



# FCCA MEMBERSHIP INFORMATION

This brochure will explain the main benefits you receive for your membership in the Federal Court Clerks Association.

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## [FCCA Membership Information](#)

The FCCA membership year runs from January 1 through December 31. We also offer Lifetime Memberships which are cost saving and efficient. There is a 60-day grace period for new members who sign up on or after November 1, thereby providing new members a 14-month membership. This document will provide information about the benefits of becoming a member as well as the costs of membership.

## [Why join FCCA?](#)



One of the main goals of the Association is to provide a forum for the exchange of practical information relating to judicial administration and to assist our members in rendering the best service as clerks in the administration of justice in the United States Courts. We also strive to maintain the highest standard of integrity, honor, and courtesy in all our relations by training and educating our members. When the FCCA was formed in 1922, the founding members believed that together, we could effectively work to achieve our collective goals. Encouraging leadership through training and education will benefit everyone involved in the federal court system.

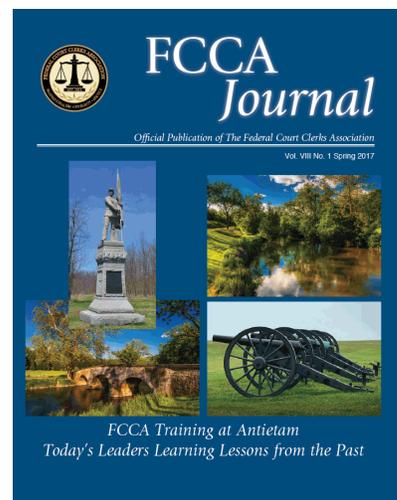
## [Conferences](#)

The FCCA promotes training to enrich the professionalism and skills of court members. Our conferences provide opportunities for attendees to network, to discuss innovations in court management and related topics, and to exchange ideas. In addition, we partner with the AO and other associations to sponsor educational forums throughout the year.



## [FCCA Journal](#)

The *Journal* is published three times per year to inform members about court events throughout the country. Our goal is to introduce our members, their local programs, and initiatives to the entire membership through articles, member spotlights, committee, and court updates, as well as keeping members informed about the Administrative Office and their programs.



## [Opportunities to Get Involved](#)

Members can become more involved in the Association through various board member and officer positions, as well as service on committees and participation in online training programs, panels, and forums.

## [Officer Positions in the Federal Court Clerks Association](#)

- President
- Immediate Past-President
- President-Elect
- Secretary

- Treasurer
- Historian

### Board of Directors

The Board of Directors consists of one representative from each Circuit and Officers as named above. The Board manages the affairs of the Association. Board members serve two-year terms. Each year we hold an online election to select Circuit Directors from either odd or even numbered circuits. A member may only be nominated to run for Director positions by other members within their circuits. Members can nominate any member to run for an Officer position on the Board. You can even nominate yourself to run for any position on the Board. During odd-numbered years, the odd-numbered circuit election is held and during even years, the even-numbered circuits hold their elections. The President-Elect and Secretary positions are up for elections in odd-numbered years and the Treasurer and Historian nominations are accepted in even-numbered years. Board members attend monthly telephone board meetings and attend a mid-year meeting at the location of the next annual conference. See Bylaws for position requirements.



### Clerks Council

The Clerks Council reviews issues within FCCA and the Judiciary and consults with the Clerks Executive Board to determine if FCCA needs to take a position on any issue. This committee sponsors the “Angie” Award, given to a Clerk of Court who exemplifies unblemished integrity together with a leadership commitment to improving the administration of justice and fearless pursuit of his or her causes and goals regardless of their popularity. The Chair of the Clerks Council is part of the Board of Directors.

### Deputy Clerks Council (DCC)

The Deputy Clerks Council serves to represent all the deputy clerks who are members of the Association. Its purpose is to be responsive to the specific needs and interests of the deputy clerk members, assist the Clerks Council on matters of mutual interest, and make recommendations to the Board of Directors when appropriate. The DCC has local members within each court to help promote the association to all court employees. The Chair of the Deputy Clerks Council is part of the Board of Directors.

### Committees

There are many committees in which members can participate. You can find a list of current committee chairs on the FCCA website. If you are interested in joining a committee, contact the chair and advise them of your interest.

