



# Wyoming Board and Clerk Training

Covering the Basics

Thursday, May 26, 2022

Virtual Training

Follow the link from your registration Email to sign in at the designated time.



No Fee to Attend - Preregistration is Required

## AGENDA

- |                    |   |
|--------------------|---|
| 9:00 AM - 9:15 AM  | <b>Introductions, GoTo Training</b>   |
| 9:15 AM - 11:00 AM | <b>Understanding Your Roles and Responsibilities</b><br>Government Basics<br>Financial Management |
| 11:00 AM - 1:00 PM | <b>BREAK</b>  |
| 1:00 PM - 2:45 PM  | <b>Conducting Effective Meetings</b><br>Open Meeting Laws<br>Record Keeping                       |
| 2:45 PM - 3:00 PM  | <b>Wrap up</b>  |

## FOR MORE INFORMATION CONTACT

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GS Contract GS-10F-0025T

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