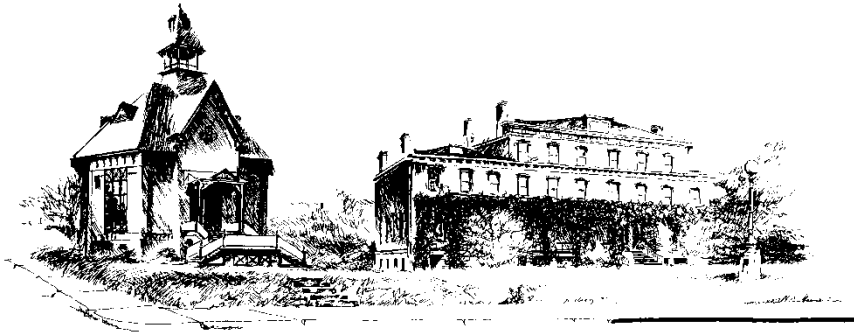


Carl Vinson | Institute of Government

Governmental
Training, Education and Development

Georgia Municipal And County Clerks/Finance Officers Education Program

September 12-14, 2010



Georgia Center for Continuing Education

Conference Center and Hotel

1197 S. Lumpkin Street

Athens, GA 30602

www.georgiacenter.uga.edu

General Information

For more than 80 years, the Vinson Institute has worked with public officials throughout Georgia and around the world to improve governance and people's lives. From Georgia's early days as a largely agrarian state with a modest population to its modern-day status as a national and international force in business, industry, and politics with a population of almost 9 million, the Institute has helped government leaders navigate change and forge strong directions for a better Georgia

City and County Clerks can better meet the increasing challenges and demands of local government and further their professional development through this program.

Conference Facilities

The Georgia Center for Continuing Education Conference Center and Hotel, a unit of the University of Georgia's Office of Public Service and Outreach, provides innovative lifelong learning opportunities that develop intellectual and human potential. A full-service, residential adult-learning facility on UGA's campus, the Georgia Center includes a 200-room hotel, restaurants, banquet areas, conference rooms, auditoriums, a fitness center, and computer lab--all under one roof. For directions to the Georgia Center or for more information, please visit <http://www.georgiacenter.uga.edu>.

Registration Fee and Deadline

The registration fee for the September 12-14, 2010, Georgia Municipal and County Clerks conference is \$310.00. Registration deadline is **5:00 p.m. August 28, 2010.**

Registration

1. Please register on-line by visiting the Carl Vinson Institute of Government website at <http://www.vinsoninstitute.org/clerks> and pay by credit card, the preferred method. You will be prompted to request a password to access the on-line registration system. Once you have received the password, you can view and update your profile and register for the conference.
2. If you are unable to register online and pay by credit card, please download the registration form, complete it, and mail with a check to the address listed on the registration form. We cannot accept credit card payments through the mail; payment by credit card is only available through the on-line method.
3. Payment of fees must be received before space can be confirmed.
4. Confirmation will be sent to the address listed on the registration form.

Cancellation and Refund Policy

Written notice of cancellation must be postmarked/dated no later than **August 20, 2010**, to receive a full refund of registration fees. Written requests postmarked/dated between **August 21, 2010**, and **August 28, 2010**, will be assessed a **25%** administrative fee, and requests postmarked/dated after **August 28, 2010**, are **not** eligible for a refund. Registrants who fail to attend, cancel, or send a substitute, are liable for the full registration fee. Substitution of participant is encouraged over cancellation. To cancel registration or send a substitute, please send notification to Debbie Barron at barron@cviog.uga.edu, via fax at (706) 542-9856, or by mail at Carl Vinson Institute of Government, University of Georgia, 201 N. Milledge Avenue, Athens, GA 30602-5482.

Guest Meals

Guest meal requests will be accepted through pre-registration and must be paid for in advance. Guest meal requests will not be accepted on site. The Georgia Center for Continuing Education Conference Center and Hotel has a café that is open from 7:00 a.m. until 2:00 p.m. each day. The hotel restaurant, Savannah Room, is available from 11:30 a.m.-2:00 p.m. Monday through Friday for lunch and 5:00 p.m.-9:00 p.m. Monday through Saturday for dinner. The Georgia Java Coffee Shop will be open 6:30 a.m.-10:00 p.m. each day offering light refreshments and snacks.

