipal Clerks. Once Committee member shall work in conjunction with the conference committee in preparation of the education program for the Annual Education Conference. Shall prepare and implement programs addressing the managerial and administrative skills necessary to meet the professional image of Municipal Clerks. ***(Education Committee was combined into this Committee 2020/2021)***

- K. The Public Relations Committee shall plan and organize the Booth at the Annual League of Municipalities Conference, as well as the information Booth at the Spring Education Conference. Additional duties include hospitality at all MCANJ events.

- L. The QUILL Committee shall publish four (4) times a fiscal year, the official newsletter of the MCANJ.
- M. The Resolutions Committee shall prepare and present at the Annual Meeting, resolutions recognizing those Municipal Clerks who have retired or passed away since the last Annual Meeting, as well as present any resolutions passed by the County Associations requiring action by the membership. It shall also present appropriate resolutions of recognition and service to the Associations or individuals. Resolutions shall be provided to the Secretary for inclusion in the minutes of the Annual Meeting.
- N. The Scholarship Committee shall award financial assistance to deserving member Municipal Clerks and Deputy Municipal Clerks for courses required for certification and recertification as Registered Municipal Clerks. The Executive Board may award stipends to any Committee Chair, as deemed appropriate. These stipends shall be approved by Resolution of the Executive Board and stipulated in the Budget for the year.