

TEXAS COURT CLERKS ASSOCIATION

Scholarship Committee Chair

The Scholarship Committee is responsible for reviewing the Scholarships applications that are submitted for the TCCA scholarship that is awarded each year to help members attend the TCCA Annual Conference.

The Chairperson of the Scholarship Committee is appointed by the President at or immediately after the Annual Meeting and will serve until the next Annual Meeting, or until their respective successor is appointed.

Applications are received from March 1st to March 15th. Once all the applications are received the Chairperson then sends them out to the committee. The committee then reviews each application and then rates them from 1-10 as to who they think should receive a scholarship.

The ratings are then sent back to the Chairperson. At this point the Chairperson adds up all the ratings from each committee member and notifies the top ten applicants by March 30th. The chairperson sends each awardee an email stating that they had be chosen to receive a TCCA Scholarship along with their certificate.

The chairperson will collect all documents necessary to substantiate reimbursement to the awardee and process e reimbursement paper work that then will be presented to the TCCA Treasurer for reimbursement.

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 Mid Year 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 Mid-Year 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 a Committee Chair, you will be required to submit a report to the Board of Directors during the Mid-Year 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). The report submitted during the Pre-Conference Board Meeting will also be submitted to the general membership during the Annual Business 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.

Reports should be submitted to the Secretary no later than the date requested by the President or Secretary. The Bylaws require that reports be included in each of the meeting binders or other electronic storage means approved by the President. If you are unable to submit your report to the Secretary as requested, it then becomes your responsibility to provide the necessary copies to be supplied during the meeting.

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.