Parking

Parking is available in the South Campus Parking Deck, which is adjacent to the Georgia Center, for \$10.00 per day. Parking will be added to lodging bills of guests of the Georgia Center.

Guest Parking/Commuter Parking

Anyone not staying at the Georgia Center will be required to park in the South Campus Parking Deck and pay the daily rate of \$10.00. Vehicles over seven feet tall cannot fit into the parking deck.

Certificate Program Information

Please visit the website below to print an up-to-date copy of the certificate guidelines:

<http://www.vinsoninstitute.org/training/local>

Lodging

Please contact the hotel of your choice in the Athens area to secure lodging for the conference. The Georgia Center for Continuing Education is the conference site; lodging is limited, please call early. The block of rooms at each of the hotels will be held until August 22, 2010, or the date on which all rooms have been reserved, whichever comes first.

The Georgia Center for Continuing Education Conference Center and Hotel, a state building, provides a smoke free environment. If you require a smoking room, please contact one of the other hotels listed below.

Hotel Telephone Numbers

*Georgia Center for Continuing Education.....	706-542-2134 or 800-884-1381
*Holiday Inn.....	706-549-4433
*Country Inn & Suites.....	706-612-9100 or 800-456-4000
*Foundry Park Inn and Spa.....	877-229-5970

Tax Exemption

In order to be exempt from state sales tax, a state, city, or county check or credit card must be presented upon check-in along with your state, city, or county tax exemption certificate displaying your tax exemption number. Each attendee/guest must present a hotel/motel excise tax form at time of check-in to avoid payment of those taxes.

Bingo and Door Prizes

Bingo on Sunday evening and the door prize drawings on Tuesday morning are sponsored and administered by the hospitality committees of GCCA and GMCFOA. Bingo gifts are to be placed on the stage Sunday during registration or before Bingo starts at 7:00 p.m. Door prize gifts are to be placed on the stage no earlier than Tuesday morning. Please see a hospitality committee member with any questions.

Course and Program Questions

If you have questions concerning your courses and/or progress in the certificate program, please contact:

Catherine Bennett, Program Manager

Phone: 706-542-3512

Email: bennett@cviog.uga.edu

Special Needs

If you have a medical and/or dietary inquiry, need information concerning cancellations/substitutions, or receipt of conference registration, please contact:

Debbie Barron, Senior Event Coordinator

Phone: 706-542-0402

Email: barron@cviog.uga.edu

MASTERS EDUCATION MANAGEMENT DEVELOPMENT CERTIFICATE PROGRAM

A special “Masters Education Management Development Certificate Program” consisting of ten courses has been developed for the Masters Education. After completing the series of courses and a job related project, participants will receive a certificate of “Advanced Management.” Certified clerks who choose not to complete the job related project are still encouraged to participate in the management series. Two courses within the series will be offered at the February and September clerks’ education training conferences. A complete list of the courses follows:

- The Role of the Manager
- Communications and Coaching Skills/Positive Discipline
- Performance Evaluations (discussion of values clarification)
- Conflict Management and Creative Problem Solving
- Continuous Improvement and Productivity
- Professionalism and Ethics of the Public Servant
- Managing Power Effectively
- Advanced Change Management
- Effective Public Presentations I
- Effective Public Presentations II

Once all courses have been offered, they will be repeated on a rotating basis. For completion of the Masters Education Management Development certificate, each participant must complete a project. The individual selects a project and their supervisor (manager/administrator, mayor, chairman, and so on) approves the selection. The project must also be approved by Sherri Lawless (lawless@cviog.uga.edu), instructor of the Masters Education Management Development Certificate Program for Clerks.

