

TRAINING FOR RECENTLY ELECTED MUNICIPAL OFFICIALS



Friday, March 3 | 9:30 a.m. - 4:00 p.m. Eastern | Zoom Webinar

This virtual workshop will take place on March 3, and is designed to assist recently elected municipal officials in their new roles! During this workshop not only will you get to know Aim and how it supports municipalities, you will also hear important topics like public meetings and public records, employment and personnel, transition matters and more, during this day long event! If you are unable to join us on the day of the event, we encourage you to register anyway because a post-event recording will be sent to all registrations for later viewing.

AGENDA

9:30 a.m.	Welcome and Opening Remarks
9:45 a.m.	Module One: Introduction to Aim and Municipal Government Just like a computer tech needs to know the latest about viruses and a surgeon needs to know the latest techniques, municipal officials need to know the most recent laws and best practices for governing efficiently and effectively. This training module will cover the services of Aim and lay a valuable foundation about the structure of city and town governments in Indiana.
11:00 a.m.	Module Two: Public Meetings and Public Records There are many laws in place designed to ensure transparency into how municipal government functions and the countless decisions that are made on a daily basis. These laws generally fall into two buckets: public records and public meetings. This training module will walk participants through many facets of each category, including how public meetings laws have been updated to maximize public participation during and in the wake of the pandemic.
12:30 p.m.	Module Three: Employment and Personnel Considerations Not all municipalities are large employers, but even towns with one or two employees have to follow certain laws and procedures. This training module will help you understand some basic human resources terminology that clerks, clerk-treasurers, council members and mayors must understand before getting too many months and too many missteps into their first term.
2:15 p.m.	Module Four: Transition Matters While transition matters generally occur between an election and the time a newly elected official takes office, there are still many foundational matters in this module that can help all municipal officials ensure they have entered their office on solid footing. Knowledge of laws regarding surety bonds, oaths of office, conflicts of interest, and the basic rules of municipal finance are critical to all new and existing municipal office holders. Participants will also be treated to some great reminders from a veteran official about how those entirely new to public office can transition from a candidate to a community leader.
3:00 p.m.	Module Five: Question and Answer Session
4:00 p.m.	Closing Remarks & Adjourn

REGISTRATION

Deadline: Monday, February 27

How to Register		Fee <i>(Circle One)</i>		Member: \$119		Municipal Non-Member: \$169	
Online: aimindiana.org		Mail: 125 W Market Street, Suite 100		Payment <i>(Circle One)</i>		Check MC Visa Discover AmEx	
Fax: (317) 237-6206		Indianapolis, IN 46204		Check Number <i>(Payable to Aim)</i>		Card Number	
Name		Expiration Date		Verification Code		Name of Cardholder	
Title		Billing Address <i>(if different)</i>		City		State	
Municipality/Company		State		Zip		ZIP	
Address		Phone		Authorized Signature			
City/Town		Email <i>(Required!)</i>					
State		<input type="checkbox"/> Newly Elected Official Since November 2022					

Aim Handbook for Municipal Elected Officials
The Aim Handbook for Municipal Elected Officials is a valued service we provide to our members. If you are a newly elected official since November 2022, please check the above box and we will send a handbook to your attention at the address provided on this registration form at no cost.

Earn MMI Credit
Participation in this Aim workshop is eligible for Aim Municipal Management Institute (MMI) credit. Thank you to our 2023 MMI Sponsors! Learn more about the MMI program and the sponsors at aimindiana.org/mmi.

Cancellation Policy
Only written cancellations will be accepted. Please mail your written cancellation to 125 W Market Street, Suite 100, Indianapolis, IN 46204, fax to (317) 237-6206 or email to bbystry@aimindiana.org.