

# N J M M A

## New Jersey Municipal Management Association, Inc.

*Alan Zalkind*

*Executive Director*

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New Brunswick, NJ 08901

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Dear Municipal Administrator / Manager:

The New Jersey Municipal Management Association (NJMMA) wants you to join us! NJMMA is an organization of professional local government Managers, Administrators and Assistants whose goal is to improve the quality of local government in New Jersey through professional management and to provide the personal support and security that those in the profession require.

At this time our organization has over 200 members actively serving in local governments, most of which are municipal managers and administrators. Our goal is to include all appointed chief administrative and executive officers in the state, thereby increasing our capability and acceptance as the advocate of, and spokesperson for, professional local management.

Some of the benefits of membership include:

- Information, training and support network which offers the free flow of ideas amongst peers thereby enhancing each member's ability to deal with the problems and pressures of the profession.
- Functions scheduled throughout the year which enable the membership to meet socially and to grow as professionals: monthly luncheon meetings, a three day Spring Conference, special sessions at the League's annual conference, an annual holiday awards program, and occasional seminars and social events are a part of the NJMMA environment.
- Our monthly newsletter serves as an important communication link as well as providing information on management and position openings.
- An on line listserv (MUNICIPALTALK) where members can inquire from their peers on issues confronting them or seek work products that they can use.

NJMMA is allied with the International City/County Management Association (ICMA) and subscribes to its Code of Ethics governing our professional and personal conduct. One of these rules for full corporate membership substantially limits political activity. However, for those who are involved politically, there is a membership category allowing you to participate in the Association. Under either circumstance, by choosing to become a member of NJMMA, you agree to conform to a detailed series of ethical standards and guidelines designed to insure that those serving in these appointed chief administrative and executive positions are acting in the best interest of their communities and not solely for personal gain.

One of the most treasured facets of NJMMA is the opportunity for you to meet with fellow administrators and managers on a one on one or peer group basis obtaining information, assistance, and sometimes needed emotional and psychological support as we face our local trials and tribulations. If you are new to the State, or

are changing positions, the Association is ideal for you to get acquainted with other Managers, Administrators and Assistants and to share experiences and/or obtain needed information.

Why join? We need more of the Administrators and Managers in the State to join NJMMA (or if you were previously a member, to rejoin) so that we can be effective in protecting management prerogatives, promoting proper management activities and actions, and protecting the personal and financial wellbeing of all Administrators and Managers in the State. By increasing our membership base, we not only make the cost of our activities more affordable to all who benefit but also we increase our “credibility” before various state agencies by having a larger statewide constituency. Finally, if we have to do a grassroots advocacy for our position on a critical issue, we need a larger statewide constituency to be more effective.

Enclosed is information on membership categories and a membership application. As an incentive to join, we will forego your 2012 membership dues and will not seek payment until your 2013 renewal. Please contact me at (732) 932-3640 ext. 640 or via email at [njmma@docs.rutgers.edu](mailto:njmma@docs.rutgers.edu) if you have any question concerning the Association, your potential membership or other matters that may relate to the Association. If you are joining, please return the completed application, along with your most recent resume, to my attention at the address below.

Alan Zalkind  
NJMMA Executive Director

## NJMMA / ICMA

# Code Of Ethics

The mission of NJMMA and ICMA is to create excellence in local governance by developing and fostering professional local government management worldwide. To further this mission, certain principles, as enforced by the Rules of Procedure, shall govern the conduct of every member of NJMMA / ICMA, who shall:

1. Be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that professional general management is essential to the achievement of this objective.
2. Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant.
3. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.
4. Recognize that the chief function of local government at all times is to serve the best interests of all of the people.
5. Submit policy proposals to elected officials; provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals; and uphold and implement local government policies adopted by elected officials.
6. Recognize that elected representatives of the people are entitled to the credit for the establishment of local government policies; responsibility for policy execution rests with the members.
7. Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the members of the employing legislative body.
8. Make it a duty continually to improve the member's professional ability and to develop the competence of associates in the use of management techniques.
9. Keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.
10. Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.
11. Handle all matters of personnel on the basis of merit so that fairness and impartiality govern a member's decisions, pertaining to appointments, pay adjustments, promotions, and discipline.
12. Seek no favor; believe that personal aggrandizement or profit secured by confidential information or by misuse of public time is dishonest.

