



TEXAS COURT CLERKS ASSOCIATION
Texas Municipal League Board Representative
Reviewed January 2018

The TML Board Representative serves as the Association's representative on the Board of Directors of the Texas Municipal League. The TCCA Vice President shall serve as the TML Board Representative. In accordance with TML guidelines, the term of office is two years with a maximum of four years for any one person.

Duties of the TML Board Representative include:

- ❑ Attending all Association meetings of the TCCA Board of Directors.
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- ❑ Making necessary arrangements to ensure booth reservation, set up and coverage for the Association at the TML Annual Conference in even numbered years.
- ❑ Assisting the Education Committee as necessary with Affiliate's Day programs at the TML Annual Conference.
- ❑ Preparing and submitting an annual report to the TML Executive Director upon request as required by the TML constitution.
- ❑ Submitting Association Bylaw changes to TML Executive Director for approval.
- ❑ Ensuring compliance with all TML affiliate guidelines.
- ❑ Preparing and presenting a TML Report at the TCCA Spring Board Meeting, Pre-Conference Board Meeting and Annual Business Meeting.
- ❑ Performing special projects as requested by the President.

As a Board Member, there are three TCCA 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 with 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 reimbursed by TCCA. Budget restraints do not constitute “good cause” for absence from a TCCA Board Meeting.

As the TML Representative, you will be required to submit a report to the TCCA Board of Directors during the Spring Board Meeting, Pre-Conference Board Meeting and the Annual Business Meeting. The report should include information regarding TML Board meetings, TML conference, as well as information regarding legislative or other TML related initiatives.

Reports should be submitted to the Secretary no later than the date requested by the President or Secretary. 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. If excused from attending a TCCA Board meeting, it shall be your responsibility to provide a written report to the board for review.

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. 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. A new Code of Ethics will be signed by board members each year.

It is the responsibility of the TML Board Representative to follow the Records Retention Schedule for any records maintained while serving in this position.

Upon the election of a new Vice President, it is the responsibility of the immediate past Vice President to deliver all records regarding the TML Board to the newly appointed Vice President as soon as possible following the election.