The Role of the Manager

Did you ever wonder how to increase your management effectiveness and success? And for those not yet managing, did you ever think about what you should do when that opportunity to manage presents itself? While two courses in the Masters Education Management Development Program are offered during each conference and eligible attendees are encouraged to take classes whenever they can, this course is actually the beginning of the program’s rotational cycle. Because this is the case, the full ten course program will be briefly introduced. Most of the day will be spent identifying and discussing the role and key competencies of managers, especially those of relevance to local government clerks. So, please come ready to spend some time reflecting on and discussing your role as a manager.

Communications and Coaching Skills/Positive Discipline

You may not consider yourself a coach, but when you said “yes” to management, you said “yes” to coaching as well! During this six-hour course you will come to understand the difference between coaching and counseling. You also will be presented with methods to perform positive discipline. This interactive session will include opportunities for reflection, discussion, and practical application on increasing your effectiveness and getting the best from your employees, both the high performers and those requiring guidance.

If you know a new clerk or finance officer in a community near you, please let us know at barron@cviog.uga.edu so that we can make sure they receive this information.

Schedule

Sunday, September 12, 2010

1:00 p.m.-1:30 p.m.	Mandated Training Registration, Georgia Center
1:30 p.m.-4:30 p.m.	Mandated Training for New Clerks
5:00 p.m.-7:00 p.m.	Early Registration, Georgia Center Conference Registration Desk
5:00 p.m.-7:00 p.m.	Reception with Exhibitors Hill Atrium
7:00 p.m.-8:00 p.m.	Bingo, Masters Hall – sponsored by the Hospitality committee from GMCFOA and GCCA

Monday, September 13

7:00 a.m.-8:30 a.m.	Registration, Georgia Center Conference Registration Desk
7:00 a.m.-8:15 a.m.	Breakfast, Magnolia Ballroom
8:30 a.m.-9:00 a.m.	Welcome and Announcements, Mahler Auditorium
9:00 a.m.-12:00 p.m.	Concurrent Sessions Municipal and County Clerks Certificate Program Masters MDP Certificate Program Certified Clerks Continuing Education
12:00 p.m.-1:00 p.m.	Lunch, Magnolia Ballroom
1:00 p.m.-4:00 p.m.	Concurrent Sessions (continued)
	Dinner on your own

Tuesday, September 14

7:30 a.m.-8:30 a.m.	Breakfast, Magnolia Ballroom GMCFOA Membership Business Meeting GCCA and Exhibitors
8:00 a.m.-8:30 a.m.	Registration, Georgia Center Conference Registration Desk
8:30 a.m.-9:00 a.m.	Welcome and Announcements, Mahler Auditorium
9:00 a.m.-12:00 p.m.	Concurrent Sessions Municipal and County Clerks Certificate Program Masters MDP Certificate Program Certified Clerks Continuing Education
12:00 p.m.-1:00 p.m.	Lunch, Magnolia Ballroom
1:00 p.m.-4:00 p.m.	Concurrent Sessions (continued)

COURSE DESCRIPTIONS

Required Courses

Mandated Training for New Clerks (15 hours)

The course will satisfy the legislative mandate for clerks appointed on or after April 1, 1992. Participants must attend class Sunday, Monday, and Tuesday to satisfy the mandate. The courses are open to any clerk. The following topics will be covered: public administration/personnel overview; minute taking/record keeping (Georgia Open Records Act); agenda setting and meeting administration; and codes, ordinances and resolutions.

Facilitator: Gordon Maner, Faculty, Carl Vinson Institute of Government

Agendas and Minutes (6 hours)

Explore how to develop meeting agendas, record and process official minutes, action minutes, consent agendas, and ordinances and resolutions. *Instructor: Crandall Jones, Consultant, Carl Vinson Institute of Government*

Business Writing (6 hours)

Refresh your writing skills for the office. Review the most common mistakes and practice clear, concise, well-organized writing. *Instructor: Cynthia Proby-Jennings, Consultant, Carl Vinson Institute of Government*

Community and Media Relations (6 hours)

Learn methods for building a good working relationship with media in your jurisdiction, enabling you to feel more confident in interactions with reporters while keeping the public informed about local government. *Instructor: Amy Henderson, Georgia Municipal Association*

Conflict Resolution (6 hours)

Need new strategies in resolving conflict? Discussion will include possible sources of conflict, individual styles in dealing with discord, and improving your negotiation skills.

