



**MMA Overview:**

The Maine Municipal Association (MMA) is a voluntary membership organization offering an array of professional services to municipalities and other local governmental entities in Maine. MMA is a non-profit, non-partisan organization governed by an Executive Committee elected from its member municipalities. Founded in 1936, MMA is one of 49 similar state municipal leagues which, together with the National League of Cities, are recognized at all governmental levels for providing valuable services and advocating for collective municipal interests.

MMA is involved in a wide array of activities and enterprises with one common denominator – service. MMA’s membership consists of Municipal Members entitled to all services and eligible to participate in MMA voting and policy processes; and Associate Members entitled to limited services and not eligible to participate in MMA voting and/or policy processes.

The Maine Municipal Association also offers Affiliate Status and Patron Status to entities and/or individuals seeking limited access and benefits, contracted administrative services and opportunities to do business with MMA. For access to the MMA Affiliate Group websites, or a full description of opportunities to do business with MMA, please visit the MMA website at: [www.memun.org](http://www.memun.org) and click on: “About Us.”

**Of specific interest to MMA Affiliates:**

Affiliate status is open to municipal professional organizations and county/regional municipal associations in the State of Maine whose purpose is to provide collaboration and specialized training for municipal officials serving in a particular role or region.

**I. Municipal Professional Organizations**

- A. Affiliation of a municipal professional organization must include persons who serve in a municipal capacity or that provide service to municipal officials.
- B. The organization shall be active and hold a membership business meeting each year.

**II. County/Regional Municipal Associations**

- A. Affiliation of a county/regional municipal association shall have bylaws that permit membership of all cities and towns in the geographical area the organization covers.
- B. Affiliation status will be given to only one county/regional municipal association serving a given geographical area.

*Please note: Municipal professional organizations are not eligible for Associate Member Status under Article II, Section 3 of the MMA Bylaws.*

**Application for Affiliate Status:**

Organizations interested in Affiliate Status with MMA are asked to send a written request along with their bylaws and/or articles of incorporation at least 30 days in advance of the next regularly scheduled meeting of the MMA Executive Committee. The Executive Committee is responsible for granting MMA Affiliate Status and establishing policies. There is no annual fee associated with MMA Affiliate Status.

Organization: \_\_\_\_\_

President: \_\_\_\_\_

Street: \_\_\_\_\_

Town/City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Tel. #: \_\_\_\_\_

**Please return completed application to:** Maine Municipal Association, Attn: Theresa Chavarie, Executive Office  
60 Community Drive, Augusta, ME 04330 • **Email:** [tchavarie@memun.org](mailto:tchavarie@memun.org)

## BENEFITS AVAILABLE TO MMA AFFILIATES

### **Affiliated municipal professional organizations will have an opportunity to request fee-based contractual administrative services with MMA.**

If interested in obtaining information, please contact the MMA Liaison for Affiliate Services to discuss service needs and to negotiate an annual service contract with MMA. The following is a list of available services:

#### **Board & Committee(s) Support**

- Annual Business Meeting
- Logistical Arrangements for Meetings
- Recording of Board Meeting Minutes
- Maintenance of Administrative Guidelines, Bylaws, etc.

#### **Conferences & Training Programs**

- Development of Brochure and Marketing Tools
- Logistical Arrangements
- Program Planning
- Registration and Administrative Support
- Vendor Coordination

#### **Financial Management Support**

- Invoicing Membership Dues, Workshops and Conferences
- Payment of Invoices
- Process Incoming Payments
- Assist in Budget Preparation
- Monthly Financial Reports
- Maintenance of Bank Accounts
- Preparing the Year End IRS 990 Filing

#### **Membership Support**

- Mailings /Notices
- Membership List Maintenance
- Invoicing, 2nd Invoicing and Aging Reports
- Certification Program Recordkeeping

#### **Training Programs**

- Mailings/Notices
- Development of Brochures
- Administrative Support
- Registration

#### **Other Support Services**

- Publications (newsletters, resource directories, etc.)
- Website Maintenance (e.g. routine materials, listserv)
- Website Hosting

### **Affiliate municipal professional organizations will have two venues to articulate to MMA their training, federal and state legislative concerns, and other needs identified by its organization that they believe will strengthen local government.**

The President of each Affiliate organization will be invited to attend a meeting held each year between the Maine Municipal Association and Affiliate organizations to share information and discuss priorities for the coming year. This is a good opportunity to discuss training needs and other issues.

The President of each Affiliate organization will receive meeting notices of the MMA Legislative Policy Committee (LPC) and have an opportunity to provide MMA legislative staff with

information pertaining to their organization's concerns and/or support for legislation. Although Affiliate organizations do not have a voting seat on the LPC, they are able to attend the subcommittee and full LPC meetings to provide information for consideration prior to a vote by the LPC on an issue. It is important that the President and/or representatives be in touch with MMA legislative staff in advance to provide information on legislative concerns, particularly if they plan to attend an LPC meeting

### **Affiliate organizations will have an opportunity to hold their annual business meeting and/or training in conjunction with the MMA Annual Convention.**

Please be in touch with the MMA Liaison for Affiliate Services if you would like to work with MMA to offer an educational program(s) for your membership.

### **Affiliate organizations will have access to meeting room space at the Maine Municipal Association for business meetings and training workshops.**

Conference Room space is available to Affiliate organizations based on availability and subject to the MMA Conference Room Policy and Administrative Guidelines. For Affiliate organizations that are under contract with MMA, please contact the MMA Affiliate Group Office to make arrangements for your meetings and training needs. For Affiliate organizations that are not under contract with MMA, please contact the MMA Receptionist to check space availability.

### **The President of each Affiliate organization will be added to our membership database and receive complimentary subscriptions to our monthly magazine the Maine Town & City, the MMA Legislative Bulletin and the MMA This Month.**

As an additional service to Affiliate organizations, MMA provides the President with an electronic copy of the Legislative Bulletin each Friday during the legislative session and *MMA This Month* is our electronic newsletter published monthly.

### **The President of each Affiliate organization will be given access to the members-only resource area of the MMA Website, as well as information available in the MMA Resource Center.**

The MMA website ([www.memun.org](http://www.memun.org)) is an excellent tool to become familiar with all MMA has to offer. Please note that municipal officials may gain access to the members-only resource area through their employment with our Member municipalities. If the President of an Affiliate organization does not have access through his/her municipality's membership with MMA, temporary access will be granted for the period of his/her Presidency.

### **The President or Executive Director will be given access to the Municipal Salary database for a one-time fee of \$100.**

### **Affiliate county/regional municipal associations will be provided with limited support services to assist with electronic meeting notices. Upon request, MMA is also pleased to offer its professional staff as speakers for county/regional meetings.**

#### **For further information on benefits contact:**

Maine Municipal Association, Theresa Chavarie, Executive Office • Email: [tchavarie@memun.org](mailto:tchavarie@memun.org)  
Alicia Gaudet, Manager, Educational Services • Email: [agaudet@memun.org](mailto:agaudet@memun.org)