CLERK TRAINING FOR CAPACITY BUILDING

An online workshop offering financial and managerial information for water and sewer systems, focused on the responsibilities of Clerks and other elected officials in a team-oriented approach.

Wednesday, July 29, 2020 1:00--4:00 PM

Registration: https://attendee.gototraining.com/r/5136810981261846274

**Agenda Topics**

General Board Responsibilities
What's Required to Conduct Legal Meetings
Operating Under Robert’s Rules of Order
Tips and Tricks for Taking Good Minutes
Budgeting, Financial Reporting, Audit Requirements
Developing Sustainable Utility Rates
Asset Management Considerations
Emergency Response Plans and Vulnerability Assessments
The Clerk’s Role in a Post-Pandemic World

Following registration, attendees will receive a confirmation E-mail containing information about joining the training. Contact Jeff Kormann at (573)680-0682, or jkormann@map-inc.org for more information.

MAP ([www.map-inc.org](http://www.map-inc.org)) provides assistance to small communities through grants from USDA Rural Development. If you are having a problem with your system MAP can help with technical, managerial, and financial concerns at no cost.