

The Website Committee Chair is responsible for the development and maintenance of the TCCA website through coordination with the private vendor webmaster selected by the board. The Committee will continuously exchange information with the membership regarding the organization by utilizing the Internet as its main information source and email as a vital communication tool. The TCCA website will serve as an additional tool to recruit members, promote upcoming events and activities, as well as engage members in opportunities for professional and personal development. The Committee shall coordinate with the Board of Directors to post information and serve as the main communication tool for the general membership.

The Website 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 Website 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 Annual Conference Host no later than the date requested by the President or Conference Host. The Bylaws require that reports be included in each of the meeting binders and must be submitted timely so that the Conference Host has sufficient time to

prepare the meeting binder. If you are unable to submit your report to the Host as requested, it then becomes your responsibility to contact the Host and confirm how many copies of the report you must print and bring with you to the meeting. Reports should be stapled together and hole- punched for placement into a three-ring binder. A copy of your reports must be sent to the Secretary via email for permanent electronic storage. 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. Correspondence must be mailed via the postal service to any Board Member or Committee Chair who does not have 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 Website Committee Chair to follow the Records Retention Schedule for any records maintained while serving as the Website 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.

**Recommended items to be posted on website:**

Upcoming Conference Registration forms for vendors and delegates

Award Nomination Forms

Updated Bylaws and proposed revisions

List of Board Members and Committee Chairpersons

Membership List

Chapter Presidents and Chapter news

Copies of *The Scribe* Election Nomination Forms Certification Program Information Job Postings



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.

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| **Record Description** | **Retention Period** |
| Agendas | Permanent |
| Articles of Incorporation | Permanent |
| Audio Tape Recordings | 2 years |
| Awards Lists | Permanent |
| 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 |

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| 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 |