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## New Jersey Municipal Management Association, Inc.

### NJMMA OFFICERS

Gary Kratz, President,  
Borough of Waldwick  
Tara Lovrich, Vice President,  
Township of Manalapan  
Greg Bonin, Treasurer,  
Township of Branchburg  
Tom Carroll, Secretary,  
Borough of Wanaque

### EXECUTIVE BOARD

Eric Berry, City of Plainfield  
Theresa Casagrande, Borough of Fair Haven  
Robert Hoffmann, Borough of Westwood  
Katie Kohri, Wall Township  
Christopher Raths, Township of Roxbury  
Donna Vieiro, Franklin Township  
Kelly C. Cupit, Township of Green Brook  
(Past President)

Alan Zalkind, Executive Director

### NJMMA Membership

Membership is offered to individuals and not the municipality or entity they represent.

Membership in the Association shall include Corporate membership including Life, Honorary Life, and Retired members. In addition there are Associate Partners who participate in all of the educational and social activities of the Association but do not have voting privileges. These Associate categories include Non-Corporate, Cooperating, Affiliate, Student and Supporter Partners.

The Association also has a **Affiliate Corporate Partnership Program** for representatives of business and commercial interests. For further information on this program, please contact the Executive Director of the Association

New applicants shall file application forms with the Executive Director who shall present them to the Membership Committee Chair. The Membership Chair will review them, discuss the request with the Applicant and present new applicants to the Executive Board at their next meeting. If the Executive Board approves, the candidacy for membership shall be published once in the Association Newsletter next following the meeting. If after thirty (30) days following publication, the Secretary has received no objections, then membership shall be considered granted to the applicant. If any member raises objection, the matter shall be reviewed by the Executive Board whose decision shall be final.

Annual dues are effective January 1 through December 31. The dues of a new member who joins in or after September will be credit against the dues for the upcoming year.

**Corporate Membership**                    **\$225 per year (\$210 for electronic only newsletter)**

Any person occupying a position of a municipal or county manager, administrator, executive, assistant, or deputy who agrees to comply with the restrictions concerning not holding elected or appointed political office as outlined in the Code of Ethics. Corporate members have full voting privileges.

**Life and Honorary Life** memberships are bestowed by the Executive Board upon retired members who have been active in the association or in local government affairs for a number of years or upon those individuals who, although not a local government appointee, have provided assistance to local government on a continuing basis for a number of years.

**Retired Membership**                    **\$25 per year (\$15 for electronic only newsletter)**

Any person who has retired from active local government service and was a corporate member in good standing in NJMMA prior to his/her retirement. Retired members are eligible to participate in all NJMMA activities and will receive all notices, newsletters, etc. provided to corporate members.

**Non-Corporate Partners**                **\$225 per year (\$210 for electronic only newsletter)**

Those serving in local government management positions, state employees, and educators who agree to comply with the restrictions concerning not holding elected or appointed political office as outlined in the Code of Ethics.

**Cooperating Partners**                **\$225 per year (\$210 for electronic only newsletter)**

Those individuals who are active in local government and ascribe to strong professional management in local government and who would otherwise be eligible for corporate membership except that they hold an elective or appointed political office in the community in which they work or reside.

**Student Partners**                        **\$25 per year (\$10 for electronic only newsletter)**

Full or part-time students currently matriculated in a course leading to a degree in Public Administration or any related field and not qualifying in any of the other membership categories.

**Supporter Partners**                    **\$25 per year (\$15 for electronic only newsletter)**

Those who endorse the goals and objectives of the association and wish to be included in its communication and training programs but who do not currently hold a local government position in New Jersey.

**Subscription**                            **\$25 per year (\$15 for electronic only newsletter)**

The NJMMA newsletter will be available to any subscriber without necessity of membership.

