



Kelly Michaels, CMC WCMC
City Clerk
2000 N Calhoun Rd
Brookfield WI 53005
michaels@ci.brookfield.wi.us
(262) 782-9650

April 9, 2019

Hey Congratulations! You got the job. You are now a Professional Municipal Clerk and/or Treasurer.

Being someone with 30 years of experience, I can tell you that your community, Elected Officials and staff are all counting on YOU to have the answers they need. They will expect you to be the expert in Elections, Licensing, Budgeting, Tax Rolls, Parliamentary Procedure, Records Management, Open Meetings Law, TIFs, Levy Limits, Audits, Ethics and much, much more! Think about that for just a moment and try not to panic. If you are like me, then I know what you are thinking right now. "Really? Just because they hired me and I have a new fancy title, does not mean I magically know all that stuff." I understand, but still the pressure is on. With the title comes the expectation that you know all that stuff.

So take a deep breath and let me introduce you to the best method for gaining the technical skills and knowledge needed to, not only be competent in your profession but to be the outstanding leader that is expected of you. Write this down, the **UW-Green Bay Municipal Clerks and Treasurer's Institute**. This is where you go to obtain top-level learning targeted specifically to the Clerk and Treasurer Profession. The education counts towards your certification as a professional and is convenient in that your time away from the office is, condensed into a one-week period (the second week in July) annually over the next three years. Each year's track builds upon the prior year so as you move forward in your learning, you progress with more and more complex topics to master. Your position is critical to the success of your community especially when it comes to making sure you are correctly following the never ending, laws and deadlines that comes with the job. Investing in your professional education makes sense for both you and your municipality.

Is money an issue? The Wisconsin Municipal Clerks Association and the Municipal Treasurers Association of Wisconsin both offer scholarships to assist members in the cost. Last year's attendees received scholarships totaling over \$19,000. Never let anything stop you from being your absolute best. We believe in you and are here to help but ultimately you are the one who must take action!

City of Brookfield * 2000 North Calhoun Road * Brookfield WI 53005 * (262) 782-9650

Check it out at www.uwgb.edu/govt or google Wisconsin Municipal Clerks and Treasurer's Institute today. Seize the opportunity and seize the day! Get yourself registered and start that journey towards your professional expert status now.

Best Regards,

A handwritten signature in blue ink, appearing to be 'KM', with a stylized, looping flourish.

Kelly Michaels, CMC, WCMC
City of Brookfield Clerk
2018-2019 President, WMCA