



**Texas Court Clerks Association
Publication Committee Chair
Last Updated January 2016**

The Publication Committee Chair is primarily responsible for the content, layout, and design of the Association publication, *The Scribe*, and for its' distribution to the membership. *The Scribe* is distributed twice a year to the membership and posted on the Texas Court Clerks Association website.

Minimum technology requirements for the Committee Chair include internet and email access, Microsoft Publisher, and PDF Creator.

The Committee Chair must attend the three Board Meetings and one Annual Business Meeting held per year. This includes the Pre-Conference Board meeting, Annual Business Meeting and Post-Conference Board Meeting, which are usually held in October. The Mid-Year 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.

The Committee Chair will be required to submit a report to the Board of Directors during the Mid-Year Meeting and Pre-Conference Board Meeting. Reports should be submitted to the Annual Conference Host no later than the date requested by the President or Conference Host. If the Chair is unable to submit the report to the Host as requested, the Chair shall contact the Host and confirm how many copies of the report should be brought to the meeting. A copy of the reports must be sent to all Board members for review as well as the Secretary via email for permanent electronic storage.

Upon appointment, the Committee Chair shall obtain all contact information for existing Committee members, Chapter Presidents, Board Members, and Committee Chairpersons from the past Committee Chairperson. The Chair shall be responsible for contacting each of the above, seeking their input for topics to be included in each issue of *The Scribe*, and for coordinating articles to be written for each issue.

For each issue, the Committee Chair must communicate with Vendor Committee Chair to ensure vendors are appropriately represented, according to the described sponsorship level.

By the deadlines listed below, the Committee Chair shall gather all articles, advertisements, and all other information to be included in each issue of *The Scribe*, and is responsible for the layout and design of each issue.

The Chair is responsible for meeting all timelines/deadlines for each issue of *The Scribe*.