

Borough Management Caucus Enrollment Form

Your chance to strengthen your career as a borough manager or secretary.

Manager Secretary

Name of Insured _____

Name of Borough _____

Street Address _____

City _____ State _____ Zip _____

Male Female
 _____ / ____ / ____
 Date of Birth

Hours Worked per Week _____ Borough Contact _____

Phone _____ Email Address _____

To apply, return and enclose a check for **\$25 per enrollee** to:

Pennsylvania State Association of Boroughs
2941 North Front Street, Harrisburg, PA 17110

www.boroughs.org



PENNSYLVANIA STATE ASSOCIATION OF BOROUGHS
2941 North Front Street, Harrisburg, PA 17110

(717) 236-9526
(800) 232-7722
(717) 236-8164 (Fax)
www.boroughs.org

Stand Out.



PSAB's Borough Management Caucus

Helping borough managers and secretaries stand out from the crowd.

For Dreams of Greatness

The Borough Management Caucus (BMC) enhances the function of borough management by providing a professional career development program for individuals who manage a borough.

Even with years of experience, every borough manager and secretary can continue to learn more about the daily workings of borough government. The BMC allows managers and secretaries to meet and network, sharing stories and lessons learned throughout their career.

Be prepared to realize your dreams; because at PSAB, we believe that learning continues every day. Greatness can be achieved.



The Borough Management Caucus Fact Sheet

Every Borough Manager and Secretary has had questions at some point. Here's the opportunity to talk to those who have the answers.



Benefits

- 1 Up to \$5000 in term life and accidental death and dismemberment insurance policy.
- 2 Eligibility to participate in two management-specific webinars per year at a reduced rate.
- 3 Advertise positions available within your municipality for free online.
- 4 Receive a bi-annual newsletter designed to coordinate BMC activities and to provide resource sharing opportunities.
- 5 Eligibility to earn the distinguished Certified Borough Official (CBO) Designation.
- 6 Be sure to attend the Borough Management Track at our Annual Conference.

Eligibility

Managers and Secretaries of Boroughs that are PSAB members in good standing are eligible. The program is extended to individuals holding the title of Borough Manager and/or Borough Secretary per the Borough Code (minimum of 20 hours per week). The title has to be officially appointed by the Borough Council and a record of such action submitted to PSAB on official borough letterhead and signed by the President of Borough Council. Upon cessation of employment or transfer of the title of Borough Manager and/or Secretary, the above listed benefits cease and the newly named individual must resubmit evidence of said appointment to PSAB (opportunity to continue the insurance coverage on an individual basis for those individuals deemed ineligible, at their own expense, does exist).

Sample Resolution:

Resolution to Participate in the PSAB Borough Management Caucus:

WHEREAS: The Pennsylvania State Association of Boroughs (PSAB) has established a Borough Management Caucus (BMC) initiative,

WHEREAS: The Borough Management Caucus initiative will enhance the Borough Management Function,

WHEREAS: The BMC will provide professional career development for Managers and Secretaries

WHEREAS: The BMC will provide life and accidental death and dismemberment insurance coverage for managers and secretaries,

WHEREAS: PSAB is extending the BMC to all PSAB member Boroughs.

NOW THEREFORE BE IT RESOLVED that the Borough of _____ hereby authorizes the participation of their manager/secretary in the PSAB Borough Management Caucus.

The annual cost for the Borough Management Caucus is just \$25 per enrollee. Sign up now!