



TEXAS COURT CLERKS ASSOCIATION
Vendor Committee Chair
Job Description

The Vendor Committee Chair is the primary point of contact for the vendors at the annual conference and will ensure that their needs are met before, during, and after the conference. The Vendor Committee Chair is responsible for assisting the Conference Planning Committee with vendor-related issues/tasks such as seeking vendor attendance and participation at the annual conference, assisting with vendor registration and sponsorships as well as conducting the vendor expo.

The Vendor Committee Chair 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.

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 the Vendor Committee Chair, you will be required to submit a report to the Board of Directors during the Mid Year 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 Pre-Conference 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. 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. 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. 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 diskette and given to the Secretary for safekeeping.

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

➤ **Vendor Committee Responsibilities**

- ❑ Mail vendor registration packets to potential vendors.
- ❑ Distribute evaluation forms to the vendors at the end of the conference.