Instructor: David Key, Adjunct Faculty, Carl Vinson Institute of Government

Management and Leadership Styles (6 hours)

Understand your management style and how your personality affects your work performance in making decisions, collecting information, organization and more. *Instructor: Walt McBride, Faculty, Carl Vinson Institute of Government*

Records Management (6 hours)

Explore the basic elements of records management, freedom of information and open records, records privacy and security issues, manual indexing and filing systems, document imaging, microfilming practices and procedures, archival management, and email records management.

Instructor: Amelia Winstead, Consultant, Carl Vinson Institute of Government

Elective Courses

PowerPoint (6 hours)

As more and more individuals are making multimedia presentations, learn the do's and don'ts of PowerPoint and how to keep your audience's attention. A jump drive will be provided.

Instructor: Lois Neighbors, Consultant, Carl Vinson Institute of Government

Customer Service (6 hours)

Understanding the importance of creating employee awareness of effective customer service, establish standards of service and procedural plans to monitor and evaluate service within your office or department. *Instructor: Chrissy Marlowe, Public Service Assistant, Carl Vinson*

Institute of Government.

Continuing Education Courses

Cultural Diversity and Best Practices (6 hours)

The course examines what a multicultural society looks like in terms of diverse populations, the changing workforce, respecting individuality, and how local government leaders must respond to diversity changes. *Instructor: Chrissy Marlowe, Public Service Assistant, Carl Vinson Institute of Government*

Time and Stress Management (6 hours)

Local government is a demanding and stressful place to work. Long hours, disgruntled citizens and demanding officials take a lot out of the Clerk. Learn how to leave the office at the office and better balance your time and your stress level. *Instructor: David Key, Adjunct Faculty, Carl Vinson Institute of Government*

Local Finance Elective

Finance elective will not be offered at the fall conference.

Conference Registration
Municipal and County Clerks

September 12-14, 2010 Registration Deadline: August 28, 2010

Please register on-line by visiting the Vinson Institute website <http://vinsoninstitute.org/clerks> and pay by credit card, or mail the completed registration form with a check made payable to The University of Georgia. Confirmation will be sent to you upon receipt of registration. Registration deadline is August 28, 2010.

Please type or print. This information will be used to mail your confirmation and to maintain your training records.
 Internal Use only Sch#4893 Term FY 2010

Last Name	First Name	MI
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Preferred name for badge

Employer or Organization

Business Address

City	State	Zip
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Work Phone	Fax
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E-mail	First-time conference attendee? (circle) Yes	County	City
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Conference Registration CG1506.....\$310.00

One Day Registration.....\$155.00

_____Monday

_____Tuesday

Guest Meal Registration (includes all conference sponsored meals).....\$100.00

Name of Guest: _____

(Required if purchasing guest meals)

Total: _____

Please register on-line by visiting the Carl Vinson Institute website, and pay by credit card (preferred):
www.vinsoninstitute.org/clerks

OR

Mail completed registration form with a check made payable to **The University of Georgia** to:

Carl Vinson Institute of Government
The University of Georgia
Attn: GTED Registrar
201 North Milledge Avenue
Athens, GA 30602-5482

New Municipal/County Clerks – CG1506

Sunday, Monday, and Tuesday, September 12-14, 2010
_____Mandated Training for New Clerks

Georgia Clerks Certificate Program CG1506

Monday, September 13

_____Agenda's and Minutes
_____Conflict Resolution
_____Business Writing
_____Records Management

Tuesday, September 14

_____Community and Media Relations
_____Power Point
_____Customer Service
_____Management and Leadership Styles

Certified Clerks--Continuing Education Classes

Monday, September 13

_____Cultural Diversity

Tuesday, September 14

_____Time and Stress Management

Masters MDP Certificate Program CG1710

Monday, September 13

_____The Role of the Manager

Tuesday, September 14

_____Communications and Coaching Skills/Positive Discipline