

# ONLINE ORIENTATION FOR NEWLY ELECTED OFFICIALS



The Florida League of Cities (FLC) offers a convenient online orientation program for newly elected officials! This virtual course consists of seven mixed media lessons specific to Florida covering all aspects of municipal governance and the services cities provide. The course is self-paced and can usually be completed in less than 10 hours, total. Upon completion, participants will receive a certificate from FLC and have a better understanding of their role in local government.

**Course cost: \$99**

**A new class begins the first Monday of each month.**

*Check the [FLC Calendar of Events](#) for registration information.*

*Please note: This course is offered to elected municipal officials only.*

This online orientation is an excellent introduction to the responsibilities of an elected municipal official as well as the numerous training opportunities provided by FLC including the Institute for Elected Municipal Officials I and II, the Leadership Academy I and II, and numerous webinars on timely topics.

**For more information about training, webinars and other opportunities, check out the [FLC Calendar of Events](#) on the League's website.**

**QUESTIONS?** Contact Christen Barton at 407.367.3443 or [cbarton@flcities.com](mailto:cbarton@flcities.com).

**“Great self-paced course, look forward to more.”**

**– Commissioner Tom Harding,  
City of Key Colony Beach**

**“Thanks for this important overview of how our local governments function. This information is vital to effective leadership. It was a good overview of government service and responsibility.”**

**– Council Member Honey  
Minuse, City of Vero Beach**

## Course Agenda:

### Lesson 1: Understanding Your City

Getting started as a newly elected official begins with the legal and structural foundations for your city, town or village. This lesson includes your charter, your organizational structure and how your position on the council fits into all of this.

### Lesson 2: Understanding Your Legislative Role

You are now serving on the legislative body of your municipality. It is important to know the several types of meetings you'll attend, as well as your specific responsibilities and duties as a council member or mayor, and other key legislative facts are included in this lesson.

### Lesson 3: Understanding Your Fiscal Role

Being a fiscal officer for your municipality is one of the most important undertakings you will have. This lesson includes an overview of the budget, its timeline and sources, the municipal audit, financial reports, a quick review of governmental accounting and other aspects of your new financial responsibilities.

### Lesson 4: Understanding the Rules Impacting Public Officials

Florida has substantive ethics laws that apply to state and local officials, as well as laws related to public meetings and public records. This lesson is an overview of these laws and how they apply to you and your municipality.

### Lesson 5: Understanding Your Role as Supervisor

Elected municipal officials will supervise at least one, and sometimes a variety of municipal employees, based upon your own charter. This lesson includes best practices for this responsibility and resources for this role.

### Lesson 6: Understanding Your Intergovernmental Role

Your municipality is within a county, and you work alongside a school district and various special districts – as well as regional, state and federal agencies, the trick is figuring out how it all comes together. This lesson is a quick overview and civics review for Florida.

### Lesson 7: Understanding Your City's Services

Municipal governments in Florida deliver a wide array of services. This lesson covers the basic categories with brief notes related to how services are financed, as well as some shared services among local governments.