

THE SUPERHERO CLERK

A clerk can spend up to 40 hours a week JUST on agenda packets and duties – never mind everything else they have to do!

Sound familiar? This is true for almost everyone in government! That's why government needs to go PAPERLESS. Watch how going paperless with Hyland's OnBase Agenda and Minutes transforms an overworked clerk into a SUPERHERO CLERK!

Let's take Sally, a clerk at a town in Maryland.

HOW GOING PAPERLESS TRANSFORMS THE AGENDA, MEETING AND APPROVAL PROCESS

BEFORE PAPERLESS SALLY HAS TO

manually gather and schedule agenda items that exist in emails, spreadsheets and paper files.

run around getting reviews and input from a variety of folks – some of whom make their changes manually.

stay after hours to print and collate, make last-minute changes and add ad-hoc items.

spend **a lot of time printing** and racing around to distribute meeting packets to all attendees.

capture the discussion, motions and votes during the meeting – which is **overwhelming**.

rush to create follow-up items and take all the discussions into account.

compile yet another giant packet about what happened at the meeting, **taking up time and paper**, and figure out how to get it to the public.

stay **late** at work – again.

THE NEW PROCESS:

COLLECT ITEMS



ROUTE FOR REVIEW



CREATE AGENDA



GENERATE PACKET



PUBLISH



MANAGE MEETING



CREATE MINUTES



PUBLISH



AFTER GOING PAPERLESS SALLY CAN

take a **hands-off** approach, as an OnBase repository lets staff submit items through electronic forms & attach supporting documents.

sit back as automation allows Sally's co-workers to complete agenda item approvals from their desktops, within Outlook or from their smartphones & tablets.

assemble agenda packets with **one click**. It automatically adds ordinance and resolution numbers, page numbers, placeholder pages and more.

meet **green initiatives** by eliminating paper-based agenda packets through electronic distribution.

record proceedings **quickly and easily** with OnBase Minutes.

automate follow-up actions and track tabled agenda items to ensure they are brought forward for future meetings.

create packages **quickly** and allow seamless electronic publishing and distribution. OnBase automates the creation of the document in one click.

leave work **on time**, and can enjoy a well-deserved glass of wine with friends.

WHAT DOES A CLERK DO?

- Clerks have become the hub of government, the direct link between the inhabitants of their community and their government
- The Clerk is the historian of the community
- The clerk is typically required to prepare the agendas for each government meeting and notify commissions if others' input is required for certain agenda items
- The clerk assembles the agenda packets and distributes them to council members. Minutes of the meetings are ordinarily recorded and edited by the clerk and distributed to the council members upon completion
- That's a lot of work – and it involves a lot of paper

WHY CLERKS ARE AWESOME

The job of a clerk is critical to the government. When they become a superhero by going paperless, they actually help you. Here's why:

- Clerks are keepers of the public records
- Clerks are stewards of important information
- The clerk's role is central to improving transparency in government
- The work they are doing is about making the legislative bodies as informed as possible
- They also make information available to the public so they can attend important public meetings and make their views heard

OnBase
by Hyland

OnBase Agenda and Minutes transforms your legislative process by managing Pre, during and post -meeting tasks. OnBase Agenda and Minutes links seamlessly to your agendas and minutes publishing process so information is available to staff and constituents 24/7, helping you meet transparency requirements.

Learn more at
ONBASE.COM/GOVERNMENT

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