

■ About Miller Management & Consulting Group

Miller Management & Consulting Group is dedicated to the growth and development of individuals and organizations. Practiced in facilitating adult education, the organization's Principal, Pamela Miller, incorporates over 40 years of private, non-profit, and public sector leadership experience into her human and organizational development work. Miller Management & Consulting Group is the approved California Institute providing Master Municipal Clerk credentialing level education.

■ About the Academy

The Academy is designed specifically for those working on attaining the Master Municipal Clerk or Certified Clerk of the Board of Supervisors designation. Courses are designed and content is created with the more tenured and experienced municipal and county clerk in mind. Recognizing that these needs are unique, the Academy is designed specifically with those needs in mind. The content is applicable and value-added for County Clerks to the Board of Supervisors, Special District clerks, and City and Deputy Clerks. All gather with the common bond of a desire for lifelong learning, as these professionals continue to lead in their respective fields. The content of the sessions in this Academy are designed at an advanced level and trained by Master Municipal Clerks, Certified Clerks of the Board, and professionals in the field of local government and leader development.

■ MMCA Refund Policy

There are no refunds if cancellation is received two (2) weeks prior to the start of the session for which you are registered. Refunds will be provided for cancellations received more than two (2) weeks prior to the start of the session for which you are registered minus a \$250 administrative fee. All cancellation requests must be made in writing.



Upcoming MMCA

September 18-20, 2019 Kellogg West Conference Center Cal Poly Pomona, CA

We begin at 11 a.m. on the 18th
and end at 3 p.m. on the 20th

Registration Fee: \$1,525
Early Bird Registration Fee: \$1,450

Registration rates are all-inclusive and include: single occupancy accommodations for Wednesday and Thursday nights; all meals and snacks beginning with lunch Wednesday and ending with lunch Friday; reception Thursday night; parking; in-room Wi-Fi; and all Academy materials. Commuter rates include all of the above with the exception of the overnight accommodations. All participants MUST be present for the entire Academy to receive credit.

Early Bird cutoff is August 12, 2019
Registration closes August 30, 2019 at 5pm

Commuter Fee: \$1,225
Commuter Early Bird Fee: \$1,150
Register today at millermcg.com

**ONLINE REGISTRATION AND
CREDIT CARD* PAYMENTS ARE ACCEPTED.**

Save the dates:

February 5-7, 2020 in San Jose
September 23-25, 2020 in Pomona



■ Trainers include:

- Melissa Crowder, MMC
- Pamela Miller, Institute Director
- Stephanie Mizuno, MMC
- Lee Price, MMC
- Wandzia Rose, CIC
- Stephanie Smith, MMC

■ Special Guest Trainer:

- Colleen Nicol, MMC

■ Session topics are scheduled to include:

(but are not limited to)

- Effective time management
- Creative budgeting
- Leading through change
- Successful meetings
- Critical conversations
- Performance reviews
- Leadership strengths
- Effective communication
- Living into our mission and purpose

University extension credits are available through UC Riverside. The Academy is approved by IIMC for 20 MMC/CMC educational hours or 10 MMC/CMC points. The curriculum is subject to change.

* There is a 3% fee charged for every credit card transaction, which is not refundable.



“I have attended several sessions of the MMCA over the past three years and have found them to be on-topic and very enriching. The trainers are actively working in the government field and are up to date with today’s technologies and practices. The sessions have given me more insight into leadership qualities and aspects than I ever expected. I have been extremely pleased with the training I have gained from attending the MMCA and have had much success implementing those new skills.”

Virginia J. Bloom, CMC - City of Lake Elsinore

“The MMCA is a valuable resource for seasoned clerks like me that won’t settle for what they have already learned, but are always looking for what’s next. In this ever changing ‘clerk’ world we live in, I think it is imperative for City Clerks to always seek continuing education and the courses offered through MMCA are challenging, innovative and rewarding.”

Lisa Thomason - City of Wheatland



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presents

The Master Municipal Clerk and Clerk of the Board Academy

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