
ZEBULON

NORTH CAROLINA

**BOARD OF COMMISSIONERS
ORIENTATION AGENDA
JANUARY 31, 2026
9:00 AM – 11:30 AM**

1. WELCOME AND INTRODUCTION

2. PRESENTATION

- A. *Vicky Miller – NCLM Director of Learning and Development*
 - i. Municipal Authority & Roles and Responsibilities
 - ii. Board Formation Stages & Best Practices
 - iii. Policy-Making vs. Administration
 - iv. Working with Municipal Staff
 - v. Avoiding the Appearance of Impropriety

3. QUESTION AND ANSWER SESSION

4. ADJOURN

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COUNCIL ACADEMY - BOARD ORIENTATION

As elected officials, you face countless challenges as your community changes and issues emerge. Learning how to adapt and address these challenges is essential, which is why the NCLM has developed this training. The Council Academy provides a foundational orientation to municipal authority and roles and responsibilities of being a municipal elected official in North Carolina.

In this training, you will:

- Apply practical information about the key roles and responsibilities of being a municipal elected official during the first few months in office.
- Understand municipal authority and the impact of local policy in a useful and meaningful way.
- Acquire skills, tools, best practices/solutions, and approaches to address the challenges of municipal governance.

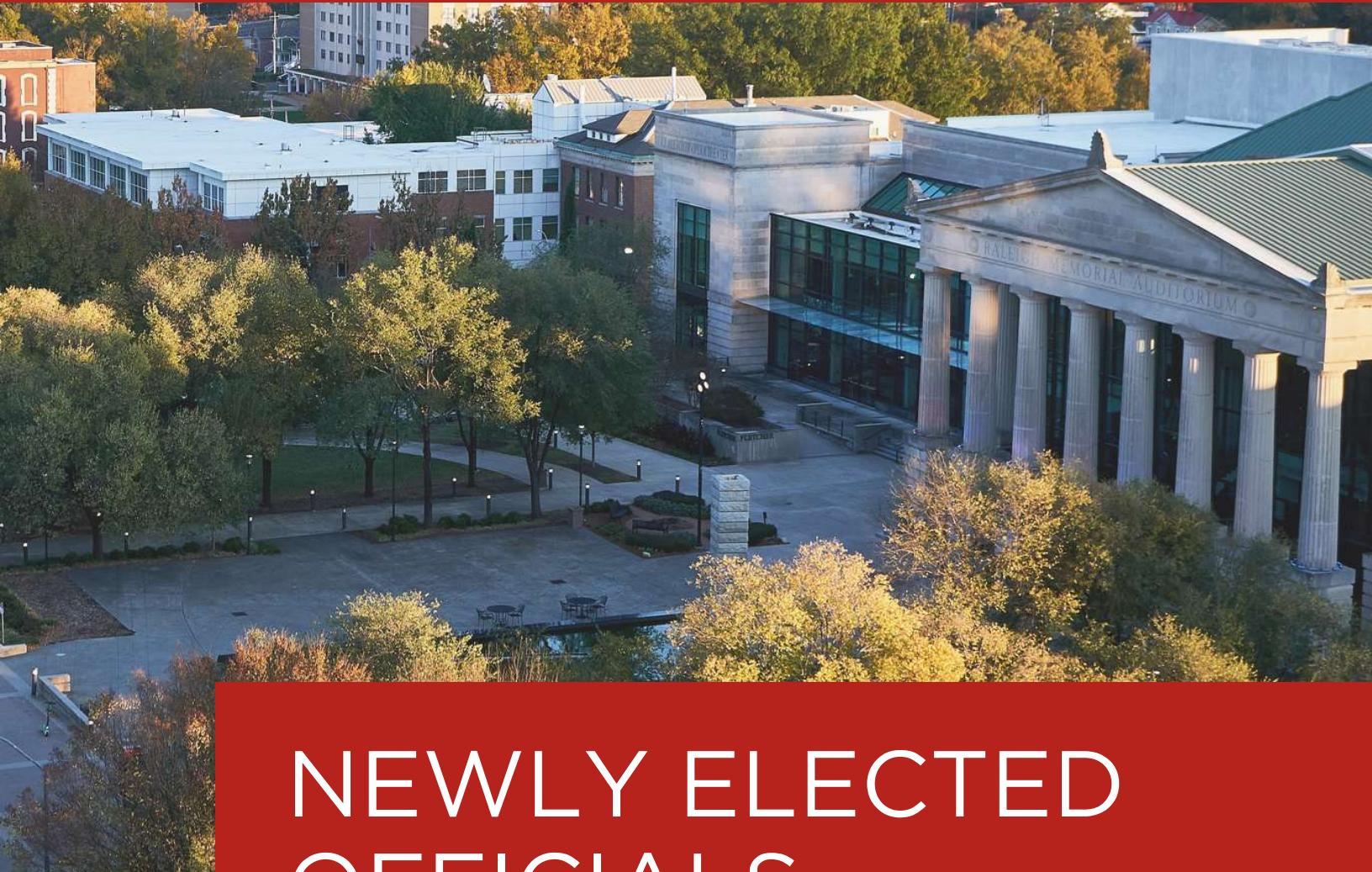
AGENDA:

9:00 AM	Municipal Authority & Roles and Responsibilities
9:45 AM	Board Formation Stages & Best Practices
10:15 AM	Policy-Making vs. Administration
10:45 AM	Working with Municipal Staff
11:15 AM	Avoiding the Appearance of Impropriety
11:30 AM	Wrap-up

INSTRUCTOR:



Vickie Miller is the Director of Learning and Development with the NC League of Municipalities where she is responsible for leading, managing, and delivering the NCLM's training, education, and mentoring programs for municipal elected officials. She has held many roles including as the Director of Community Investment and Assistance where she oversaw the state Community Development Block Grant program for the North Carolina Department of Commerce with responsibility for an annual appropriation of \$45 million and a grant and loan portfolio over \$200 million. Vickie has a Bachelor of Arts and a Master's degree in education from the University of North Carolina Chapel Hill. She is currently pursuing a doctorate in leadership and public administration with the University of the Cumberlands.



NEWLY ELECTED OFFICIALS LEADERSHIP KIT

YOU'RE IN!

CONGRATULATIONS

Congratulations to North Carolina's Newly Elected Local Officials!

Your commitment to public service and your community is commendable, and we celebrate your election to municipal leadership. As you step into this vital role, know that your voice and vision will help shape the future of your town or city. The journey ahead is filled with opportunities to make meaningful change, and your leadership will be instrumental in building stronger, more resilient communities across our state.

To support your success, we're excited to share the Newly Elected Officials Leadership Kit.

This resource was designed specifically to help you navigate the responsibilities of local governance with confidence. From understanding municipal operations to engaging effectively with residents and stakeholders, the program offers practical guidance and essential knowledge. Whether you're new to public office or returning with experience, this toolkit helps bridge the gap between election day and effective leadership.

Welcome to the League, we're honored to walk alongside you!



WHO IS NCLM?

LEAGUE OFFERINGS:

Since 1908, the NC League of Municipalities has served as the go-to source of support for cities and towns. We are a one-stop shop for all municipal needs. Our services are always evolving to help you address the issues facing your communities today and identify what challenges are on the horizon.

□ ADVOCACY

Members work together to develop advocacy goals and guiding principles that promote municipal interests.

□ CONSULTING & STRATEGIC PLANNING

NCLM serves as an extension of municipal staff by providing municipal accounting services, including our Accounting Instruction & Mentorship (AIM); employment liability consulting; operational consulting; strategic planning and board retreats; and technical assistance on a variety of issues.

□ RELEVANT INFORMATION

Whether you prefer social media, email newsletters, data-driven reports, magazines, or videos and podcasts, the League publishes relevant information in award-winning formats to help you stay current on municipal news.

□ INSURANCE

NCLM administers two member-owned and governed insurance pools dedicated to serving local government property and liability and workers' compensation needs. The League's employees are experts in understanding municipal government's unique risk management needs.

□ LEGAL ASSISTANCE

NCLM administers two member-owned and governed insurance pools dedicated to serving local government property and liability and workers' compensation needs. The League's employees are experts in understanding municipal government's unique risk management needs.

□ EDUCATION & TRAINING

We provide online, in-person, and on-demand education opportunities to help you be successful during your time in public office. Our CityVision annual conference is held in late April and is the best way to get to know the League, attend inspiring and helpful sessions, and network with other municipal leaders.

The League is here to help, and we want to be your first call when you have questions. Visit nclm.org to learn more and to contact us.

FIRST STEPS TO TAKE:

NEWLY ELECTED OFFICIALS CHECKLIST

□ GETTING ELECTED

Congratulations to all newly elected municipal officials! Stepping into public service is a significant achievement, and we commend your commitment to making a positive impact in your community. Your leadership will shape the future of your municipality, and we're excited to support you on this journey.

□ RESOURCES FOR SUCCESS

As you begin your journey, take advantage of resources from the UNC School of Government, the North Carolina League of Municipalities, and the Advancing Municipal Leadership (AML) program. These tools provide guidance on governance, ethics, and leadership skills to help you succeed in your role.

□ UPCOMING EVENTS

Stay connected and informed by joining our upcoming events. These sessions provide opportunities to learn from experts, network with peers, and gain insights into best practices for local government leadership. Check our calendar regularly so you don't miss out on valuable learning experiences.

□ AML CERTIFICATES

Get started with an AML certificate program today to better equip yourself as a newly elected official. These programs offer practical knowledge and leadership skills that strengthen your ability to serve your community with confidence.

