



City of Santa Claus

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PROFESSIONAL MUNICIPAL CLERKS WEEK May 5 - 11, 2024

A Proclamation, issued by **The City of Santa Claus** on **May 1, 2024** resolves that the week of May 5 - 11, 2024 is designated as "Professional Municipal Clerks Week."

Unanimously adopted by **the Mayor and the City Council**, the Proclamation extends appreciation to all Municipal and Deputy Clerks for the services with which they provide their communities. Specifically, the Proclamation cites that the Clerk "serves as the professional link between the citizens, the local governing bodies and agencies of government at other levels."

The Proclamation was presented to **Susan Grisham** and signed by **the Mayor and the City Council**. It also honors Municipal and Deputy Clerks for "continually striving to improve the administration of their duties through participation in education programs, seminars, workshops and annual meetings of their state, province, county and international professional organizations."

The International Institute of Municipal Clerks (IIMC), a professional association of City, Town, Township, Village, Borough, Deputy and County Clerks, sponsors Municipal Clerks Week. IIMC has over 16,000 members throughout the United States, Canada and 15 other countries.

IIMC President Mary Ann Hess, MMC, and City Clerk and Finance Director for the City of Laurel, Mississippi, urges Municipal and Deputy Clerks to highlight the importance of their roles and functions and the impact the Municipal Clerk's office has on the public.

Professor William Bennett Munro, author of one of the first textbooks written on the topic of municipal administration, wrote, "No other office in municipal service has so many contacts. It serves the Mayor, the City Council, the City Manager, and all administrative departments, without exception. All of them call upon it, almost daily, for some service or information."

The functions of the Clerk necessitate a thorough knowledge of maintaining official council minutes, ordinance books & all records and documents; issues licenses and permits; keeper of community history and vital records; receives, distributes, and files correspondence from citizens & other government agencies; acts as a key liaison between local government and its citizens and provides central services such as personnel, purchasing, etc.. IIMC further challenges Clerks to fervently pursue continuing education opportunities and professional networking to "establish [their] proper role as a member of the municipal executive team."

Ms. Susan Grisham has served as **Santa Claus's secretary\clerk** since **November 2015**.