

CORE PROGRAM DEVELOPMENT

PMA is presently in the development stages of a series of educational courses to prepare municipal administrators for the challenges they face in the day to day administration and operation of a municipal office.

The first course, Roles, Responsibilities and Relationships, was piloted in St. John's on June 28 with a very positive response. The course content included the fundamental ABCs of understanding the roles of the administrator, staff and council. It also covered statutory responsibilities, financial management, sources of conflict, communications, and so much more.

To continue promoting the importance of this first module, PMA plans to offer it in Gander on Oct. 10-11 during the proposed "Fall Training Forum".

Work has already begun on the next core module titled "Municipal Office Administration" which will cover minute taking, records management, meeting procedures, ATIPP, and much more.

The proposed core structure is as follows:

- Roles, Responsibilities, Relationships
- Municipal Office Administration
- Cash Handling/Budgeting/Financial Evaluations
- Municipal Accounting
- Municipal Planning

LW Consulting, consisting of Gerard Lewis and Keith Warren, have been contracted to develop the modules.

Don't miss the opportunity to participate in this Project. Your feedback is important as we prepare for the development and delivery of other Courses to comprise a Core Education Program.