□ MEET THE TEAM

Behind every successful program is a dedicated team ready to assist you. Meet the professionals who are here to answer your questions, provide guidance, and ensure you have the support you need. We're committed to helping you thrive in your role as a municipal leader.



AML CERTIFICATES

AML Certificates showcase your commitment to professional development and continuing education.

Both program-wide and topic-specific certificates are available. Our certificate awardees will be honored each year at NCLM's annual conference, CityVision.

INDIVIDUAL CERTIFICATES

Certificate of Municipal Achievement <ul style="list-style-type: none">• 12 AML Credits	Certificate of Municipal Excellence <ul style="list-style-type: none">• 25 AML Credits	Certificate of Municipal Dedication <ul style="list-style-type: none">• 40 AML Credits• Required: Six hours of continuing education yearly
Financial Management Certificate <ul style="list-style-type: none">• 6 AML Credits in Finance	Financial Management Certificate, Level II <ul style="list-style-type: none">• 12 AML Credits in Finance• Required: 1 Workshop	Financial Management Certificate, Level III <ul style="list-style-type: none">• 12 AML Credits in Finance• Required: 3 Workshops & CityVision Attendance
Certificate of Local Government Employee Management <ul style="list-style-type: none">• Completion of AML's HR curriculum		

MUNICIPAL-WIDE CERTIFICATES

These certificates honor an entire municipality and their commitment to continuing education.

Commit to Civility Certificate <ul style="list-style-type: none">• 75% of Governing Board attends training• Sign the Commit to Civility pledge• Governing Board passes ordinance at future meeting	A Municipality of Financial Excellence <ul style="list-style-type: none">• At least 3 town representatives (2 being elected) earn their Financial Management Certificate, Level III
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UPCOMING EVENTS

NCLM AML TRAININGS:

Elected Official Training: Council Academy and Rules of Procedure

- **DECEMBER 3, 2025**

Kannapolis, N.C. | Laureate Center
10:00AM - 3:00PM

- **DECEMBER 10, 2025**

Durham, N.C. | Central Pines Regional Council
10:00AM - 3:00PM

- **DECEMBER 16, 2025**

Online
10:00AM - 3:00PM



REGISTER TODAY!

Scan the QR code or visit
www.nclm.org/AML

Contact us at
learning@nclm.org
for more info.

CITYVISION 2026:

Connect with statewide leaders at our annual conference.

Visit cityvision.nclm.org for more information.

- **MAY 5 - 7, 2026**

Raleigh, N.C. | Raleigh Convention Center



UNC SCHOOL OF GOVERNMENT:

Essentials of Municipal Government

- **JANUARY 15 - 16, 2026**

Asheville, N.C.

- **JANUARY 22 - 23, 2026**

Wilmington, N.C.

- **FEBRUARY 12 - 13, 2026**

Rocky Mount, N.C.

- **FEBRUARY 19 - 20, 2026**

Greensboro, N.C.

- **FEBRUARY 26 - 27, 2026**

Chapel Hill, N.C.



REGISTER TODAY!

Scan the QR code or visit
www.sog.unc.edu/courses/essentials-municipal-government.com

Contact us at
registration@sog.unc.edu
for more info.



RESOURCES FOR SUCCESS

ESSENTIALS OF MUNICIPAL GOVERNMENT (EMG)

This two-day course offered by the UNC School of Government, in partnership with the NC League of Municipalities, is designed to help newly elected officials transition from campaigning to governing. It covers the fundamentals of municipal law, authority, and structure; the roles and responsibilities of elected bodies; legal and ethical duties; and best practices for building strong relationships and leading effectively. The program fulfills the mandatory ethics training requirement, provides updates on laws, and offers valuable networking with peers across the state. By attending, you'll gain practical knowledge and skills to serve your community with confidence and integrity.

NORTH CAROLINA LEAGUE OF MUNICIPALITIES

The North Carolina League of Municipalities is a member-driven organization representing the interests of cities and towns in the state. Through their collective efforts, League member cities and towns better serve their residents and improve quality of life. For more than 100 years, the League has been one voice for cities and towns working for a better North Carolina.

ADVANCING MUNICIPAL LEADERS (AML)

Advancing Municipal Leaders (AML) is a member-driven education initiative from the North Carolina League of Municipalities that helps local elected officials and municipal staff stay ahead in the complex, ever-changing world of municipal government. AML provides accessible, practical, and up-to-date training tailored to the unique challenges of North Carolina's cities and towns. Through workshops, webinars, and hands-on sessions, participants gain the tools to make informed decisions, foster community trust, and drive meaningful progress. Whether you're newly elected or a seasoned public servant, AML offers continuous learning opportunities on topics ranging from open meetings and budgeting to strategic planning and cybersecurity, empowering you to lead effectively and confidently.

MEET THE TEAM



Vickie Miller

Director of Learning & Development, NCLM
vmiller@nclm.org

If you have any questions or need additional information, please feel free to contact us at learning@nclm.org. Our team is happy to assist and provide the support you need.



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