



FOR IMMEDIATE RELEASE:

### Boothbay Harbor Town Clerk attends Clerks' Institute

Boothbay Harbor Town Clerk, Michelle Farnham, recently completed her third year of studies at the New England Municipal Clerks' Institute at Plymouth (NH) State University. Year Three is the final year of the Institute program, continuing its emphasis on public relations, parliamentary procedure, decision-making, personal development, management, computers, public speaking and professionalism.

The New England Municipal Clerks Institute is a three-year program, which assists clerks in developing and maintaining the high level of administrative expertise needed for the successful operation of increasingly complex municipal governments. Completion of the three-year Institute program entitles graduates to apply for the International Institute of Municipal Clerks' coveted Certified Municipal Clerk (CMC) designation.

NEMCI&A is the only program of its kind in the country, run exclusively by and for city and town clerks and their office staff. The Board of Directors consists of two representatives from each of the six New England states and meets year-round with faculty and University personnel to develop the best possible week of intellectual stimulation, personal growth and challenges for attendees.

Begun under the direction of the Rhode Island Department of Community Affairs and the guidance of the New England Association of City and Town Clerks, NEMCI&A has grown from one class with 32 students to the point where it now offers three Institute classes and several advanced Academy classes. Over 500 cities and towns have sent Clerks to the New England Municipal Clerks' Institute and Academy over its forty-four year history.

Academy is a continuing education program designed for clerks who have completed their Institute training or have already attained their CMC certification. Academy courses are more in-depth and intensive, fostering the development of high-level administrative and executive-level management skills.

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