



**2023 Annual New Clerks Institute  
For City and County Clerks  
Beaufort Hotel  
Beaufort, North Carolina  
UNC School of Government**

**Wednesday, November 15, 2023**

**Room:**

- 8:45-9:00**      **Welcome and Course Overview**  
**Kristina Wilson**, Assistant Professor of Public Law and Government
- 9:00-10:15**    **Laws That Affect the Clerk**  
**Kristina Wilson**  
*This session will provide an overview of important laws with which all clerks must be familiar, including the open meetings law, the public records law, laws regarding the administration and filing of oaths of office, legal restrictions on multiple office holding, and various statutory public notice requirements.*
- 10:15-10:30**    **Break**
- 10:45-12:00**   **Laws That Affect the Clerk (cont'd)**
- 12:00-1:00**     **Lunch**
- 1:00-2:30**     **How Governing Boards Do Their Work**  
**Tom Carruthers**, Senior Assistant General Counsel, N.C. League of Municipalities  
**Kristina Wilson**  
*This session will familiarize clerks with some of the procedural rules that local governing boards must follow in doing their work.*
- 2:30-2:45**     **Break**
- 2:45-3:45**     **Orientation for New Clerks: An Introduction to the Clerks' Profession**  
**Lindsay Ray**, President, NC Association of County Clerks  
**Sarah Radcliffe**, President, NC Association of Municipal Clerks  
*The leaders of our state's two clerks' associations will share their insight regarding the role of the clerk and highlight important "dos" and "don'ts".*
- 3:45-4:45**     **The Ins and Outs of Minutes and Agendas**  
**Kristina Wilson**  
*Taking minutes and preparing agendas are two of a clerk's most significant professional responsibilities. This session will cover best practices and common pitfalls regarding these tasks.*

### Instructor Biographies

**Tom Carruthers** is the Senior Assistant General Counsel with the NC League of Municipalities where he provides legal advice and support to League Departments, assists member local governments on legal, procedural and strategic issues, prepares and presents educational materials, drafts Amicus briefs, and interprets and drafts legislation in support of local government issues. Prior to joining the League, Tom served as Assistant County Attorney to the Guilford County Sheriff Danny Rogers. His areas of practice included civil litigation, public records requests, public contracting and advisor on First Amendment issues. Tom also served as the City Attorney with the City of Greensboro where he provided critical legal guidance to the Mayor, City Council, and City Manager across numerous practice areas. He served as a key strategic planner, advisor, and liaison. Tom coordinated closely with City Manager, senior administrators and department heads to implement the Manager's vision and directives from the City Council and managed departmental legal resources including seven staff attorneys, five paralegals and assigned administrative staff. Earlier in his career, Tom served as an Assistant District Attorney with the 24th Judicial District and has also worked in private practice in civil litigation and business law.

**Sarah Radcliff**, CMC, NCCMC, is the Town Clerk and Executive Assistant to the Town Manager for the Town of Ayden, NC. She is currently the President of the North Carolina Association of Municipal Clerks. She strives to serve others, as demonstrated in her last seventeen years working for local government. Sarah has served in many roles in her career leading up to her position as the Town Clerk in Ayden. She earned the Certified Municipal Clerk certification in July of 2018 and the NC Certified Municipal Clerk certification in July of 2019. She has a background including property tax, finance, and planning. It was her role as Deputy Clerk to the Pitt County Board of Commissioners that led her to her current position. She is a key member of the Management Team and is a strong team player, assisting all departments of the town to reach their goals. Sarah is the very proud parent of an eighteen-year-old daughter, Emily, who loves to travel the world spreading the gospel. Sarah loves the beach and the mountains, four-wheeling, reading, and spending time with her family and her 5 pets.

**Lindsay Ray** is the Clerk to the Chatham County Board of Commissioners and is the current President of the North Carolina Association of County Clerks and also an At-Large board member for the Alumni Association of the Municipal and County Administration Course at the SOG. Lindsay has been designated a North Carolina Master County Clerk by the NCACC. Lindsay was hired as Deputy Clerk in August of 2011 and was appointed as Clerk in January of 2014 and has been one of the core instructors for the Chatham County Leadership Academy since 2017.

**Kristina Wilson** joined the School of Government in September of 2021, and her work focuses on local government structure and authority, board procedures, and public records and transparency issues. Prior to joining the School, Kristina practiced as a Civil Litigation Associate at Yates, McLamb & Weyher LLP in the areas of medical malpractice and general civil liability defense. Kristina received her J.D. *cum laude* from Wake Forest University School of Law where she was a published member and Executive Online Editor of the *Wake Forest Law Review*. Kristina earned undergraduate degrees in English and Spanish *cum laude* from Georgetown University. She is a member of the North Carolina State Bar.

### Credit for Successful Completion of New Clerks Institute

The International Institute of Municipal Clerks (IIMC) has designated the School of Government of The University of North Carolina at Chapel Hill as the official education provider for municipal and county clerks in North Carolina. By participating in the School's clerk-focused programs, clerks can earn credit towards the IIMC's designations of Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC). The School also works cooperatively with the North Carolina Association of Municipal Clerks (NCAMC) and North Carolina Association of County Clerks (NCACC) to offer programs through which clerks who have obtained certification through the NCAMC or NCACC can earn continuing education credit.

Clerks who have joined the IIMC and who successfully complete the 2022 New Clerks Institute will earn three (3.0) CMC points. Clerks who have obtained certifications from the NCAMC or NCACC and who successfully complete the 2022 New Clerks Institute will receive six (6.0) hours of continuing education credit. To receive points/credit, the student must attend all sessions as shown by the School's electronic attendance monitoring system and must complete and submit an on-line evaluation form for that event.