Mail the completed application to NJMMA, c./o Alan Zalkind, Executive Director, 303 George Street, Suite 604, New Brunswick, NJ 08901. If you have any questions concerning the Association or membership, please contact an Officer of the Association or the Executive Director at (732) 932-3640 or via email at [njmma@docs.rutgers.edu](mailto:njmma@docs.rutgers.edu). For more information, please visit the web site at [njmma.org](http://njmma.org).

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### APPLICATION FOR MEMBERSHIP

Name \_\_\_\_\_ Title \_\_\_\_\_

Municipality \_\_\_\_\_

Office Address: \_\_\_\_\_  
Street Town Zip County

Phone Fax E-mail

Home Address \_\_\_\_\_  
Street Town Zip

Phone Fax E-mail

I hereby apply for membership under the category checked:

**CORPORATE MEMBERS** (Open to Municipal Managers, Administrators & Assistants) (Members must accept and be bound by the International City Management Association Code of Ethics as the guiding principles of municipal service with particular regard to the provisions governing professional conduct and political activity.)

**COOPERATING PARTNERS** (Administrators, Managers, Assistants and other officials in local government holding a political office) (Members must accept and be bound by the International City Management Association Code of Ethics as the guiding principles of municipal service and professional conduct with the exception of those tenets which concern political activity.)

Appointment Date \_\_\_\_\_ Authority for Position: Faulkner Act (Council/Manager\_\_\_\_, Strong Mayor \_\_\_\_ other: \_\_\_\_), \_\_\_\_ Local Ordinance (Borough and Township form),\_\_\_\_ Other: specify \_\_\_\_\_

Annual Membership Fee: **\$225.00** (\$210) Personal check # \_\_\_\_\_ Municipal voucher #. \_\_\_\_\_

Names of three (3) NJMMA members for references (optional):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**NON -CORPORATE PARTNERS** (Local government management personnel, Authority managers, state employees and educators) (Members must accept and be bound by the International City Management Association Code of Ethics as the guiding principles of municipal service with particular regard to the provisions governing professional conduct and political activity.)

Annual Membership Fee: **\$225.00** (\$210) Personal check # \_\_\_\_\_ Municipal voucher #. \_\_\_\_\_

**STUDENT PARTNERS and SUPPORTERS**

Student Annual Membership Fee: **\$25.00** (\$15) enclosed

Supporters Annual membership Fee: **\$25.00** (\$15) enclosed

HISTORICAL INFORMATION

Number of years of experience in government administration \_\_\_\_\_  
Number of years in current position \_\_\_\_\_

Previous Governmental Employment 1. from \_\_\_\_ to \_\_\_\_

Position \_\_\_\_\_ Organization \_\_\_\_\_

2. from \_\_\_\_ to \_\_\_\_

Position \_\_\_\_\_ Organization \_\_\_\_\_

3. from \_\_\_\_ to \_\_\_\_

Position \_\_\_\_\_ Organization \_\_\_\_\_

Are you currently or have you been a member of the International City Management Association or NJMMA  
Yes: \_\_\_\_ no: \_\_\_\_ if yes, when: \_\_\_\_\_

Do you currently hold an elected or appointed political office or serve in any leadership capacity in a political party in the  
municipality in which you work or with any other municipality / County or State organization in New Jersey: yes: \_\_\_\_ no: \_\_\_\_

Education School \_\_\_\_\_ Degree \_\_\_\_\_  
Year \_\_\_\_\_

COMMENTS OR OTHER INFORMATION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



If accepted for membership in the Association, I agree to acknowledge and support the Constitution of the Association and the Code of Ethics guidelines which impact on my position.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



Executive Board Provisional Approval \_\_\_\_\_ Date \_\_\_\_\_

Date Published \_\_\_\_\_  
Membership Awarded \_\_\_\_\_ Date \_\_\_\_\_

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Member advised of status: \_\_\_\_ added to mailing list \_\_\_\_ listserv \_\_\_\_

Added to data base: \_\_\_\_ added to email list \_\_\_\_ added to website \_\_\_\_

Other  
\_\_\_\_\_  
\_\_\_\_\_