

**TEXAS COURT CLERKS ASSOCIATION**  
**Conference Committee Chair**

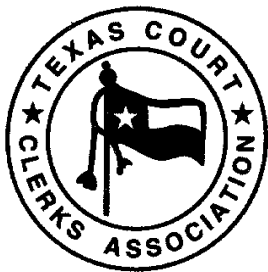
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The Chairperson of the Annual Meeting Committee will be from a court in, or immediately contiguous to, the city chosen as the host city for the Annual Meeting. The committee is responsible for selection of meeting facilities, housing accommodations and planning of the entertainment for the Annual Meeting. The chairperson is not authorized to financially commit the Association to any specific expense except by written authorization of the President, with approval of the Board of Directors.

The Chairperson of the Annual Meeting Committee should follow the guidelines outlined in the Conference Notebook. The guidelines included with this job description are very basic. This notebook shall be passed from the current conference host to the future conference host immediately following the Post Conference Board Meeting. The current conference host should update the notebook as necessary and forward a copy of the revised notebook via email to the Secretary for safekeeping.

Board members and Committee Chairs 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 emailed to the Secretary for electronic storage.



**TEXAS COURT CLERKS ASSOCIATION**  
**Mission Statement**  
**September 23, 1988**

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There is no other position in municipal management, other than City Manager and City Attorney; which faces greater complexity on a daily basis than the Court Clerk. The TCCA makes a concerted effort to assist clerks in the management of their municipality's justice system.

- 1) The Texas Court Clerks Association is to insure the highest quality of court management for member and non-member courts.
- 2) The TCCA works assertively to maintain an open public forum to serve to the citizens.
- 3) The TCCA reviews administrative procedures to protect due process and reduce potential liability for the city.
- 4) The TCCA designs management strategy, which assures a neutral magistrate in the courtroom before the public.
- 5) The TCCA encourages the maintenance of daily court activity, which endorses no greater benefit for the police than the citizen.
- 6) The TCCA keeps a vigil to deny clerks, citizens, police, management and judges from using the courts as an instrument of revenge.
- 7) The TCCA provides assistance to any Court wanting a review of its administrative process to enhance or enrich the quality of its service.
- 8) The TCCA assesses the impact of present and future legislation on the operations of courts.

➤ **Upon Selection**

- ❑ A meeting must be set up at the host hotel as soon as possible following the securing of your bid, but no later than the next scheduled Mid-Year Board Meeting so that the hotel contract may be reviewed by the President, the hotel contact and yourself.

➤ **Mid Year Board Meeting**

- ❑ Block rooms for board members. Check with each board member for the number of nights needed.
- ❑ Set up meals and breaks.
- ❑ Meeting room with tables in a U-shape for at least 20. The room will need to have electrical hookups for a recorder to be used. You will need to check with each board member to see if they need any other special A/V equipment. The room should be reserved for at least one day, but you should check with your hotel contact person for the possibility of needing the room for one additional morning.
- ❑ Coordinate with the Secretary to request any and all reports needed from board members for the meeting binder.
  - Agenda
  - Pre-Conference Board Meeting Minutes
  - Annual Conference Minutes
  - Post Conference Board Meeting Minutes
  - Treasurer's Report
  - Certification Program Financial Report
  - Committee Reports
  - Chapter Reports
  - Old Business Documentation
  - New Business Documentation
- ❑ Set up a time during the meeting for a tour of the hotel meeting rooms, guest room, vendor rooms, etc.

➤ **Annual Conference**

- ❑ Block approximately 100 guest rooms. The hotel should offer a complimentary guest room for every 25 rooms reserved (this will vary with each hotel).
- ❑ The Conference Host should book a suite style room in their own name. This room will be used throughout the conference as a place to store supplies, merchandise and computer equipment. This room may also be used by the Host as a guest room, which allows the host to be on site during the duration

of the conference. This room will be reserved in addition to any complimentary rooms offered by the hotel and should be included on the Master Hotel Invoice. (Mid Year Board Meeting 2002).

- ❑ In order to guarantee that all board members have a room for the annual conference, we suggest having the hotel block enough rooms for each board member. (Mid Year Board Meeting 2002).
- ❑ Discuss with another hotel about rooms for overflow (if needed).
- ❑ Plan meals and breaks with hotel
- ❑ Mail delegate registration forms to members by June 1<sup>st</sup>. Registration forms should include a tentative conference schedule and prep course and testing registration forms. Upon receiving registration forms from members, you will send a confirmation email or letter. A current membership list may be obtained by contacting the Membership Committee Chair. Check with the current Policies and Procedures to verify current registration fees.
- ❑ Mail Vendor Registration Forms to possible vendors regarding the conference no later than February 1<sup>st</sup>. These are mailed early as it often takes several contact attempts for a response. Check with the current Policies and Procedures Manual to verify current vendor registration fees.
- ❑ Mail letters regarding Sponsorships to TCCA chapters, vendors, neighboring cities and other organizations/businesses no later than February 1<sup>st</sup>.
- ❑ Prepare nametags with ribbons. Your local CVB may be helpful with this.
  - Delegate
  - New Delegate
  - Board Member
  - Vendor
  - Visitor
  - Guest
- ❑ Set up transportation for any outside activities away from the hotel. Contracts, if any, must be reviewed by the General Counsel and signed by the President.
- ❑ Arrange for your Mayor (or other city representative) to give a welcome speech at the opening ceremonies on Monday.
- ❑ Provide for the Invocation and Color Guard to present colors and perform the pledge of allegiance at the opening ceremonies on Monday.

- ❑ Provide topics for the educational sessions. The Education Chair person must approve these topics. Examples of prior approved topics include: Judges and Clerks, Team Building, Stress Management, Customer Service, Interviewing, Leadership, Court Security, Motivation, New Legislation, New Court Costs, Attitudes for Success, Economic Analysis, Wellness, Spanish for Court Clerks, Office Procedures, Creating a Procedures Manual, Verbal Judo, Managing Intergenerational Differences, Fine Collection and Procedures, Juvenile Law and Procedures, and Future Legislation
- ❑ Obtain speakers for topics.
- ❑ Mail the Speaker Welcome Letter confirming speaker's date and time no later than June 1<sup>st</sup>. Send a Reminder Letter no later than October 1<sup>st</sup>.
- ❑ Provide a speaker for the luncheon on Monday (this is optional).
- ❑ Provide for special activities for the delegates and their guests for Monday evening.
- ❑ Provide entertainment for the banquet on Tuesday evening.
- ❑ Provide for hosting a Hospitality Room. Vendors and others may actually furnish the refreshments but the Host City should arrange to have someone in the room each evening (this is optional).
- ❑ Provide for decorations for the banquet.
- ❑ Assist vendors/speakers with A/V equipment or other special needs.
- ❑ Provide personnel to man the registration table on Sunday evening and Monday morning. Your local CVB may assist with this.
- ❑ Confirm with each Chapter President if display tables are needed for their chapter.
- ❑ Distribute information about things to do in the host city. Usually the Convention and Visitors Bureau will furnish these materials along with goody bags that can be given out during registration.
- ❑ Prepare a binder for each delegate, which includes a conference agenda, reports, minutes, speakers' bios, class information, general information about the hotel and the conference.
- ❑ Prepare certificates for all members attending the conference, which will need to be signed by the President.