- Membership
- Blood for Life
- Diversity and Inclusion



- Elections and Bylaws
- Educational Planning
- Information Technology
- Publications
- Legislative Affairs and Policy Communication
- Awards and Scholarships

### [Mentor Program for Clerks and Chief Deputies](#)

This valuable program partners newly appointed Clerks and Chief Deputies by connecting them with established members in the same position. The program provides opportunities to have someone to ask questions of, to seek advice from, or to just discuss ideas with. Visit the FCCA website at [www.fcca.ws](http://www.fcca.ws) and click on *Join Us* → *Benefits of Membership* for more information on this program.

### [Career Guidance Program \(CGP\)](#)

The FCCA Career Guidance Program (CGP) is a service that pairs skilled volunteer advisers with participants looking to take the next important steps in their careers in the federal judiciary. Through the CGP, members considering advancement within the courts can request to be matched with another more knowledgeable and experienced FCCA member who can offer the benefit of their expertise on matters from application and interview preparation to advice on general career advancement. Using a peer-to-peer approach, the CGP is confidential, convenient, and direct. This program is only available to members of the FCCA.

### [Diversity and Inclusion \(D&I\) Committee](#)

Join in our online Diversity and Inclusion programs and panel discussions. Watch your emails for our monthly D&I “Insights” news feed, complete with ideas and resources.

### [Jobs Board](#)

The "FCCA Jobs Board" allows our members to view federal court job vacancies that have been submitted to us for posting on the FCCA website. Courts may submit their vacancy announcements to us at any time. The "Career Opportunity Announcement Newsletter" detailing available job opportunities is emailed to our membership weekly. Each job posting is linked to the individual court websites.

### [Membership Types and Costs](#)

Below is a list of the types and costs of FCCA Membership.

Type	Yearly Cost	Lifetime Cost (one time)
Unit Executives	\$75.00	\$750.00
Chief Deputy/Other Court Executive	\$50.00	\$500.00
Deputy Clerk/AO	\$25.00	\$250.00
Retirees	\$25.00	\$125.00

### [Lifetime Membership Details](#)

The purchase of a lifetime FCCA membership entitles the member to a lifetime membership in the Federal Court Clerks Association while employed by the Federal Judiciary. Should the member

retire or separate from the Judiciary, their membership with the FCCA will continue to remain in effect. However, should the FCCA be notified that an FCCA lifetime member was terminated for cause or resigned in lieu of termination, the Board of Directors shall determine if that lifetime membership should be revoked for cause shown. Lifetime membership dues are not refundable.

### [Joining or Renewing](#)

Joining or renewing your membership is easy. Just go to [www.fcca.ws](http://www.fcca.ws) and click *Join Us* → *Become a Member*. Once you join you will have access to all areas of the FCCA website as an additional benefit of membership! You can also renew an expired membership from the website.

### [Recruitment Tools](#)

This section of the packet includes ideas you can use to recruit members from your court. The bigger our membership, the more effective our programs become. FCCA is a valuable organization for all Federal Court Employees.

### [Recruitment Ideas](#)

Many courts organize recruitment events, local FCCA gatherings, and community service projects in the clerk's office. Do not forget to invite members from Probation, Pretrial, Court Reporters, Interpreters, and any other eligible co-workers. These gatherings are a terrific way to meet fellow co-workers and to network within your own offices. Invite current members to supply refreshments and tell their stories of why they joined and what benefits they have experienced since joining. Some tips to set up something like this in your court:



- Schedule a breakfast or Lunch and Learn meeting. Invite a guest speaker from within the court or a local educator.
- Have current members take a few minutes to speak about what classes they have taken during the conferences and what they have learned from keynote and plenary speakers. Share information learned during attendance at a conference.
- Always obtain the permission of your clerk and immediate supervisor to organize any FCCA events.

Do you have a great idea for recruiting new members? Please contact the Membership Chair at [membership@fcca.ws](mailto:membership@fcca.ws).

### [More Information](#)

The FCCA has an updated, state-of-the-art website that contains much more information about membership and its benefits. We encourage you to explore the website at: [www.fcca.ws](http://www.fcca.ws).

Please review all the member benefits offered at [www.fcca.ws](http://www.fcca.ws). Click *Join Us* → *Benefits of Membership*.

For additional information on all the FCCA Committees, please see the website at [www.fcca.ws](http://www.fcca.ws) and click *About the FCCA → Committees*.

For additional information on our Board of Directors, please see the website at [www.fcca.ws](http://www.fcca.ws) and click *About the FCCA → Board of Directors*.

Thank you for considering joining this historical and important organization. We hope you will find a membership that suits you. If you have any questions, please feel free to contact the Membership Chair, a Committee Chair, or a member of the Board of Directors.