



MEMBER-IN-TRANSITION PROGRAM SUMMARY & GUIDE

This is an abbreviated guide for eligible MCMA members who find themselves in transition and is intended to serve as an initial resource to help them through such a situation. A “Member-In-Transition (MIT) is someone who finds themselves About to be in Transition, In Transition, or who are Exiting Transition. [Follow this link to access the full MIT Handbook on MCMA’s website.](#)

- **For members “About to be in Transition” – Here are some tips and tools of which you should be aware:**
 - Signs of Trouble – Checklist
 - Unexpected executive session without you included
 - Sharp public questions on relatively mundane matters
 - Drastic change in the makeup of the governing body
 - Steps to Take – Checklist
 - Do not hunker down
 - Always be professional, even if “they” are not
 - Do not play favorites
 - What the Manager/Administrator Should do When Asked to Resign
 - Do not volunteer your resignation until you have a satisfactory written separation/severance agreement approved by the governing body
 - See an example Separation Agreement
 - Immediate Steps Checklist
 - Contact ICMA [Member Services](#) at (202) 962-3680
 - Contact MCMA staff liaison at the Missouri Municipal League (573) 635-9134 or [email](#)
 - Exit Strategy
 - It is advisable to retain legal assistance with specialized knowledge in municipal government and labor relations in the state of Missouri – Optional MCMA Benefit for initial legal services
 - Severance Checklist
 - Mutual Non-disparagement Clause
 - Develop a mutually agreeable “media release”
 - Remember that your greatest asset is your professional reputation
- **For members “In Transition” – You or your employer have severed ties, now what?**
 - Support System – your professional colleagues and contacts are your best resource, use them!
 - Notify MCMA staff liaison, Board members and/or Membership Outreach Committee members, and/or the [Senior Advisors](#) through ICMA.
 - MCMA Services/Resources – Member notification, Waiver of Membership Dues and Conference Registration fees, Initial Legal Services, Listserv, MIT Support Group, Model Documents, and more.
 - ICMA Services/Resources – Waiver of Membership Dues, Access to Personal Support, Reputation Services, Complimentary Conference Registration, Mental Health Benefits, and more.
 - Job Search and Guidance – Internet search of “municipal search firms” or visit [MCMA](#) or [ICMA](#) sites.
- **For members “Exiting Transition” – Now that you have successfully landed job interviews and/or have been extended an offer of employment, it is important to take pause and think through your next steps before accepting said job offer.**
 - Utilization of legal assistance to review or negotiate an Employment Agreement may be helpful, there is an example of such an agreement found in the MCMA MIT Handbook.
 - Appendix B: Model Employment Agreement
 - Help someone else currently in or entering Transition