



**Texas Court Clerks Association
Certification & Education Committee Chair
Last Updated February 2018**

The Certification and Education Committee is primarily responsible for overseeing the Municipal Court Clerk's Certification Program, which allows court clerks to become Certified Court Clerks. The committee serves the membership by ensuring that information is available to them regarding the requirements to become a Certified Court Clerk as well as to address concerns or questions regarding certification. The committee is also responsible for approving the educational programs to be offered during the TCCA Annual Conference and other educational and development programs approved by the committee, and shall be responsible for educational articles to be included in *The Scribe*.

The Education Committee shall be responsible for the approval of certification credit hours provided for the purpose of continuing education for the Municipal Court Clerk's Certification Program. This committee shall serve as the decision making body for the certification program which includes ensuring that speakers and facilitators are qualified to present topics at the TCCA Annual Conference or any educational session where an application for training has been submitted to the Education Committee for approval.

The Chairperson of the Certification and Education Committee is appointed by the President at or immediately following the Annual Conference and will serve until the next Annual Conference or until their respective successor is appointed. The President may also appoint a co-chair to serve on the committee.

The Chairperson(s) of this committee will rely on the Education Committee Policies and Procedures manual when conducting business for the committee. This manual is the official set of rules regarding the certification program and committee activities and will be maintained by the Committee Chairperson(s).

The Education Committee will meet as often as necessary during the year to conduct business for the committee. Committee members will be reimbursed for attendance by the Certification Program Financial Manager.

As a Board Member, 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 usually held in October. The Spring Board Meeting is usually 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.

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

Reports should be submitted to the TCCA Secretary no later than the date requested by the TCCA Secretary or President. The Bylaws require that reports be submitted timely to the TCCA Secretary so that the TCCA Secretary has sufficient time to prepare and include the reports for board meetings. If you are unable to submit your report as requested, it then becomes your responsibility to contact the Secretary to confirm how many printed copies of the report you must bring with you to the meeting/s. A copy of the report must be sent to the TCCA Secretary via email in both Microsoft Word and PDF format for permanent electronic storage.

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. Correspondence must be mailed via postal service to any Board Member or Committee Chair who does not have an email address.

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 TCCA 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.

Job Descriptions will be distributed to all Board Members during the Post Conference Board meeting. Board members should notify the Secretary of any changes. Sample forms and letters should be copied onto a flash drive and given to the Secretary for safekeeping.

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.