

Guidelines for Regional Groups

Prepared by the Role of Regional Groups Task Force

Purpose of the Guidelines

The purpose of these guidelines is to outline a set of best practices and *suggestions* for the operation of regional groups of municipal executives for the benefit of those municipal executives, individuals interested in the profession, and MME. *These guidelines are intended to be supportive not restrictive in the operations of regional groups.*

Mission of Regional Groups

MME's regional groups exist to provide local opportunity for municipal executives to engage with each other for a range of informal and formal purposes. Informal purposes include networking, socializing, mentoring, recruiting, and engaging in discussions of local, statewide, and national issues impacting the execution of their professional responsibilities. Formal purposes include educational opportunities such as speakers and municipal tours, acting as a liaison with nearby educational institutions with programs in municipal management, conducting outreach to foster interest in and appreciation for the municipal executive profession, and supporting the activities of MME and its statewide committees.

Composition

MME's regional groups developed organically and retaining that flavor is an important goal of these guidelines. Any restrictions on membership should be determined by the regional group. Groups are encouraged to extend invitations to students and department heads who have an interest in finding out more about the profession. Attendance in multiple regional groups is at the behest of the individual who might find value in attending more than one group due to proximity, topic of discussion, or timing of meetings.

Activities

Informal

- **Networking**
Create opportunities for attendees to make connections with their peers from their region.
- **Socializing**
Create opportunities for attendees to interact in informal, relaxed environments to increase the social bonds between professionals as a mechanism to support their well-being and job satisfaction.

- **Mentoring**
Create opportunities for mentoring relationships between individuals where travel costs are minimized and interaction opportunities are maximized.
- **Recruiting**
Create opportunities for potential recruits to explore the field in a friendly, low-pressure environment.
- **Engaging in Discussions**
Create opportunities for informal discussions between small groups of municipal executives to explore best practices, experiences, and concerns about issues and problems that are being experienced by municipal executives in their work.

Formal

- **Education**
Organize and host opportunities for attendees to learn about legislation, policies, programs, and best practices, and other municipalities from speakers and tours.
- **Liaison to Regional Education Institutions**
Create and retain relationships with deans, professors, and/or students who provide instruction in fields preparatory for positions in municipal management.
- **Outreach**
Conduct outreach to promote the profession to local government and educational venues.
- **Support MME Activities**
Work with the MME Board and statewide committees to help them reach their goals at the local level as outlined in more detail below.

Responsibilities Related to MME Affiliation

Regional groups are uniquely positioned to support MME's mission. In particular, regional groups can help MME's Board and statewide committees meet their goals by providing a conduit for information and connection at a local level. Given their informal affiliation with the MME, regional groups can support MME's statewide committees as outlined below. Also, as groups affiliated with the MME and working with its statewide committees, regional groups would be asked to report their activities annually at the Winter Institute.

Professional Development Committee

- **Promote Conferences**
Support the Professional Development Committee in generating interest in attendance for statewide conferences.
- **Host Local Education/Training Events**
- When local capacity and interest is available, host and promote speakers and other types of education or training events provided by the Professional Development or other committees.

Personal Success Committee

- **Foster Mentoring**
Work with the Personal Success Committee to promote mentorship relationships between members of the regional group.
- **Promote Coaching, Counseling, and Transition Support**
Support members of the regional group by ensuring that the services of the Personal Success Committee are well known by the regional group members.

Outreach Committee

- **Liaison to Nearby Education Institutions**
Communicate with the Outreach Committee on the activities and interest of nearby educational institutions.
- **Conduct Outreach**
Make members of the regional group available to speak to increase awareness, understanding, and reputation of the profession.
- **Recruit Prospects**
Make members of the regional group available to speak at local education institutions or other venues where individuals interested in the profession may attend.
- **Recruit Interns**
Promote the use of internships and market internship opportunities to prospective recruits to the profession.
- **Welcome New Members**
Ensure that municipal managers that are new to the region feel welcome into the regional group.

Experience Committee

- **Promote Certification**
Work with the Experience Committee to promote the SVSU certification program.
- **Publicize Scholarships**
Work with the Experience Committee to publicize the Scholarship Program.
- **Suggest Candidates for Profiles and Municipal Histories**
Promote managers and municipalities in the region to be highlighted by the MME.

MME Support

Given the responsibilities related to MME affiliation cited above, Regional Groups should be able to rely on MME Board and its statewide committees for the following:

Board

- **Representation**
Where possible, ensure that a Board representative is actively involved with the regional group.
- **Financial Support**
Explore mechanisms which would allow the MME to support the activities of the regional group perhaps with a focus on those formal activities of the regional group that further the goals of the Board and statewide committees.
- **Organizational Support**

Members can ask for assistance from the MME Board to help support the operation of the regional group.

Website

- **Map of Regions**
Publish a map of Michigan on the website outlining each regional group area. The map should be able to be easily found by new MME members and updated as needed.
- **Updated listing of coordinators on MME website**
Publish a list of coordinators, either integrated into the map or as a standalone listing, that also can be easily found by new MME members and updated as needed.
- **Updated listing of meeting times and locations**
Publish a list of regularly scheduled meeting times and static meeting locations either integrated in the listing of coordinators / map or as a standalone item. Provide a way to get information for meetings that rotate among a number of locations or do not have a set meeting schedule.
- **Updated listing of activities**
Provide a way for regional groups to publicize their activities to the general membership.

Statewide Committees

- **Timely communication from committees**
Statewide committees would need to be cognizant of Regional Groups volunteer nature and provide requests of support and needed information to the regional groups.