

**TEXAS COURT CLERKS ASSOCIATION**  
**Membership Committee Chair**  
**Job Description**

The Membership Committee is responsible for the recruiting of members, the circulation of information about the Association to other organizations and individuals, the formulating of plans for the inclusion of subsidiary associations and the formulating of plans for the merging of other national organizations. The committee is also responsible for carrying out decisions of the Board of Directors relative to the recruitment, maintenance, and eligibility of members of the Association.

The Chairperson of the Membership 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. As a Board Member, there are three Board Meetings and one Annual Business Meeting per year.

- Spring Board Meeting
- Pre-Conference Board Meeting
- Annual Business Meeting and
- Post Conference Board

Pre-Conference, Annual and Post Conference Meetings are usually held in October. The Spring Board Meeting is 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 Committee Chair, you will be required to submit a report to the Board of Directors during the Spring Board Meeting and Pre-Conference Board Meeting. The report should include;

- committee membership information;
- information regarding committee meetings;
- number of hours each committee member spent on committee business;
- 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 TCCA Secretary no later than the date requested by the President or TCCA Secretary. The Bylaws require that reports be included in each of the meeting flash drives and must be submitted timely so that the TCCA Secretary has sufficient time to prepare the meeting flash drives. 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. Reports should be stapled together.

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.

The Membership Committee Chairperson will send updated membership lists to the TCCA Board and Chapter Presidents at least every 1<sup>st</sup> and 15<sup>th</sup> of each month during the calendar year.

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. 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 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.

### ➤ **Membership List**

A membership report will be presented to the board at each board meeting. The membership list will capture the following information for the applicant:

- Last Name
- First Name
- Position
- Street Address
- City
- Zip Code
- Phone Number
- Fax Number
- Email Address

- Level of Certification
- Name of Court Representing

Upon extraction of the members information from the electronic application the committee member will review the data for the completeness and accuracy and will generate and distribute the official membership list.

## ➤ Other Duties

- Work with the Technology Committee to ensure automated renewal process is scheduled to launch.
  - All email templates have been established from Renewal Reminders to Lapsed Notifications.
    - Renewals should launch on November 1<sup>st</sup>. Automatic emails will be sent.
    - Unpaid renewal invoices will automatically enter a “Renewal Overdue” status on January 1<sup>st</sup>. Automatic emails will be sent.
    - If still unpaid, renewal invoices will automatically enter a “Lapsed” status on January 15<sup>th</sup>. Automatic emails will be sent.
    - If still unpaid, invoices will be voided and profiles will be archived on February 1<sup>st</sup> of each year.
- Monthly membership listings should be generated and posted to the Association’s website under the “Directory” page and also to the “Sustaining Membership” page. Additionally, the link should be forwarded by email to board members with any relevant membership information.
- As new members make application for membership online, ensure the following:
  - Work email is provided (no personal emails accepted)
  - Appropriate chapter selected, based on county of inclusion (see attached listing).
  - “Organization” and “Court Name” indicated.
  - No vendor association (especially for those making honorary membership applications).
- Process membership transfer requests by ensuring the following:
  - New application submitted by the member beginning new membership.
    - Automatic invoice will be generated and emailed.
  - Transfer request completed with information for member being replaced (link available on the “Join Us” page of the Association website).
  - Activate new member without payment.
  - Update invoice with a “special discount” payment adding transfer notes. Notes should include the original member’s name, original invoice number, original payment method and original payment date. Duplicate this information in the “Internal Notes” section.
- Update failed email addresses by making contact with the member and correcting any errors. Send manual email to ensure properly working.

Updated/Reviewed - January 2016

## **Record Description Retention Period**

- Agendas Permanent
- Articles of Incorporation Permanent
- Audio Tape Recordings 2 years
- Awards Lists Permanent

Revised January 2018

- Bank Statements FE+5 years
- Board of Directors Listings Permanent
- Budgets FE+5 years
- By-Laws Permanent
- Certification Program - Misc. Correspondence 5 years
- Code of Ethics Permanent
- Conference Budgets 5 years
- Conference Guidelines Permanent
- Correspondence - Miscellaneous 5 years
- Equipment Purchased Life of Equipment
- Financial Correspondence 5 years
- Financial Reports Permanent
- Forms - Miscellaneous Administratively Valuable
- General Counsel Agreement Term of contract + 3 years
- Grant Applications - Denied 2 years
- Grant Applications - Granted Permanent
- IRS Non-Profit Status Permanent
- Legislative Committee Information 5 years
- Legislative Updates End of Legislative Session + 6 months
- Meeting Minutes Permanent
- **Membership Lists Permanent**
- Mid-Year Meeting Information 3 years
- Mission Statement Permanent
- Nominations for Office Election + 1 year
- Nominations for Awards Date Awarded + 1 year
- Previous Conference Information 5 years
- Records Retention Schedule Permanent
- Scholarship Information Permanent
- Signature Cards 5 years
- SJI Grant Permanent
- State of the Association Address Permanent
- Tax Forms Permanent
- TCCA Chapter Information Permanent
- The Scribe Permanent
- TML-TCCA Information Permanent
- Votes by Proxy Date of Vote + 3 years