



# New PSAB Webinars!

All PA Municipal Governments are invited to participate in these WEBINARS.

## **WEBINAR: Municipal Records Management 101**

**Thursday, November 9, 2017 12 noon-1:00pm Free member \$30 non-member**

Join Joshua Stahlman, Archivist with the PA State Archives, who will present the fundamentals of municipal records management. This webinar will answer questions about records retention, adhering to the municipal manual, and what can be disposed of and how.

## **WEBINAR: Reorganization Meetings (evening webinar)**

**Wednesday, November 15, 2017 5:30pm-6:30pm Free members \$30 non-member**

Do you know when and how to hold a Reorganization meeting? Learn what must legally happen at this important meeting and learn tips for making a smooth transition into a new year. See frequently asked questions about the Statement of Financial Interest and receive a sample resolution for accepting Rules of Order for council meetings.

## **WEBINAR: Preparing for a New Council in 2018**

**Thursday, November 16, 2017 12 noon-1:00pm Free member \$30 non-member**

On January 2<sup>nd</sup> borough council members, will reorganize, and some new officials will take office. Wendy Nickerson, PSAB outreach training consultant will help you understand the legal requirements and documentation necessary for new council members. In addition, this session will detail other helpful tips when preparing for a new council and a successful orientation.

## **WEBINAR: The Role of an Effective Council President**

**Tuesday, November 21, 2017 12 noon-1:00 pm Free member \$30 non-member**

Council meetings can be well-run or disorganized disasters. The success or failure of the meeting to run in an orderly fashion rests on the shoulders of the council president. This webinar will review the responsibilities and statutory duties of the position. Parliamentary procedures will be examined to highlight leadership qualities, skills, and personality traits that elevate the effectiveness of the council president. PSAB outreach training consultant Wendy Nickerson will be the instructor.

## **WEBINAR: Duties and Responsibilities of Council (2 Part Series)**

**Tues., & Wed., December 5 & 6, 2017 5:30pm-6:30pm Free member \$30 non-member**

Being a municipal official requires a knowledge base of a variety of issues that impact your community. Now that you are in office you're expected to know all the answers, solve all the problems, and perform all the duties necessary to lead your residents to success. This webinar will review the role and responsibilities of council and update you with the latest information necessary to serve your community to the best of your ability. Judy Chambers, Economic and Community Development Educator with the Penn State Extension, will be the presenter.

## **WEBINAR: Redistricting or Gerrymandering?**

**Tuesday, December 12, 2017 12 noon-1:00 pm Free member \$30 non-member**

Redistricting is the process of redrawing voting district lines to reflect population changes. It's an important part of our democracy. In Pennsylvania and most other states, this process happens every 10 years, after each U.S. Census. This means that after the 2020 census is completed, new lines will be drawn for several types of voting districts. The current redistricting rules seems to permit politicians to choose their voters, rather than the voters choosing their politicians. Learn more from Fair Districts of PA who will present the facts about the redistricting process.



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## **WEBINAR: Reorganization Meetings (evening webinar)**

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Do you know when and how to hold a Reorganization meeting? Learn what must legally happen at this important meeting and learn tips for making a smooth transition into a new year. See frequently asked questions about the Statement of Financial Interest and receive a sample resolution for accepting Rules of Order for council meetings.

## **WEBINAR: Parliamentary Procedures**

**Wednesday, December 20, 2017 5:30pm-6:30pm Free \$30 non-member**

How long are your municipal meetings? Learn how to use that meeting time more effectively to cover your agenda and increase productivity by understanding the workings of Roberts Rules of Order. Join Wendy Nickerson, PSAB outreach training consultant for an overview of best practices.

PA State Association of Boroughs – Contact: Theresa M. Dickow, [tdickow@boroughs.org](mailto:tdickow@boroughs.org) Updated - November 7, 2017

(You can order recorded links to view at any time. Go to [www.training.boroughs.org](http://www.training.boroughs.org) click on webinar video library.)