

South Carolina Municipal Clerks and Treasurers Institute Capstone Project Guidelines

Municipal clerks who are interested in pursuing a Certified Municipal Clerk designation from the International Institute of Municipal Clerks will need to complete the South Carolina Municipal Clerks and Treasurers Institute and a capstone project. Adopted in 2004, the capstone project serves as the method of assessment for MCTI. The purpose of the capstone project is to illustrate learning has occurred, provide a return on the municipality's investment, and meet the IIMC testing requirement.

General Information

As the South Carolina Institute Director for IIMC, the College of Charleston's Joseph P. Riley Jr. Center for Livable Communities is responsible for coordinating with the Municipal Association of South Carolina to provide education to municipal clerks in South Carolina through MCTI, and also serves as the primary contact for the capstone project. Participants are eligible to begin working on his or her capstone project at the conclusion of his or her third MCTI session. All capstone candidates must:

- Submit an initial project proposal to be reviewed and approved by the Certification Committee
- Submit and present a final project summary to the Certification Committee

Capstone proposals will be accepted twice a year, in April and October. Eligible participants may submit a proposal by either deadline. However, candidates must adhere to the timeline he or she is assigned after the proposal is approved. The Riley Center will send all eligible participants information about the project and deadlines for completing the capstone project.

Certification Committee

The Certification Committee reviews and approves all project proposals, as well as provides feedback and assistance to clerks as they work on their projects. The committee may request additional information before approving a proposal. This committee serves in a supportive role and has proven invaluable to the clerks who have completed a project. Serving on the committee are:

- MFOCTA President/ Past President (Committee Chair)
- Two MCTI graduates who have either a CMC or MMC designation
- MCTI graduate who recently completed a Capstone project and is pursuing a CMC designation
- Riley Center representative
- Municipal Association of SC representative

Step One: Select a Topic

Capstone candidates should identify an issue or problem and develop a project to improve or address the issue in the municipality and/or citizens. Although others in the municipality may be involved, the candidate should be the primary person to design and implement the project. WCE } i š • • Z } μ o o š }] u % o u v š time.

The example topics listed below are related to traditional clerk duties. Acceptable topics for a clerk/treasurer may involve more finance related duties.

This is not an exhaustive list and candidates are encouraged to develop their own topic ideas based on the needs of their own position and municipality.

Topic Examples:

- x Scanning and Indexing Records
- x Streamlining Council Meeting Processes by Developing and Implementing:
 - o Rules of Procedure
 - o Consent Agendas
 - o New Member Orientation
 - o Mayor/Staff Agenda Guide
- x Streamlining Appointment Process for Municipal Boards and Commissions
- x Automating Agenda Preparation and Council Packet Processes
- x Creating Paperless Council Meetings
- x Moving Municipal Elections to County Election Commissions
- x Developing a Tracking System for Citizen Concerns

Step Two: Submit a Capstone Project Proposal

Submitting a project proposal indicates your interest in pursuing the CMC designation. The project proposal should be approximately one page in length and contain the following components:

- x a description of the issue and why it is important to the candidate, the municipality, and/or community
- x the goals you plan to accomplish by addressing this issue
- x a brief action plan on how to address the issue, including steps and timeframes
- x a brief description of how subjects covered in the MCTI curriculum will help address this issue
- x signature of approval from supervisor

All project proposals must be reviewed and approved by the Certification Committee before significant work begins on the project.

