



## **Texas Court Clerks Association Legislative Chair Job Description Updated February 2018**

The Texas Court Clerks Association (TCCA) Legislative Committee reviews and monitors legislative issues related to Texas courts. The Chairperson of the Legislative Committee is appointed by the President at or immediately after the Annual Meeting/Conference and will serve until the next Annual Meeting/Conference, or until their respective successor is appointed.

### **General Responsibilities**

- Review the current legislation and related concerns or issues and proposes to the Board of Directors which legislation to follow closely and for which to actively advocate.
- Sign up with the Texas Legislature online website to receive state legislative updates via email.
- Become familiar with both sides of the issues to follow and assist in coordination of advocacy efforts on behalf of the TCCA.
- During the legislative session, electronically send legislative updates at minimum every two weeks to the TCCA membership and the TMCEC Program Attorney. When available, include links for more information on the issue.
- During the legislative session, maintain communication with the TMCEC Program Attorney to share pros and cons of legislative bills filed.
- Seek and recruit members that may be available to speak (in support or against bills) before Legislators or their staffs at committee meetings, legislator's offices, etc. located in Austin, Texas.
- Attend local legislative forums and events and communicate with legislators, if possible.
- Attend three (3) required board meetings
  - Spring Meeting
  - Annual Meeting
  - Post Conference meeting immediately following conclusion of Annual Meeting/Conference
- Compile, prepare and submit all required reports for board meetings and annual business meeting.
- Follow the Records Retention Schedule for any records maintained while serving as Committee Chair.
- Maintain appropriate communication with Board of Directors, other Committee Chairs and members, and the membership at large.
- Adhere to all TCCA By-Laws and the Legislative Committee's Policies and Procedures.

### **Timelines and Tasks**

These are outlined in the TCCA Legislative Committee's Policies and Procedures.