



2015 Spring Training: City/Town Clerk Best Practices

Wednesday, April 1, 2015, 10:00 a.m. to 4:15 p.m.
Tempe Public Library, Meeting Room A, 3500 S. Rural Road, Tempe, AZ

WEDNESDAY, APRIL 1, 2015

- 10:00a** Welcome, Introductions and Overview of Day
- 10:05a** Services and resources offered by League of Arizona Cities and Towns
- 10:30a** Open Meeting Law presentation
- Noon** LUNCH
- 1:00p** **1st Roundtable**
presentation and discussion - see topics below; all topics will be presented at each time slot to ensure availability of sessions.
- 1:45p** **2nd Roundtable**
- 2:30p** **BREAK**
- 2:45p** **3rd Roundtable**
- 3:30p** **4th Roundtable**
- 4:15p** Education Committee meeting

ROUNDTABLE DISCUSSION TOPICS

Records Management
Business Licenses
General Clerk Duties/Resources
Passport Services
Citizens Academy
Boards and Commissions
Computer Shortcuts

To register, please [click here](#).

This training is geared towards new clerks, assistants and deputies, but we encourage all clerks to attend.

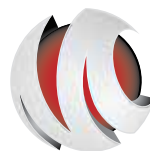
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