

**2018 Annual New Clerks Institute and Master Clerks Academies
For City and County Clerks
Sheraton Imperial Hotel and Convention Center, Research Triangle Park, North Carolina
UNC School of Government**

**Master Clerks Academy I
Wednesday, January 17, 2018**

Agenda

Program Overview: *As clerks you are the hub in the wheel of the leadership team in your city/county. You work with elected officials, managers and department heads – all with competing interests and agendas. Your ability to lead and manage these relationships is critical. This day will focus on deepening your understanding of the board's and manager's roles and responsibilities as well as give you tools to use to present yourself and your ideas effectively.*

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| 7:30 a.m. | Registration Opens |
| 7:45 | Sit-Down Breakfast for Everyone Honoring New Clerks
(Imperial Rooms 4&5)
Hosted by City and County Clerks Association Presidents, Officers, and
Program Committees |
| 8:30 | Welcome and Introductions
Trey Allen , Assistant Professor of Public Law and Government, UNC School of
Government |
| 8:45 | Setting the Stage
Donna Warner , Director, Local Elected Leaders Academy, UNC School of
Government
<i>What does it mean to govern in a system where power and authority is shared
and no single entity is in charge? What does it take to collaborate?</i> |
| 9:15 | View from the Elected Side
<i>Hear from board members as they talk about the roles and responsibilities of
elected officials. Share the differing perspectives each of you has about your
jobs and how you view leading and governing your communities. Learn from
each other by asking questions and sharing your perspectives.</i> |
| 10:30 | View from the Appointed Side
<i>City/county managers will take the stage and discuss their view of the world.
We will explore whether or not politics and administration can really be divided
and how the clerk can straddle this role.</i> |
| 12:15 p.m. | Lunch (Imperial Rooms 4&5) |
| 1:15 | Putting it All Together |

2:00	Getting Your Message Across <i>You work in the public eye so how you present yourself and your ideas is important. The afternoon will be spent learning tips and tools for public speaking, writing effective correspondence and briefing a decision maker.</i>
4:45	Wrap up
5:00	Academy I Adjourns

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Instructor Biography

Donna Warner is director of the Local Elected Leaders Academy at the UNC School of Government. In this capacity, she works with faculty to design and implement education and training programs for city and county elected officials. Warner brings expertise in budget and management analysis, strategic planning, human resource administration, and retreat facilitation. She has conducted planning and board retreats for multiple North Carolina municipalities and counties, helping boards plan and work together to solve public problems. Warner earned a BA from the University of Virginia and an MPA from the University of North Carolina at Chapel Hill.

