



## **TEXAS COURT CLERKS ASSOCIATION**

### **Conference Committee Chair**

The chair of the Annual Conference Committee shall be appointed by the President. The committee will be comprised of the Executive Board, Technology Chairperson, Public Relations Chairperson, Education Committee Chairperson and the Vendor Committee Chairperson. The committee is responsible for selection of meeting facilities, housing accommodations and planning of the entertainment for the Annual Conference. The chairperson is not authorized to financially commit the Association to any specific expense except by written authorization of the President, with approval of the Board of Directors.

There are three Board Meetings and one Annual Business Meeting per year. The Pre-Conference Board Meeting, Annual Business Meeting and Post Conference Board Meeting are held in conjunction with the Annual Conference. The third Board Meeting is held in the Spring. Failure to attend three of these four meetings beginning at the Post Conference Board Meeting for a twelve-month period shall constitute good cause for removal from office, unless good cause is shown and approved by the Board of Directors. Expenses to attend the Spring Board Meeting are paid by TCCA. Expenses for all other meetings are not reimbursable by TCCA. Budget restraints do not constitute "good cause" for absence from a TCCA Board Meeting. Committee Chairpersons who are not serving as an elected board member or chapter president will not be required to attend all meetings. The Executive Board will review the agenda for the scheduled meeting and determine which committee chairs will be required to attend the meeting.

As the Committee Chair, you will be required to submit a report to the Board of Directors during the Spring Board Meeting and Pre-Conference Board Meeting. The report should include committee membership information, information regarding committee meetings and financial information (if applicable). The report submitted during the Spring Board Meeting will also be submitted to the general membership during the Annual Business Meeting.

Reports should be submitted to the Secretary no later than the date requested by the President. The Bylaws require that reports be included on each of the meeting flash drives and must be submitted timely so that the Secretary has sufficient time to prepare the meeting flash drive. If you are unable to submit your report to the Secretary as requested, it then becomes your responsibility to contact the Secretary and confirm how many copies of the report you must print and bring with you to the meeting. A copy of your reports must be sent to the Secretary via email for permanent electronic storage. Committee Chairs

excused from attendance shall provide a written report to the board for review. If the board has questions about that report it will be relayed to the Committee Chair by the President as soon as possible following the meeting and any information provided by the Committee Chair will be shared with the TCCA Board.

Correspondence between Board Members and Committee Chairs may be done via email as long as the current listing of Board Members and Committee Chairs includes an email address. It is recommended that any correspondence sent using email require a return receipt.

Board members will be asked to sign a Code of Ethics during the Post Conference Board meeting. The signed copy will be maintained by the Secretary. The signed copy is scanned as a permanent document and stored electronically, the original may be destroyed. A new Code of Ethics will be signed by board members each year.

Board members should notify the Secretary of any changes. Sample forms and letters should be emailed to the Secretary for electronic storage.

It is the responsibility of the Committee Chair to follow the Records Retention Schedule for any records maintained while serving as Committee Chair.

Should a new appointment be made to serve as Committee Chair, it is the responsibility of the immediate past chairperson to deliver all records regarding the committee to the newly appointed chairperson as soon as possible following the appointment.

The Chairperson of the Annual Conference Committee should follow the guidelines outlined in the Conference Notebook. The guidelines included with this job description are very basic. This notebook shall be passed from the current committee chair to the future committee chair immediately following the Post Conference Board Meeting. The current committee chair should update the notebook as necessary and forward a copy of the revised notebook via email to the Secretary for safekeeping.

Board members and Committee Chairs will be asked to sign a Code of Ethics during the Post Conference Board meeting. The signed copy will be maintained by the Secretary. If the signed copy is scanned as a permanent document and stored electronically, the original may be destroyed. A new Code of Ethics will be signed by board members each year.

Updated Job Descriptions will be submitted to the Secretary via email prior to the Spring Board Meeting. The committee chair should notify the Secretary of any changes. Sample forms and letters should be emailed to the Secretary for electronic storage.

Updated February 15, 2018  
By Tammy Odom